



### Course Director

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Director

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### Tutors

**Paola Laricchiuta, Cristina Morciano,**

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**Karen Ritchie** - *Healthcare Improvement*

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### Scientific secretariat

**Marta De Santis, Amalia Egle Gentile,**

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*Italian National Institute of Health*

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### Venue

**Italian National Institute of Health**

**Aula Rossi 2**

**Via Giano della Bella, 34**

**00162**

**Rome (Italy)**

For more information visit the  
website

[www.iss.it/cnmr](http://www.iss.it/cnmr)

[www.rarebestpractices.eu](http://www.rarebestpractices.eu)

[www.europlanproject.eu](http://www.europlanproject.eu)

### Organizative secretariat and dissemination

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**Health care guidelines  
on rare diseases.  
Quality assessment**

**February 23-24, 2015**

Provisional programme

Organised by the  
Italian National Centre for Rare Diseases  
Italian National Institute of Health



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## First day - 23 February

10:00 - Registration

10:30 - Introduction to the course and RARE-Bestpractices overview (Domenica Taruscio)

10:50 - Health care guidelines and European Reference Networks (TBC)

11:10 - *Coffee break*

11:40 - Guideline role in healthcare outcome improvement (TBC)

12:10 - Development vs. appraisal: available standards and tools (Paola Laricchiuta)

12:30 - Trustworthiness of guidelines: case studies (Cristina Morciano)

12:50 - Guidelines search and RARE-Bestpractices' databases (Karen Ritchie)

13:15 - *Lunch*

14:15 - Introduction to the AGREE II instrument (Karen Ritchie)

15:15 - End of the day

## Second day - 24 February

10:00 - Exercise I (facilitators: all teachers)

11:00 - *Coffee break*

11:30 - Discussion about Exercise I (TBC)

12:00 - Exercise II (facilitators: all teachers)

13:00 - *Lunch*

14:00 - Discussion about Exercise II (TBC)

14:30 - Appraisal work: instructions (Karen Ritchie)

15:00 - Certificate delivery

15:30 - End of the course

## Course description

The present course is part of the capacity building activities of the project RARE-Bestpractices (Work package 4 and Work package 6). These activities have been conceived to support the upcoming European Reference Networks and Centres of Expertise in the development of their capacity to produce and use health care guidelines, according to the criteria set up by the Commission Delegated Decision of the 10/3/2014 (2014/286/EU).

The course has a twofold purpose: 1) to familiarise the participants with the RARE-Bestpractices outputs and raise awareness of the project activities 2) to provide participants with the opportunity to acquire skills necessary to appraise health care guidelines for rare diseases by using AGREE II, the international tool to assess the quality and reporting of health care guidelines, also actively involving them in the appraisal work foreseen in the project.

The course will cover the following topics:

1. Overview of the guideline and research recommendation databases
2. Basic elements of guideline development process
3. Overview of the available standards and tools for health care guideline development and appraisal
4. The AGREE II tool and its application to rare disease guidelines

The course format consists of: lectures and small groups work/exercises.

## Eligibility requirements

Participants will be identified through open application. To apply for the course applicants should:

- be a graduate or have successfully completed a professional training course
- have experience in a health-related field
- be committed to appraise up to a maximum of 5 guidelines which will be included in the guideline database of RARE-Bestpractices (please refer to the details in the paragraph "Appraisal work")
- have a good command of English.

Applicants should meet all the above requirements. Applications will be reviewed to determine whether applicants meet the eligibility requirements for admission. A geographical distribution of the participants will also be taken into account in the selection process.

## How to apply

The application form can be downloaded from [www.rarebestpractices.eu](http://www.rarebestpractices.eu), [www.europlanproject.eu](http://www.europlanproject.eu), [www.iss.it/cnmr](http://www.iss.it/cnmr). It should be duly filled, signed and sent together with a current CV by email to [rare-bestpractices@iss.it](mailto:rare-bestpractices@iss.it)

Applications not accompanied by a CV or not duly filled or readily comprehensible will be excluded. All applicants should return the application form together with a current CV no later than **21 January 2015**.

Please note that places on the course are limited. A maximum number of **20 participants** will be admitted. A confirmation of admittance will be sent by email only to the accepted applicants within **26 January 2015**.

## Appraisal work

After the course participants will collaborate to the appraisal of the guidelines to be included in the RARE-Bestpractices guideline database. It is estimated that it takes between 30 and 90 minutes to appraise one guideline following training. The name of the appraisers will be displayed on the web page of the RARE-Bestpractices guideline database. Please note that the appraisal work will take place from March 2015 to April 2015. The topics of the guidelines to appraise and further details about the appraisal work will be discussed during the last day of the course. No funding support is envisaged for this activity.

## How much will it cost?

The course is available free of charge. The organizers will provide refreshments (tea, coffee and biscuits) and lunch but will not pay for travel and accommodation expenses of attendees.

## Methods of Assessment

There will be no formal examination but a Certificate of Attendance will be awarded only to those completing the full course.