Návrh postupu realizace

Realisation Concept of the Study

focused on functioning of the Oncology Register within the National Center for Disease Control & Public Health (NCDC & PH) in Georgia.

The subject of this project is an elaboration of the Study analysing the current set-up and functioning of the Georgian oncology register, including the way of reporting data by individual oncologists both from private, and state healthcare providers.

1. Phase 1: Project work preparation in the Czech Republic

This phase should confirm the project goals and expected outcomes with the Czech Development Agency, and set-up the project work-frame as well as its time-frame.

1. 1 Introductory (Kick-off) Meeting with the Client (the Czech Develompment Agency)

This meeting should introduce the realisation team to the Client, verify correct understanding the Project goals, present realisation plans, confirm supposed time schedule, and acknowlege the expected outcomes of the Project.

1. 2 Description of fundamental processes, collection and utilisation of data gathered by NOR within ÚZIS

The aim of this activity is a kind of a set-up of a base line of data and information collection and utilisation by NOR as well as by oncology specialists. It will be carried out in a close collaboration with:

- the realisation team experts (with a deep, long-term knowledge of the NOR operations):
- the NOR and the UZIS experts (the relevant support assurances given by Dr. Dusek, the director of UZIS)

Further on, we will elaborate comprehensive overviews and definitions of:

- The legislative frame for the NOR operations.
- The basic rules of the NOR operations – an excerpt from the mandatory instructions (Závazné pokyny) NZIS to the contents of the data structure for (current version).
- Data defined by:
    - Report (hlášenka) – Incidence and treatment of a malignant neoplasm
    - Check Reports (Kontrolní hlášení) of a neoplasm
- Statistical units of detection (statistické jednotky zjišťování).
- Range of the reporting units (zpravodajské jednotky).
- Publications and/or further outcomes of the data collections and processing within the NOR.
- Utilisation of NOR data for medical practice

The goal of the all above overviews is to create an information base for elaboration of structured questionnaires and structured tables for

field research as well as data and information collection at the oncology register of the NCDC.

1. 3 Elaboration of a structured questionnaires and structured tables for data and information collection

During the study elaboration, the realisation team will focus on the below listed areas and their individual items given by the Czech Development Agency:

A) What is the way, how does the Oncology register operate:
- Since when data have been reported to the Register;
- Who reports the data and with what frequency;
- What is the way of reporting (electronic or paper documents)
- Are the oncologists trained in reporting to the Register? If yes, how is this training organised and with what frequency?
- Was it a one-off training or is it organised periodically; who initiates and/or conducts the training(s) organisation;
- Do the private and state providers report the same way? If not, what are the differences?

B) What exactly is filed in the Register?
- Results of positive diagnostics and recommended therapy?
- Is a pre-cancerosis filed?
- Are all oncology diseases filed (both haematology and solid neoplasmas)?

C) What is the way of data control and utilisation?
- Who is responsible for the data accracy? (an individual person)
- Who does the data supervision and how frequently?
- What is the way of the data quality assurance?
- How are the data furtherly used?

D) What are the expectations about the NCDC oncology register future operations?

The realisation team contemplates that the NCDC's Oncology register data listed above may be eventually amended/enriched by relevant findings resulting from descriptions, comparisons and gap analyses of fundamental operating processes, collection and utilisation of the NOR data.

1. 4 Preparation of the visit to the NCDC oncology register in Tbilisi, Georgia.

The aim of this activity is to prepare a sound plan and time schedule of the visit to assure the maximum effectiveness of the relevant data and information collection:

- Preparation of the visit contents, programme and time schedule proposal.
- Contacting the responsible representatives of the OR NCDC and reach a mutual agreement on the visit contents, programme and time schedule (including reservation of all the OR NCDC professionals/individuals time and their readiness to provide required data and/or information).
- Provision of the relevant travel insurance policies for the realisation team members and double-check of the realisation team members' passports validity.
- Reservation of fly tickets and hotel rooms for the visitors/members of the realisation team.

2. Phase 2: Visit to the NCDC oncology register in Tbilisi, Georgia

This is supposed to be a crucial activity of the project – a field research and major data and information collection. The visit should be fulfilled according the agreed programme and time schedule.

During the stay in Tbilisi there should be performed:

- Planned meetings, interviews and consultations with the Georgian experts from both the Register and either private and state providers of the healthcare in oncology, data providers to the Register.
- All planned data and information collections.
- Filing the acquired data and information to the prepared questionnaires and tables.
- Parallel/continuous consultations and information sharing with the realisation team experts. Data and information requests adjusting, modifying and/or complementing.

3. Phase 3: Elaboration and analysis of the data and information acquired

- Elaboration and analysis of the data and information acquired
- Proposal of the findings, results, outcomes and recommendations.
- Internal opponency, corrections, and report texts polishing by the realisation team experts.
- Final interpretations of results, conclusions and recommendations.

4. Phase 4: Elaboration and delivery of the Study/Project final report

After accomplishing the visit to the NCDC oncology register and after the acquired data processing, the realisation team will elaborate final report to pass it over to the Client, the Czech Development Agency. The final report will consist of two parts.

The first one will cover items specified in the tender documentation, in the chapter 2, paragraphs A), B), and C). This first part will have at minimum 15 standard pages (i.e. 1 800 characters including blank spaces).

The second part of the final report then will cover items specified in the tender documentation, in the chapter 2, paragraph D) – about the NCDC oncology register future aims and expectations. This second part of the final report will have at minimum 5 standard pages.

The whole final report then will consist at least from 20 standard pages.