

STROKE SOCIETY OF THE PHILIPPINES AND WORLD STROKE ORGANIZATION STROKE CENTER CERTIFICATION PROGRAM

“Strengthening the Nation Through Certified Excellence in Stroke Care.”



SSP-CERT-FORM-03

Document Submission Checklist

Use this checklist to compile and verify the application package before submission

INSTRUCTIONS

Tick each item once the document is prepared and included in the package. All documents must be in PDF format. Sensitive patient data need not be submitted digitally - a redacted log, template, or process description is acceptable; original records will be verified during the site visit.

TIER 1 – SSP-Certified Acute Stroke Ready Hospital (ASRH)

Document	<input type="checkbox"/>	Notes
ADMINISTRATIVE		
Letter of Intent - signed by CEO/MD on official hospital letterhead	<input type="checkbox"/>	
Attestation Letter - signed by CEO/MD, confirming accuracy of all submitted documents	<input type="checkbox"/>	
Completed Hospital Certification Application Form	<input type="checkbox"/>	
Proof of certification fee payment (per SSP fee schedule)	<input type="checkbox"/>	
KE 1 — ACUTE STROKE TEAM		
Portfolio of all AST members (name, designation, credentials, specialization)	<input type="checkbox"/>	
BEST-PH Level I attendance certificates for all AST members	<input type="checkbox"/>	
On-call schedule confirming 24/7 AST availability (current and signed)	<input type="checkbox"/>	
Telemedicine agreement and vendor credentials (if no in-house neurologist)	<input type="checkbox"/>	
Stroke Committee meeting minutes with attendance (last 3 meetings)	<input type="checkbox"/>	
KE 2 — BRAIN IMAGING AND LABORATORY		
Radiology Scope of Service (24/7 availability, on-call response times, STAT process)	<input type="checkbox"/>	
Imaging order-to-interpretation response time log	<input type="checkbox"/>	
Laboratory Scope of Service (24/7 availability, STAT protocol)	<input type="checkbox"/>	
Lab turnaround time log (last 10 entries)	<input type="checkbox"/>	
KE 3 — CAPABILITY TO PERFORM IV THROMBOLYSIS		
Pharmacy stock record: alteplase (minimum 2 vials; expiry > 6 months from date of application)	<input type="checkbox"/>	
BEST-PH IV rTPA training certificates for all AST members	<input type="checkbox"/>	
AST Activation Log (last 6 months - sensitive patient identifiers may be redacted)	<input type="checkbox"/>	
KE 4 — WRITTEN STROKE PROTOCOLS		
ED written stroke protocol covering ischemic stroke, TIA, and ICH (dated and signed)	<input type="checkbox"/>	
Visual stroke code algorithm / decision flowchart	<input type="checkbox"/>	

Thrombolysis order set (inclusion/exclusion criteria, dosing guide, monitoring protocol)	<input type="checkbox"/>	
In-patient stroke code protocol	<input type="checkbox"/>	
KE 5 — STROKE EDUCATION		
Annual stroke education plan (dates, targeted staff, hours - current calendar year)	<input type="checkbox"/>	
Attendance master lists for all activities (last 12 months)	<input type="checkbox"/>	
Activity summary reports with photographs (last 12 months)	<input type="checkbox"/>	
KE 6 — AST ACTIVATION LOG		
AST Activation Log (date, time, response time, diagnosis, treatment, disposition)	<input type="checkbox"/>	
KE 7 — HOSPITAL STROKE DATABASE AND PERFORMANCE IMPROVEMENT		
Hospital stroke database or registry log printout / export	<input type="checkbox"/>	
Data tracking sheets and action plans	<input type="checkbox"/>	
Performance Improvement Project form(s) (at least 1 completed cycle with outcome)	<input type="checkbox"/>	
Stroke Committee meeting agendas and signed minutes (last 6 months)	<input type="checkbox"/>	

TIER 2 – SSP-WSO Essential Stroke Center (additional documents beyond Tier 1)

Document	<input type="checkbox"/>	Notes
PORTAL AND ADMINISTRATIVE		
WSO portal application confirmation with assigned reference number	<input type="checkbox"/>	
Proof of Tier 2 certification fee (Private: USD 1,000 / Government: USD 500)	<input type="checkbox"/>	
INFRASTRUCTURE AND STAFF CREDENTIALS		
Center structure overview (beds, scanners, stroke unit, staffing summary)	<input type="checkbox"/>	
Stroke Team credential documents by staff category	<input type="checkbox"/>	
TRAINING RECORDS		
Nursing staff stroke training records (minimum 4 hours/year; attendance with agendas)	<input type="checkbox"/>	
Emergency physician training records (minimum 4 hours/year)	<input type="checkbox"/>	
Stroke unit / Neuro-ICU physician training records (minimum 8 hours/year)	<input type="checkbox"/>	
Physiotherapy and Occupational Therapy training records	<input type="checkbox"/>	
PROTOCOLS AND PATHWAYS		
Service protocol implementation document (written stroke protocol with guideline references)	<input type="checkbox"/>	
Stroke patient care pathway (from ED admission through discharge and follow-up)	<input type="checkbox"/>	
MULTIDISCIPLINARY TEAM AND REGISTRY DATA		
Multidisciplinary team meeting records (agendas, attendance lists, signed minutes)	<input type="checkbox"/>	
Registry data export (minimum 12 months; all WSO KPIs 1–13 fully populated)	<input type="checkbox"/>	
Confirmation that data is uploaded and accessible on the WSO certification portal	<input type="checkbox"/>	

TIER 3 – SSP-WSO Advanced Stroke Center (additional documents beyond Tier 2)

Document	<input type="checkbox"/>	Notes
ADVANCED CAPABILITIES		
Neurointerventionalist credentials and 24/7 on-call schedule	<input type="checkbox"/>	
Angio suite availability documentation and readiness protocol	<input type="checkbox"/>	
Thrombectomy case log (minimum 10 cases/year; last 12 months)	<input type="checkbox"/>	
Hemicraniectomy on-call arrangement documentation	<input type="checkbox"/>	
ICU on-site availability documentation and stroke case acceptance protocol	<input type="checkbox"/>	
MRI availability documentation and stroke imaging protocol	<input type="checkbox"/>	
EXTENDED REGISTRY DATA		
Registry data export (minimum 2 years; all 17 WSO KPIs fully populated)	<input type="checkbox"/>	
KPI 14–17 data (thrombectomy rate, door-to-puncture times, TICI scores)	<input type="checkbox"/>	
RESEARCH AND REGIONAL COORDINATION (Recommended)		
Evidence of stroke research activity (publications, active trials, or IRB-approved protocols)	<input type="checkbox"/>	
Telestroke program documentation and signed agreements with peripheral/rural centers	<input type="checkbox"/>	
Coordinated referral system documentation (referral pathways and protocols)	<input type="checkbox"/>	