



Community DVT Center of Excellence Program Formal Application Instructions

The application process for the NBCA Center of Excellence designation is designed to thoroughly evaluate all aspects of your program. There are 7 banks of questions, each focusing on specific criteria that the NBCA considers essential for a Center of Excellence. Supporting documentation that must be uploaded is included below. Please follow these instructions carefully to ensure a complete and accurate submission:

1. Review Each Bank of Questions:

- Each bank represents different criteria related to clinical excellence, program structure, and best practices for deep vein thrombosis (DVT) care.
- Review each question/statement and evaluate how your program aligns with the criteria.

2. Select the Most Applicable Response:

- For each statement, check the box next to the option that best reflects the current state of your program.
- You must select at least one response.
- Be honest and realistic in your assessment, as this helps the NBCA understand where your program currently stands and how it may develop further.
- You may navigate throughout the application completing sections based on information available. Following hitting the submit button, if any required fields are missing, the application will bring you back to those fields for completion prior to the form being submitted.

3. Provide Additional Comments:

- Under each statement, there is a comment box. Use this space to:
 - Provide any further explanation or clarification of your program's status.
 - Share information regarding future plans, ongoing initiatives, or any efforts in progress to meet the criteria.
 - Highlight specific program strengths or challenges.

4. Upload Supporting Documentation:

- **Required documentation:**
 - **Letter of recommendation from a provider and/or administrator associated with your DVT program endorsing the COE designation.**
 - **Example of patient feedback regarding the DVT program such as:**
 - 1. Patient comments shared with the center.**
 - 2. Letter from DVT patient endorsing program and/or COE designation.**
 - 3. Communication from a patient regarding DVT care/center.**
 - **Two deidentified case reports of DVT patients including timeline when key elements of care were provided (including but not limited to when patient was referred to center and presenting symptoms, time of diagnosis and location of DVT, initiation of anticoagulation, if referral was placed for consideration of advanced intervention or hemophilia work up, and timing of follow up)**
 - 1. Community DVT COE applicants should submit 2 DVT case reports.**
- If applicable, upload any supporting evidence for the information provided in the associated drop box. This should include:
 - Program protocols, policies, algorithms, dedicated DVT order sets, or guidelines used in your institution.
 - Patient outcomes data, performance/quality metrics, or dashboards.
 - Educational materials, training documentation, or discharge instructions.
 - Acceptable forms of documentation may include documents, screen shots, or photos of the requested materials.
- Ensure that all uploaded documents are clearly labeled.

5. Complete NBCA DVT team contact information:

- This information will be for internal use at NBCA to ensure we are able to appropriately communicate with teams at your institution to ensure a timely review of materials, coordination for site visits, and designation follow-up and event planning.

6. Complete Post Application Survey

- Thank you in advance for providing critical feedback on our application and review process which will help us evolve and optimize this process for future COE applicants.

7. Submit Completed Application:

- Review all sections to confirm that you have responded to each bank of questions, provided comments where necessary, and uploaded supporting documents.

- Ensure all information is accurate and up-to-date.
- **You must complete all 3 forms (application, team contact form, and survey) prior to submitting.**
- Once you are satisfied with your responses, submit the application through the NBCA's online portal.

If you have any questions or need clarification during the application process, please reach out to NBCAVTECOE@stoptheclot.org for assistance. We look forward to reviewing your submission!