



Dear Fertility Clinic

Re: Application Process for SASREG Accreditation

Thank you for showing interest in applying for SASREG Accreditation.

The reviewed SASREG Accreditation Standards and Processes have received final approval from the SASREG Board in February 2023.

SASREG Accreditation is a voluntary process and aims to improve the quality of fertility care through a survey process to assess compliance to the Accreditation Standards. The process has been developed by the SASREG Accreditation Sub-Committee in collaboration with Dr David Mortimer from Oozoa Biomedical, who is an international expert on this matter.

A Self-Assessment and Survey Tool in the form of an Excel workbook has been developed from the Standards which incorporates both the preparation for survey by the clinic staff, the surveys, and the final survey outcome. It is thus central to the accreditation process.

The SASREG Accreditation Process is summarized below.

SASREG Accreditation Standards and Self-Assessment

The following Accreditation documents are attached to commence your accreditation process:

1. Accreditation Standards for IVF Centers 2023-2026 which includes the Application section that needs to be completed and information on the process.
2. Self-Assessment and Survey Workbook 2022-2026.

These documents require the attention of all staff in the organization to understand the process and especially those involved during the survey in each department.

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Application Submissions

Applications will be processed as they are received. Each application will be reviewed and only approved when all required documents are in order.

The application must be submitted as follows:

1. The Application section of the Standards needs to be completed as indicated in the Standards document.
2. The Self-Assessment and Survey Workbook needs to be completed by each appointed staff member as per application form and saved as a single excel file, named according to your clinic.
3. All other Application documents must be saved individually or per staff member, each file named appropriately according to content and in pdf format.
4. The Application documents must be emailed to Lethisha at info@sasreg.co.za
5. An invoice for the first year of accreditation must be requested from Turners, paid in full and proof of payment attached.

The survey process can only be initiated when the application has been approved.

The Survey

1. Upon approval of the application and documentation, the surveyors will be informed.
2. All surveyors are requested to indicate their availability to establish survey dates for both on-site and online surveys to be done within a timeframe of one week.
3. Please keep in mind that there is only a limited number of available and willing expert colleagues in our country acting as surveyors. They are all well respected and we must be appreciative of their efforts and time away from home doing the surveys and going through documentation. We will attempt to allocate impartial surveyors as far as practically possible.
4. When the survey team and timeframe is established, all parties will receive the required SASREG Non-disclosure Agreement document for perusal. No clinic information will be shared with surveyors before all NDA documents are signed.
5. Thereafter, the survey team will be given access to the application documents and self-assessment workbook for review.
6. During this pre-survey review time, surveyors may request some additional information from the clinic for their preparations ahead of the survey.
7. The exact survey dates and times will be communicated and finalized via Turners between surveyors and the clinic to be mutually convenient within the timeframe of surveyor availability.

Turners Secretariat will assist surveyors and clinics with scheduling the surveys, documentation, travel arrangements and communications during the accreditation process.

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Outcome and Accreditation

The outcome of the survey will be communicated with the clinic after the official survey feedback report has been compiled and approved.

Full accreditation status is valid for a four-year period. Provisional accreditation is valid for the period indicated on the surveyor's report in which time the clinic must provide the information as indicated to achieve full accreditation status.

Accreditation status will be updated on the SASREG website.

Accreditation Fee

The fee for accreditation will be divided across the period of four (4) years from application. The fees include the travel and accommodation expenses of the surveyor team for the survey visit and their remuneration.

1. Year 1: R10 000 payable at time of 1st application,
2. Year 2, 3 & 4: R5 000 each year invoiced and payable every 12 months from 1st application date.
3. Total Accreditation fee: R25 000.

The fees apply for both provisional and full accreditation status since the accreditation process will be ongoing. In case of a failed accreditation status, and a full re-survey needs to be done, this survey will take place at the clinic's expense, in addition to the accreditation fees as stated above.

Should you have specific questions or queries for the Accreditation Committee, please do not hesitate to email Lethisha at info@sasreg.co.za

All the best with your preparations.

Yours sincerely,

SASREG Accreditation Sub-Committee

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Application Procedure

STEP 1

The Application and Self-Evaluation workbook must be completed.

STEP 2

The required documents, and completed Self-Evaluation, as indicated must accompany the application to be considered for the survey process.

STEP 3

The fees for the first year must be paid in full and proof sent with the application.

STEP 4

The application and all accompanying documentation must be sent through to info@sasreg.co.za



SASREG

Southern African Society of Reproductive Medicine
and Gynaecological Endoscopy