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1) Introduction, Purpose and Scope of the Committee

The “Teach the Teachers” (TTT) Masterclass (TTTM) is a National Anaesthesiologist Societies Committee (NASC) project, designed to train last year residents and young specialists in Anaesthesiology to develop their skills as teachers. The course has been established for providing effective tuition in teaching anaesthesiologists how to become instructors capable of producing competent young specialists.

Additionally, emphases are placed on different types of assessment and feedback as the important tool in Faculty development for the Competency based education. One of the focuses is to create a culture of learning for patient safety and quality of care.

a. The aims of the TTT Masterclass

The aims of the TTTMC are:

- To equip participants with the skills to organise and deliver effective teaching in formal and clinical settings
- To give participants a thorough understanding of the science behind assessment in the workplace and in formal examinations especially in the European Diploma of Anaesthesiology and Intensive Care (EDAIC)
- To give a systematic approach to teaching practical and non-technical skills
- To learn a systematic approach to observation and feedback giving to learners
- To understand educational concepts, lifelong learning and a culture of learning for safety.
- To be able to design curricula and organise courses and meetings
- To foster an ethos of professionalism in young anaesthesiologists
- To use the tools from the course to guide personal development as a teacher
- To develop and provide medical Continuous Medical Education (CME)/Continuous Professional Development (CPD).

b. The priorities of the TTT Masterclass

The TTTMC has the following priorities:

- Development of Teaching Techniques and Materials within the ESA educational platform with selected educational materials and tools (Flipped Classroom, e-learning, educational videos etc.)
- Enable and improve development of competencies as described in the curriculum
- Increased awareness for and improvement of Patient Safety and Quality of Care
- Improved preparation for the EDAIC examination and related assessments
- Development and visibility of the TTTMC Faculty
- Development of a network of future leaders in Medical education in anaesthesiology.
2) Activities of the Committee

The TTTMC is a two-week course held annually. The course language is English. Up to twenty-four participants are invited each year and appropriate Faculty are needed to deliver the course depending on the each week program. In the six-month period between the two formal weeks of instruction, participants teach in their normal working lives, and complete assignments, which have to be sent to the Faculty for review. They also prepare a 20-minutes presentation to be given in the second week in which they showcase the skills acquired in week one.

Week one provides instruction in basic teaching skills and introduces the interactive approach. In week two advanced aspects of teaching and training are taught and larger scale concepts are introduced.

\textit{a. Participants selection}

Participants are selected for the course from applications proposed by the National Anaesthesiologists Societies and by individual application. Applications are coordinated by the ESA Secretariat. The course needs to be advertised to attract individuals on top of those proposed by the National Societies. Applications are accepted up to the end of July each year, and selections are made in August. Successful candidates will be informed by the end of August.

Criteria for selection are:

- Specialist or last year resident in Anaesthesiology
- Member of the ESA or their National Society
- Under 40 years of age
- Good command of English
- An interest and some experience in teaching
- Commitment to attend all of both weeks of the course.

\textit{b. Outcomes of the TTT Masterclass}

At the end of the TTTMC graduates will have acquired basic competences in teaching knowledge and skills. Additionally they will have insight into the other domains of competence such as Safety, Non-Technical Skills, Professionalism and Ethics, besides the competencies described in the curriculum. These graduates form a growing network of teachers in Europe who are promoting the use of new and more effective methods of teaching anaesthesia and striving for excellence.
c. Coordination Team of the TTT Masterclass

The Coordination Team of the TTTMC will oversee the course and ensure it functions in line with ESA Policies. It will communicate with other ESA Committees. It will select and support the Faculty in delivering and developing the course.

Also, the Coordination Team has a decisive role in developing the course program, the educational materials and platform and the development of Faculty.

The Chair and Coordinator of the TTTMC are executive members and at the same time they are responsible for the program of the course and have a supervisory role in the Faculty.

The Chair oversees the course and approves reimbursements for the Faculty members. The Coordinator works in line with the Chair or substitutes its function when needed. The Delegated Faculty member works as an additional Faculty representative and possesses voting rights.

By June, the TTTMC Chair shall submit the budget proposal for the following year for approval to the NASC Chair. The annual budget will be set at an appropriate level to fund activities of TTTM. After the NASC Chair approval, the Finance Committee and Board of Directors finally approve the TTTMC budget.

Since the ESA TTTMC is a NASC project, the Chair and the Coordinator are in direct communication with the NASC Chair regarding budget, organisation and TTTMC projects.

The TTTMC Coordination Team reports to the NASC. The NASC Chair reports on the TTTMC to the ESA Board of Directors. Written reports will be presented to the Board of Directors and Council twice a year (September and April) following the activity reporting procedure (ref. 1*). The template of the reports is attached (ADM_01_F2 template committee activities report).

The Chair and the Coordinator of the TTTMC are responsible for the content published on the ESA website and updates sent as e-news to ESA members regarding the TTTMC.

The Coordination Team will support the ESA e-Newsletter by annually publishing at least one article on the TTTMC.

d. National Courses arising from the TTT Masterclass (snowball effect)

Creating a network of young leaders of medical education in anaesthesiology managed under the NASC umbrella enables future development of similar courses within National Societies. The Coordination Team of the TTTMC, in order to assure adequate content and sustain the quality of the educational program, should endorse all courses arising from the TTTMC project accordingly.
3) Structure of the Committee

a. Positions

The Coordination Team will be structured as follows:

- Chair of the TTTM
- Coordinator of the TTTM
- Chair of the ESA Education and Training Committee
- Chair of the NASC
- Delegated Faculty member
- Co-opted Member(s) (as applicable)
- ESA Secretariat Coordinator

b. Voting Rights

The Chair of the TTTM, the Coordinator the TTTM, the Chair of the ESA Education and Training Committee, the Chair of the NASC, and the Delegated Faculty member have voting rights. Co-opted Members support TTTM with their specific experience, knowledge and skills to assist on the development of the TTTM. Co-opted members have an advisory role and no voting rights. The ESA Secretariat Coordinator has an advisory and administrative role, but no voting rights.

All decisions in the Coordination Team should be made by consensus of all of the voting members of the team.

c. Terms of Office

The term of office for the Chair, the Coordinator and Delegated Faculty member is three years and renewable once for another three years. The maximum time of being a member of the Coordinator Team in different roles (for one member of TTTM Faculty) is ten years, unless defined otherwise. The renewal of the term of office of the Coordination Team members is approved by the NASC and finally by the ESA Board of Directors.

In case the ESA TTTM Chair or Coordinator leave his/her position unexpectedly, the members of the ESA TTTM Coordination Team will elect the successor ESA TTTM Chair/Coordinator, who takes office as soon as the position is vacant and until the appointment of a new Chair or Coordinator, pending the NASC and Board of Directors’ approval.
4) Appointment Process

a. Appointment of the TTT Masterclass Chair and Coordinator

The appointment of the TTTMC Coordination Team is not considered the remit of the Nominations Committee. Both the Chair and the Coordinator are selected and appointed by the NASC from the Faculty of the TTTMC as the most senior and experienced members of the TTTMC Faculty. This is in order to protect the mission and the aim of the course by having the members who are the most knowledgeable of the content and of the structure of the course be included in the communication process with the ESA Committees.

With the NASC approval, the NASC Chair will make a recommendation to the ESA Board of Directors. The Board of Directors will ratify the proposal from the NASC on the appointment of the Chair and Coordinator of TTTMC, if found appropriate.

b. Appointment of the ESA TTT Masterclass Delegated Faculty member

The Delegated Faculty Member of the Coordination Team is proposed from the Faculty members and approved by the Coordination Team. The appointment is approved by the NASC and ratified by the Board of Directors.

The mandate of an ESA TTTMC Delegated Faculty member can be discontinued if his/her contribution is deemed insufficient, or in case of repeated absences at meetings, repeated failure to fulfil appointed tasks or failure to answer communications over a prolonged period. In such cases, the Chair may decide to dismiss the Delegated Team member with the approval of the TTTMC Coordination team and NASC Chair. The TTTM Faculty proposes the new member.

c. Appointment of the ESA TTT Masterclass Co-opted member(s)

The Chair and the Coordinator may propose to the other members of the Team to co-opt members with a specific experience, skill or knowledge. They may join the TTTMC after NASC Chair approval.

5) Meetings

Meetings will be held at least once a year, with one meeting organised at the Euroanaesthesia meeting. The ESA TTTMC Coordination Team may decide to organise additional Team meetings if needed and depending on budget. The ESA TTTMC Coordination Team may invite non-coordinator team members to attend the meeting. Other meetings are encouraged as video- or teleconferences.

The ESA Secretariat shall keep the minutes of each meeting. They are written by the ESA Secretariat Coordinator and validated by the Chair of the Coordination Team of the TTTMC.
Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref 1* and ADM_01_F1 template meeting minutes). An agenda will be sent out at least two weeks in advance.

The minutes shall be distributed to all the Coordination Team members. All minutes should be sent within two months of a meeting. The Coordination Team of the TTTMC shall approve the minutes at its next meeting. The minutes are the responsibility of the TTTMC Chair.

6) Reimbursement of Members

The ESA General Reimbursement Policy (ref. 2*) governs the reimbursement of the TTTMC Coordination Team and TTTMC participants. The Budget of the TTTMC is planned and allocated from the NASC budget. Organisational issues, selection and booking of the venue, hotels and the TTTMC specific reimbursement rules are approved and coordinated by the NASC Chair and the ESA Secretariat Coordinator.

a. Faculty members will have covered expenses as follows

1) **Accommodation**: Single room for five nights will be covered by the ESA during both weeks of the course. If the accommodation for the 6th night is requested, the Chair or Coordinator of the TTTMC will provide approval for this additional sixth night accordingly. If the Faculty member wishes to book a double room, the Faculty member must cover the difference between single and double room price.

2) **Travel expenses**: Travel expenses will be reimbursed for Faculty members (air tickets or other travel tickets) by the ESA. Reimbursement will be provided only for the economic fares. The differences between economic and other (upgraded fares) are not included in the reimbursement. Additional luggage costs are not covered. Taxi service is allowed if related to the TTTMC activity and reaching accommodation or airport/railway station. Traveling by private car may be reimbursed after approval. Car parking costs (if traveling by car) are covered.

3) **Meals**: The costs of meals during course activities will be covered and organised in advance. Where possible, according to the budget and chosen destination, bookings for the meals during the stay in the course destination will be included. If not, the Coordination team will set a daily maximum limit (excluding breakfast and meals during the course) for reimbursement.

Any kind of personal entertainment or activities not related to the course are not eligible for reimbursement.

Faculty members working during at least one week of the TTTMC during the two-week course are granted registration fee for the following Euroanaesthesia Congress.
b. Participants will have covered expenses as follows:

1) **Accommodation:** Single room for 5 nights will be covered by ESA during both weeks of the course. Additional nights may be discussed and approved exceptionally by the Chair or Coordinator of the TTTMC.

2) **Travel expenses are not covered for the participants:** Participants themselves, or the National Societies who propose participants for the TTTMC, are responsible for their travel expenses.

3) **Meals:** The costs of meals during course activities (lunch and coffee breaks) are organised in advance. Where possible, according to budget and chosen destination, bookings for the meals during the stay in the course destination will be included and announced in advance.

During the course weeks, one festive dinner will be organised and covered for all participants.

7) **Conflicts of Interest**

All the TTTMC members of the Coordination Team and Faculty 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 TTTMC. 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. 3*) and the COI form (COI_01_F1 COI disclosure form).

8) **Appendices**

ADM_01_F1 template committee activities report
ADM_01_F1 template meeting minutes
COI_01_F1 form COI form