Self-assessment Tool
User Manual

European Quality Assurance Scheme for Breast Cancer Services
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INTRODUCTION

The European quality assurance (QA) scheme for breast cancer services is a collection of evidence-based requirements (described in the Manual of the European Quality Assurance Scheme for Breast Cancer Services) that can be followed by any breast cancer service (BCS) wishing to improve the quality of care offered to women.

The scheme is designed to be implemented on a voluntary basis. Auditors will check the requirements both remotely and during on-site visits to a BCS’s physical premises. Those services demonstrating that they meet the requirements will be awarded a certificate.

Before the QA scheme is launched, a pilot will be carried out to determine the feasibility of implementing the requirements and to test the different components in real settings. A final version of the QA scheme will then be prepared based on the outcomes obtained during the feasibility checks and pilot run.

The self-assessment tool is a software that BCSs can use to check their progress towards meeting the requirements before applying for accredited certification for the European QA scheme. This version of the software is designed to test the feasibility of the requirements.

Selected BCSs will use the self-assessment tool to assess their compliance with the requirements (or their likelihood of complying, if not yet implemented). They will also explain, in the dedicated section of the self-assessment tool, how they can prove (or intend to prove) their compliance and, where possible, calculate the quality indicators using the quality indicators calculator.

For feasibility-check purposes, the self-assessment tool includes a feedback section for each requirement, as well as a general feedback section.
SYSTEM REQUIREMENTS
AND INSTALLATION

This software has been developed for Windows operating systems.

**Minimum system requirements**
Windows 7 SP1, Windows 8/8.1 or Windows 10.

At least a 1 GHz processor with at least 512 MB of physical RAM is recommended, with a minimum of 512 MB of free disk space.

**How to install the self-assessment tool**
The self-assessment tool can be downloaded from the CIRCABC platform (1). Each BCS participating in the feasibility checks will receive instructions on how to access the platform, create an account and access the space where the software is hosted.

Once you have downloaded the file ECIBC QA Self-assessment tool MSI from the CIRCABC platform, run it to start the installation. During the installation you must accept the Standard End User License Agreement.

**Running the software**
To start the self-assessment tool, launch the file ECIBC QA Self-assessment tool from your desktop.

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EXPLORING THE START PAGE

When you open the tool (Figure 1), you will see the left side menu with the following tabs: Home, BCS data, Self-assessment, BCS Manual, About, Licence and Exit.

- The **Home** section provides general information about the QA scheme and the self-assessment tool.
- The **BCS data** section leads to a form that will need to be completed with administrative information about the BCS.
- The **Self-assessment** section brings up the menu that lets you start a new assessment or continue an existing one.
- The **BCS manual** section leads to the BCS manual describing the requirements.
- The **About** section summarises information on the ECIBC and developers of the tool.
- The **Licence** section is where the agreement for using the ECIBC QA self-assessment tool can be found.
- The **Exit** section will close the programme and end your session.

![Figure 1. The Home page.](image)
ADMINISTRATIVE DATA

Enter the administrative data about your service in the BCS data section in the left-hand menu.

Figure 2. Window with the administrative information.
START OR CONTINUE AN ASSESSMENT

To create a new assessment, choose the **Self-assessment** section in the left-hand menu and click the **New assessment** button (Figure 3). Select the process(es) of care covered by your BCS (Figure 4) and briefly describe the assessment in the description box (e.g. assessment to check compliance of the screening programme, 15 March 2021). Save the changes.

![Figure 3. Self-assessment page.](image)
Figure 4. The window for selecting the processes of care covered by the BCS.

To start the assessment, click the green button or double-click on the row (Figure 5).

To continue an existing assessment, click on the same green button in the row containing the relevant assessment (Figure 5). To edit an assessment, click the edit button and then edit the process of care being assessed. If you would like to delete the data and the assessment, click the button.

Figure 5. Screen showing the list of assessments.
To choose the process of care for which you will fill in information about the service's compliance with the BCS manual requirements, click the blue down-arrow button (see Figure 6) or the button.

If you click the blue down-arrow, you will see the list of the requirements for that process of care and the progress made (Figure 9). The number on the right-hand side indicates the number of requirements for each process of care.

If you click the edit button , a new window will open (Figure 7), where you can fill in the necessary information for each requirement (organised by criteria).

![Figure 6](Image)

**Figure 6.** Window showing the processes of care with the number of requirements to be checked.
Figure 7. Window with an example criterion and evidence box to be filled in.

Use the Next button to navigate to the next requirement/criterion, or Previous to navigate to the previous one.

The information for each criterion can be edited in this window. The information is saved automatically when clicking the Close, Previous or Next buttons. There is specific feedback form to be completed for each criterion (Figure 8).

Figure 8. Feedback window.
CHECK THE STATUS OF AN ASSESSMENT

When clicking the edit button (on the right-hand side) for each process of care, the requirements for the process selected will be displayed. This can also be done by clicking the Next button. It is also possible to review criteria and feedback in this window. To go to another process of care, you will need to close the window containing the one that you are currently editing, as you cannot edit two windows for two different processes of care at the same time.

Click the blue down-arrow next to the process of care to bring up the list of requirements. The number of requirements for each process of care is shown at the top right (Figure 9), and there is a progress bar for all of the criteria being filled in.

Figure 9. Summary of completion of the requirements and criteria

To change between the processes of care for an existing assessment, click on the edit button to edit the assessment.
GENERAL FEEDBACK

When your service’s assessment is complete, click the Finalise and export button and fill in the feedback form (Figure 10).

Figure 10. General feedback form.
EXPORT DATA

To export the data completed during the assessment, either click the Finalise and export button in the Self-assessment window (Figure 6) or the Import/export button on the initial Self-assessment screen (Figure 11).

Figure 11. Import/export button on the initial Self-assessment screen.

Finally, save the file and upload it to CIRCABC.
CONTACT INFORMATION

Email: jrc-cancer-policy-support@ec.europa.eu
GETTING IN TOUCH WITH THE EU

In person
All over the European Union there are hundreds of Europe Direct information centres. You can find the address of the centre nearest you at: https://europa.eu/european-union/contact_en.

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Europe Direct is a service that answers your questions about the European Union. You can contact this service:
- by freephone: 00 800 6 7 8 9 10 11 (certain operators may charge for these calls),
- at the following standard number: +32 22999696, or
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