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<td>Trainee Exchange Programme Committee Policy</td>
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<td><strong>Department Concerned</strong></td>
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<td>President of the ESA, on behalf of the ESA Board of Directors</td>
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## Details

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## Change History

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1) Introduction, Purpose and Scope of the Committee

a. Introduction

Note: This policy is following an initial version, approved by the previous TEP Committee Members: Carmen Gomar, Zeev Goldik, Bazil Ateleanu and Leila Niemi-Murola, aiming to be included in the TEP Committee Policy. The present committee is most grateful for the outstanding work of our predecessors.

In all of the countries of Europe, there are cities with hospitals accepted as “centres of excellence”. Such hospitals have an extensive experience of managing a large number of patients with challenging conditions. In these centres, a part of the impressive standards of care and the sheer volume of work, experienced clinicians and teachers ensure an unsurpassed quality of clinical and training activity. In some cases, the ability and capacity of these centres to pass on this experience could be further used by the ESA. On these lines, the European Society of Anaesthesiology (ESA) and European Union of Medical Specialists (UEMS) developed a program of accreditation of teaching Anaesthesiology Departments of excellence under the umbrella of Hospital Visiting and Training Accreditation Programme (HVTAP).

Contrast this with the fact that in many places in Europe there are able trainees who have shown they can learn quickly, develop skills and innovate in clinical practice. Most departments can recognise these enthusiastic young doctors. Such trainees would benefit greatly if they could spend some time in a “centre of excellence”.

In a relatively short time, they could be exposed to new ideas, meet experienced teachers and encounter a rich supply of clinical challenges. Naturally, such experience would be valuable to them personally. Knowledge and attitudes are enhanced when receptive minds are exposed to such challenges. Such people are great fun to teach and, in turn, can raise new and challenging ideas.

Apart of their individual training, a process of this sort would also be of great value to their centres when they returned. They would return with new attitudes and skills, enthused with fresh ways of approaching problems and finding solutions. They would also have forged links with the centre where they trained, which would hopefully remain an open door for further useful exchanges.

Such experience would improve the training, teaching, and capabilities of their mother departments. When such trainees moved on to their chosen positions as qualified anaesthesiologists, they would retain a legacy that would allow them to develop a service, participate in or even lead a team, and innovate.

b. Mission
At all times, the Trainee Exchange Programme Committee (TEPC) will aim to uphold the integrity of the ESA, by using fair, transparent and reproducible selection methods for the fellows and host centres. External review processes will be applied. Selection of TEPC Chair and Members is done using reliable, reproducible and transparent criteria, created and endorsed by the Nominations Committee in a similar fashion with other ESA Committees.

2) Activities of the Committee

a. Tasks

The main tasks of the TEPC is to select the best candidates for the ESA Fellowship, find the best host centres, match the candidates with host centres, and provide the best training for each candidate.

The TEPC Chair and the 3 Members are elected according to the present rules promoted by the Nominations Committee.

The TEPC is an independent committee of the ESA and, as such, is responsible for its activity to the Board. Only the Board can ratify and implement acceptable TEPC proposals.

The Chair of the TEPC reports to the Board of Directors. Written reports will be presented to the Board and Council twice a year (September and April) following the activity reporting procedure (ref. 2*). The template of the reports is attached (ADM_01_F2 template committee activities report).

By June 30th, the TEPC Chair shall submit the budget proposal for the following year for approval by the ESA Board of Directors. The annual budget will be set at an appropriate level to fund activities of the TEPC.

The Chair is responsible for the content published on the ESA TEPC website and updates sent as e-news to ESA members.

The TEPC will support the ESA e-Newsletter by annually publishing at least one article on the Committee’s activities.

The Committee will have the following specific tasks:

- Review and score the trainees’ applications selecting those awarded every year following the guidances in appendices: EDU_03_F1, EDU_03_F2, EDU_03_F3 and EDU_03_F4.
- Recruit centres (EDU_03_F5 host centre application form), either directly or via the National Representatives (Members of Council, NASC or Presidents of the National Member Societies).
- Review the centre applications to fulfil the requirements to be included as host centre.
- Generate a biannual report to the Board, Council, ESA Education and Trainee Committee and Finance Department.
- Review the host centres once per year using trainees’ feedback, centres’ feedback, performance and potential changes.
• Review the number of centres annually and make decision about expanding or reducing the number of centres.
• Check whether the website reflects the current status of the centres.
• Review trainees’ reports annually.
• Review trainees’ feedback annually.
• Encourage trainees to publish their reports in the e-Newsletter.
• Implement changes agreed by TEPC based on the feedback and that years’ experience.
• Introduce new members and declare any conflict of interest.

The TEPC Coordinator will be responsible for the administration and the secretariat of the programme. It is paramount that all internal communication within TEPC members to respect all requirements of Data Protection. The information regarding selection of fellows and host centres, due to its sensitive content, is the property of TEPC. If requested, TEPC Chair should present these data to the Board of Directors.

b. Principles of the scheme

The ESA, through TEPC, provides an annual scheme, identifying the most promising trainees and allowing them to train, for a period of 1, 2 or maximum 3 months of fellowship, in the best training centres Europe can offer.

The recommended period for an ESA-TEP Fellowship is 3 months.

The primary aim is to provide high quality clinical instruction for anaesthetists who are either still trainees or recently appointed specialists. To do this the host centre will offer a large amount of relevant clinical experience and skilled and expert supervision. Volume of activity is also an important feature. The potential accreditation of the centre by the HVTAP of ESA/UEMS will add a grade of excellence to the program.

Secondary aims include promotion of collegiality between centres and trainees, and an ambassadorial role: learning of and promoting other teaching and training opportunities existent in other countries.

TEPC promotes this process of collating information on centres with the best teaching and experience in Europe and facilitates applications from the most promising trainees, providing grants sufficient to cover the cost of accommodation, travelling, living and learning in these centres.

We will mix together the two ingredients, for the primary benefit of the trainees. We aim to provide support for a maximum of three months which would get most doctors towards the top of the “learning curve”.

In the long term, giving our best young people the opportunity to enhance their training will be for the greater benefit of European anaesthesia in general and for the visibility of ESA among the new generations of anaesthesiologists.
3) Structure of the Committee

a. Positions

The TEPC consists of:

- Chair of the Committee
- Members:
  - Past Chair (for 18 months)
  - 3 elected Members
  - 1 ESA Education and Training Coordinator

b. Voting Rights

The Chair and the elected members of the TEPC have voting rights. The Education and Training Coordinator has advisory and administrative roles but no voting rights.

c. Terms of Office

The term of office of the TEPC Chair is three years. For continuity of the activities, the Past-Chair will remain a member of the Committee for one and a half years after the end of his/her term as Chair.

The term of office for the Members of the TEPC is three years renewable twice for one year for a total of five years. The tacit annual renewal of the term following the first three years term can be discontinued if the contribution is deemed insufficient, or in case of repeated absences at meetings, repeated failure to undertake appointed tasks or answer communications over a prolonged period. In such cases, the Committee Chair can decide to dismiss that Committee member, pending approval of the ESA Board.

Committee members can apply for the Chair position no later than at the end of their third year. The total aggregated uninterrupted term of office must not exceed seven and a half years (member+ Chair+ Past Chair).

Whenever possible, it is recommended that all terms of office should start on 1 January.

Members of the TEPC must resign from the Committee one year after retiring from active work.

4) Appointment Process

The Chair and Members of the TEPC are elected following open competition with scoring from both TEPC members and Nominations Committee and ratified by the Board of Directors as described in the ESA Nominations Committee Policy (ref. 1*).
For continuity, it is preferable to stagger the appointment of new TEPC members, and a maximum of two members should be appointed/reappointed at one time. The elected posts are advertised on the ESA website, in ESA e-News and on Social Media. The post should be advertised six months before potential new appointments.

The Chair of the TEPC must have been an active member for at least the last two years. ESA membership for at least one year is required before application to TEPC member position.

The criteria published in the Chair and member vacancy will include the general criteria and scoring criteria outlined in the Nominations Committee policy (ref. 1*).

These criteria include:

- Experience of teaching, training, research, publishing, reviewing in Anaesthesiology, Perioperative Medicine, Intensive Care Medicine, Critical Emergency Medicine and in Pain management
- Experience of exchange and fellowship trainee programmes nationally and internationally.
- ESA contributions.
- National and international experience examining experience.
- Personal experience of being a fellow or trainee abroad.

Members of TEPC and its Chair will be selected using the following scoring system (see ref. 1*: Nominations Committee Policy)

Representation from throughout Europe will be encouraged on all committees and no more than two representatives from any one country (except for ex-officio or co-opted members with no voting rights). When a member of the TEPC has two nationalities, they both should be taken into account. No more than one representative from the same institution can sit on any committee.

5) Meetings

The Committee will meet at least once per year, during the Annual Congress. Additional meetings would be proposed for approval to the ESA Board. Video or call conferences are encouraged, as needed.

It is recommended that ESA Education and Training Coordinator to attend the TEPC meetings. In special circumstances, when the regular TEPC Coordinator is unavailable, a different ESA Coordinator could be present. The Executive Director/Manager, with agreement from TEPC and Board, will appoint this staff member.

Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref 2* and ADM_01_F1 template meeting minutes).
The minutes of each meeting of the TEPC are written and kept by the Education and Training Coordinator and are validated by the Chair after accepting amendments from meeting participants. The final minutes are approved by the TEPC at its next meeting.

The minutes are the responsibility of the Chair.

6) **Reimbursement Policy**

Travel costs for TEPC members to attend the Committee related activities will be reimbursed according to the ESA Reimbursement Policy (ref. 3*).

7) **Conflicts of Interest**

Any person who sits in the TEPC should annually declare any relationship or arrangement with a commercial company, direct or indirect, that could be reasonably considered to affect the work in the TEPC. This includes, but is not limited to, financial relationships, advisory positions, receipt of grants/research supports, receipt of honoraria or consultation fees, participation in a company sponsored speaker’s bureau, stock shareholder, and spouse/partner financial relationships with a commercial company.

Please refer to the Conflicts of Interest Policy (ref. 4*) and the COI form (COI_01_F1 COI disclosure form).

8) **Appendices**

EDU_03_F1_trainee applying for the TEP
EDU_03_F2_trainee applicants granted fellowship
EDU_03_F3_trainee scoring process
EDU_03_F4_trainee exchange programme application form
EDU_03_F5_host centre application form
ADM_01_F2_template committee activities report
ADM_01_F1_template meeting minutes
COI_01_F1_COI disclosure form