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<tr>
<td>Sue Hill</td>
<td>Examinations Committee Chair</td>
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<td>Zeev Goldik</td>
<td>President of ESA, on behalf of the ESA Board of Directors</td>
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<tr>
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</table>
# Table of contents

1) **Introduction, Purpose and Scope of the Committee** .......................................................... 4

2) **Activities of the Committee** .............................................................................................. 4
   a. **Examinations Committee** .......................................................................................... 4
   b. **Examinations Subcommittee Part I** .......................................................................... 4
   c. **Examinations Subcommittee Part II** ........................................................................ 5
   d. **On-Line Assessment Subcommittee** .......................................................................... 5

3) **Structure of the Committee** .............................................................................................. 5
   a. **Positions** .................................................................................................................. 5
      i. **Examinations Committee** ..................................................................................... 5
      ii. **Examinations Subcommittee Part I** ..................................................................... 5
      iii. **Examinations Subcommittee Part II** .................................................................. 6
      iv. **On-Line Assessment Subcommittee** .................................................................... 6
   b. **Voting Rights** ............................................................................................................ 8
   c. **Terms of Office** ......................................................................................................... 9

4) **Appointment Process** ........................................................................................................ 9
   a. **Appointment of the Examinations Committee Chairperson and members** ............ 10
      i. **Appointment of the Examinations Committee Chairperson** ............................... 10
      ii. **Appointment of Examinations Committee Members** ........................................ 10
   b. **Appointment of the Examinations Subcommittee Part I Chairperson and members** 10
      i. **Appointment of the Examinations Subcommittee Part I Chairperson** ............... 11
      ii. **Appointment of Examinations Subcommittee Part I Members** .......................... 11
   c. **Appointment of the Examinations Subcommittee Part II Chairperson and members** 11
      i. **Appointment of the Examinations Subcommittee Part II Chairperson** ............. 11
      ii. **Appointment of Examinations Subcommittee Part II Members** ........................ 11
   d. **Appointment of OLA Subcommittee Chairperson and Members** ............................ 11
      i. **Appointment of OLA Subcommittee Chairperson** ............................................ 11
      ii. **Appointment of OLA Subcommittee Members** ................................................ 11

5) **Meetings** .......................................................................................................................... 12

6) **Reimbursement of Members** ........................................................................................... 13

7) **Conflicts of Interest** ........................................................................................................ 13

8) **Appendices** ..................................................................................................................... 13
1) Introduction, Purpose and Scope of the Committee

The Examinations Committee will strive to maintain and improve the standard of the European Diploma in Anaesthesiology and Intensive Care (EDAIC) examinations. The Examinations Committee will take the main strategic decisions regarding the EDAIC, while the specific aspects of the In-Training Assessment (ITA) and EDAIC Part I Examination will be discussed within the Examinations Subcommittee Part I, the specific aspects of the EDAIC Part II Examination will be discussed within the Examinations Subcommittee Part II and the specific aspects of the On-Line Assessment (OLA) will be discussed within the On-Line Assessment Subcommittee.

2) Activities of the Committee
   a. Examinations Committee

The Examinations Committee is responsible for the management and the organisation of the European Diploma in Anaesthesiology and Intensive Care (EDAIC), the In-Training Assessment (ITA) and On-Line Assessment (OLA).

The Chairperson of the EC 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).

The Examinations Committee Chairperson shall submit each June the budget for the next year to be approved by the ESA Board of Directors. The annual budget will be set at an appropriate level to allow the activities of the Examinations Committee to be funded.

The Chairperson is responsible for the content published on the ESA Examinations Committee website page and updates sent as e-news to ESA members.

The Examinations Committee will support the ESA e-Newsletter by publishing every year an article on the Committee’s activities.

b. Examinations Subcommittee Part I

The Subcommittee Part I is responsible for the practical organisation of the EDAIC Part I Examination and ITA and of the Part I MCQ Bank.

The ITA is an MCQ test held on the same date and in the same languages as the Part I Examination. The ITA uses the same questions as the Part I Examination and takes place either in EDAIC Part I examination centres, or in selected training departments accredited by the ESA Examinations Committee. The ITA is taken primarily by trainees at any stage in their training but also by Specialists wishing to assess their knowledge.
c. Examinations Subcommittee Part II

The Subcommittee Part II is responsible for the practical organisation of the EDAIC Part II Examination and of the Part II Guided Questions Bank.

d. On-Line Assessment Subcommittee

The On-Line Assessment Subcommittee is responsible for the practical organisation of the On-Line Assessment (OLA) and of the OLA MCQ Bank.

3) Structure of the Committee

a. Positions

   i. Examinations Committee

   The Examinations Committee shall consist of:
   - The Examinations Committee Chairperson
   - The Examinations Subcommittee Part I Chairperson
   - The Examinations Subcommittee Part II Chairperson
   - The OLA Subcommittee Chairperson
   - The Subcommittee Part I Member in charge of the Part I MCQ Bank Anaesthesia and Intensive Care (Paper B)
   - The Subcommittee Part II Deputy Chairperson
   - The OLA Subcommittee Member in charge of the OLA MCQ Bank Anaesthesia and Intensive Care (Section B)
   - A representative of the UEMS/EBA (without voting rights)
   - The Examinations Coordinators
   - When applicable as per point 4.a.i, the Examinations Committee Chair-Elect
   - When applicable as per point 4.a.i, the Examinations Committee Past Chair

   The Examinations Committee may be enlarged if judged necessary and if approved by the ESA Board, but will be kept to a reduced core of members.

   The Examinations Committee Chairperson sits in all the Examinations Subcommittees and reports to the ESA Board of Directors.

   ii. Examinations Subcommittee Part I

   The Subcommittee Part I shall consist of:
   - The Examinations Subcommittee Part I Chairperson
   - The Examinations Committee Chairperson
   - The Subcommittee Part I Member in charge of the Part I MCQ Bank Anaesthesia and Intensive Care (Paper B)
   - Representatives from European countries (as defined by WHO) adopting the EDAIC Part I as one of their national mandatory examinations (maximum 2 per country)
   - Members with special responsibility for translation (maximum one per translated language)
The Subcommittee Part I Chairperson is the Director of the Part I MCQ Bank and is a member of the Examinations Committee. He/she reports to the Examinations Committee. The Subcommittee Part I Chairperson is in charge of the Part I MCQ Bank Basic Sciences (Paper A) and compiling 60 MCQ for Paper A on an annual basis, while one member of the Subcommittee is in charge of compiling 60 MCQ for Paper B on an annual basis (this person shall also be part of the Examinations Committee).

Whenever a European country (as defined by WHO) officially adopts the Part I Examination as one of its mandatory national examinations, a co-opted representative of this country can temporarily join the Examinations Subcommittee Part I for a period of maximum two years in addition to a regular representative for this country. In this case, one of the representatives is a normal appointed member financially supported (travelling and accommodation for committee meetings in line with the ESA reimbursement policy) by the ESA and has voting rights, whereas the second is a co-opted member financially supported by his own National Society and has no voting rights.

A Member with special responsibility for translation will join Subcommittee Part I if:

- A language of the Part I Examination is not represented through a country representative

OR

- The representative of a country with no co-opted member is unable to take charge of requested translation tasks for his/her country’s language.

AND

- That the Subcommittee Part I Chairperson, Examinations Committee Chairperson, Subcommittee Part I Member in charge of Paper B and other country representatives are also unable to undertake the required translation tasks.

Exact translation responsibilities will be assigned to the country representatives or any other member of Subcommittee Part I by the Examinations Subcommittee Part I Chairperson following a discussion within the Subcommittee. Any person in Subcommittee Part I who is responsible for translating Part I questions into their language can be helped in this task by one other individual, but will always be responsible for the final version of the annual MCQ in their own language and for the confidentiality of the questions during the translation process.

iii. Examinations Subcommittee Part II

The Subcommittee Part II shall consist of:

- The Examinations Subcommittee Part II Chairperson
- The Examinations Committee Chairperson
- The Subcommittee Part II Deputy Chairperson
- Representatives from European countries (as defined by WHO) adopting the EDAIC Part II as one of their national mandatory examinations (one per country)
• Members with special responsibility for translation (maximum one per language used for EDAIC Part II)
• Representatives from centres hosting the Part II Examination (maximum three in the Subcommittee)
• Experienced EDAIC Examiners from different countries (maximum four in the Subcommittee)
• Examinations Coordinators

The Subcommittee Part II Chairperson is the Director of the Part II Guided Question Bank and a member of the Examinations Committee. He/she reports to the Examinations Committee. The Subcommittee Part II Deputy Chairperson is also a member of the Examinations Committee and has the following roles: 1. in charge of supervising the distribution of Part II questions within each centre yearly; 2. in charge of the ECG bank, including cataloguing, compiling the diagnostic notes and the allocation of random ECG's to the different examination centres; 3. with the approval of the Part II Subcommittee Chairperson, deputising for the Chairperson if and whenever the Chairperson is unable to attend to any official function.

Whenever a European country (as defined by WHO) officially adopts the Part II Examination as one of its mandatory national examinations, a representative of this country can join the Part II Subcommittee. The National Authority can select one representative only. He or She will be financially supported (travelling and accommodation for committee meetings in line with the ESA reimbursement policy) by the ESA and have voting rights.

A Member with special responsibility for translation will join Subcommittee Part II if the Chairperson, Deputy Chairperson or any of the members of the Examinations Subcommittee Part II already appointed cannot take care of the translation responsibilities. If a member with special responsibility for translation needs to be appointed, he/she will have to be either a representative from a centre hosting the Part II Examination or an experienced EDAIC Examiner.

Exact translation responsibilities will be assigned by the Examinations Subcommittee Part II Chairperson following a discussion within the Subcommittee. In case of problems, any person in Subcommittee Part II who is responsible for translating Part II questions into their language can be helped in this task by a relevant EDAIC Part II Host, but will always be responsible for the final version of the translation in their own language and for the confidentiality of the questions during the translation process.

All members of the Examinations Subcommittee Part II must review the applications received from new potential EDAIC Examiners; the Part II Subcommittee Chairperson is not involved in the review unless there is an impasse or a borderline case.

iv. On-Line Assessment Subcommittee

The OLA Subcommittee shall consist of:
• The OLA Subcommittee Chairperson
• The Examinations Committee Chairperson
• The OLA Subcommittee Member in charge of the OLA MCQ Bank Anaesthesia and Intensive Care (Section B)
• Representatives from European countries (as defined by WHO) adopting the OLA as one of their national mandatory examination (one per country)
• Members with special responsibility for translation (maximum one per translated language)
• Examinations Coordinators

The OLA Subcommittee Chairperson is the Director of the OLA MCQ Bank and a member of the Examinations Committee. He/she reports to the Examinations Committee. The OLA Subcommittee Chairperson is in charge of the OLA MCQ Bank Basic Sciences (Section A) and of compiling 60 MCQ for Section A on an annual basis, while one member of the OLA Subcommittee is in charge of compiling 60 MCQ for Section B on an annual basis (this person shall also be part of the Examinations Committee).

Whenever a European country (as defined by WHO) officially adopts the On-Line Assessment as one of its mandatory national examinations, a representative of this country can join the OLA Subcommittee. He or She will be financially supported (travelling and accommodation for committee meetings in line with the ESA reimbursement policy) by the ESA and have voting rights.

A Member with special responsibility for translation will join the OLA Subcommittee if:

• A language of the On-Line Assessment is not represented through a country representative

OR

• The representative of a country is unable to take charge of requested translation tasks for his/her country’s language.

AND

• That the OLA Subcommittee Chairperson, Examinations Committee Chairperson, OLA Subcommittee Member in charge of Section B and other country representatives are also unable to undertake the required translation tasks.

Exact translation responsibilities will be assigned to the country representatives or any other member of the OLA Subcommittee by the OLA Subcommittee Chairperson following a discussion within the OLA Subcommittee. Any person in the OLA Subcommittee who is responsible for translating OLA questions into their language can be helped in this task by one other individual, but will always be responsible for the final version of the annual MCQ in their own language and for the confidentiality of the questions during the translation process.

b. Voting Rights

Elected/appointed members of the Examinations Committee and Subcommittees have voting rights. The Examinations Coordinators have no voting rights; they have an advisory and administrative role.

The co-opted members have no voting rights.
c. Terms of Office

Appointed members and the Chairpersons can serve for a term of three years with the possibility of successive one-year appointments up to a maximum of eight years. Nobody can serve for more than 8 years as member of the Examinations Committee, including the Subcommittees, and for more than 12 years for a combination of Member and Chair (Chair + Chair-Elect + Past-Chair + member) in the Examinations Committee, including positions in the Part I, Part II or On-Line Assessment Subcommittees. The only circumstances under which the maximum term of 12 years can be reached is when a member of the Examinations Committee or one of its Subcommittees becomes Chairperson of the Examinations Committee or one of its Subcommittees.

The tacit annual renewal of the term can be discontinued if the contribution of a Committee or Subcommittee member 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 Chair of the Examinations Committee can decide to dismiss that Committee member with the approval of the ESA Board.

The same principle may be applied for the dismissal of Subcommittee members. The Subcommittee Chairs may suggest to the Examinations Committee Chair to dismiss a Subcommittee member. The Examinations’ Committee Chair can then decide to dismiss that Subcommittee member, without asking for Board approval.

Members of the Examinations Committee or Subcommittees must resign from the Committee or Subcommittee 1 year after retiring from active work. In certain cases, an Examinations Committee Member may resign from the Committee 2 years after retiring provided that the Examinations Chairperson applied for special consideration on behalf of this member and subsequently received the approval of the ESA Board. The latter principle does not apply in the Part I, Part II and OLA Subcommittees. As soon as possible, members of the Examinations Committee or any of its Subcommittees must inform the Examinations Committee Chairperson and the relevant Examinations Subcommittee Chairperson of their retiring from clinical practice.

The start date of the term of office of all members of the Examinations Committee / Subcommittees appointed by an external Society (National Society, EBA) does not need to be 1 January.

Note: the terms of office mentioned on this document are applicable to all the members and the Chairperson of the Examinations Committee or any Examinations Subcommittee appointed after 1 October 2010.

4) Appointment Process

The selection criteria and access conditions for all positions of the Examinations Committee and Subcommittees must be clearly identified by the Examinations Committee and Subcommittees chairs and published.
a. Appointment of the Examinations Committee Chairperson and members

i. Appointment of the Examinations Committee Chairperson

The appointment of the Examinations Committee chairperson is described in the Nominations Committee Policy (ref. 1*). The future Examinations Chairperson will become Chair-Elect of the Examinations Committee at the start of the seventh year of office of the Examinations Chairperson. At the start of his/her eighth year of office, the Examinations Chairperson becomes Past Chair and the Chair-Elect becomes Chairperson of the Examinations Committee.

In case the Examinations Chairperson leaves his/her position unexpectedly, the members of the Examinations Committee elect among themselves the new Interim Examinations Committee Chairperson. The Interim Examinations Committee Chairperson takes office as soon as the Chair position is vacant for a period of 3 months whilst the selection process for a new Examinations Committee Chair is ongoing.

In case the Chairperson reaches retirement before the end of his/her term, the Chair-Elect will take office as soon as possible.

ii. Appointment of Examinations Committee Members

The selection of the Chairs of the Examinations Subcommittees Part I, Part II and OLA, who are appointed members of the Examinations Committee, is governed by the Nomination Committee policy.

The selection of the Part I Subcommittee Member in charge of compiling 60 MCQ for Paper B (automatically part of the Examinations Committee) is not considered the remit of the Nominations Committee. He/she will be selected by the Examinations Committee and his/her appointment will be approved by the ESA Board. The process will take place as follows: all Members of Subcommittee Part I will be informed of the opening by email through the Secretariat and be given the opportunity to manifest their interest. After a discussion within the Examinations Committee, the Examinations Committee Chairperson will recommend a candidate, selected amongst existing Subcommittee Part I Members interested in the position, and submit this proposal to the ESA Board for final approval.

The Subcommittee Part II Deputy Chairperson as well as the OLA Subcommittee Member in charge of Section B will be selected amongst the members of their respective subcommittees following the same process.

The selection of the UEMS/EBA Representative is not considered the remit of the Nominations Committee but that of the UEMS/EBA.

b. Appointment of the Examinations Subcommittee Part I Chairperson and Members
i. Appointment of the Examinations Subcommittee Part I Chairperson

The selection of the Chair of the Examinations Subcommittee Part I is governed by the Nominations Committee policy.

ii. Appointment of Examinations Subcommittee Part I Members

The Part I member in charge of Paper B is a member of the Examinations Committee and his/her selection amongst existing Subcommittee Part I members is governed by the rules given under item 4.a.ii.

The appointment of the representatives from European countries (as defined by WHO) adopting the EDAIC Part I Examination as one of their mandatory national examinations is not considered the remit of the Nominations Committee but that of the National Authority.

The selection of members with special translation responsibility in Subcommittee Part I is governed by the Nominations Committee Policy.

c. Appointment of the Examinations Subcommittee Part II Chairperson and Members

i. Appointment of the Examinations Subcommittee Part II Chairperson

The selection of the Chair of the Examinations Subcommittee Part II is governed by the Nominations Committee policy.

ii. Appointment of Examinations Subcommittee Part II Members

The Subcommittee Part II Deputy Chairperson is a member of the Examinations Committee and his/her selection amongst existing Subcommittee Part II Members is governed by the rules given under item 4.a.ii.

The appointment of the representatives from European countries (as defined by WHO) adopting the EDAIC Part II Examination as one of their mandatory national examinations is not considered the remit of the Nominations Committee but that of the National Authority.

The selection of candidates applying to join the Subcommittee Part II as representatives from centres hosting the Part II Examination or as experienced EDAIC Examiners is governed by the Nominations Committee Policy.

d. Appointment of OLA Subcommittee Chairperson and Members

i. Appointment of OLA Subcommittee Chairperson

The selection of the Chair of the OLA Subcommittee is governed by the Nominations Committee policy.

ii. Appointment of OLA Subcommittee Members
The OLA member in charge of Section B is a member of the Examinations Committee and his/her selection amongst existing OLA Subcommittee Members is governed by the rules given under item 4.a.ii.

The appointment of the representatives from European countries (as defined by WHO) adopting the OLA as one of their mandatory national examinations is not considered the remit of the Nominations Committee but that of the National Authority.

The Selection of members with special translation responsibility in the OLA Subcommittee is governed by the Nominations Committee Policy.

**5) Meetings**

The Examinations Committee meets twice a year; the first meeting is organised during the Euroanaesthesia Congress in May or June and the second meeting will take place in Brussels in October.

In October, three separate meetings will be organised:
- The Examinations Committee Meeting
- The OLA Subcommittee Meeting
- The Joint Meeting of the Examinations Committee and all Examinations Subcommittees

In May/June, the following meetings will be organised:
- The Examinations Committee Meeting
- The OLA Subcommittee Meeting
- If needed, a meeting with Members with special responsibility for translation

Additional meetings can take place on top of those two meetings and an Internet format will be preferred when this happens (WebEx or similar).

The Examinations Committee Chairperson is also expected to attend the meetings of the following ESA Committees as much as possible: Education & Training, CEEA, e-Learning. The Examinations Committee Chairperson can be called upon to attend ESA Board meetings.

Standard procedures on committee meetings are followed, with agenda and minutes recorded (ref. 2* and ADM_01_F1 template meeting minutes) for each meeting of the Examinations Committee / Subcommittees.

The minutes of each meeting of the EC are written and kept by the Examination Coordinators and are validated by the Chairperson after accepting amendments from participants to the meeting. The final minutes shall be approved by the Committee/Subcommittee at its next meeting.
6) Reimbursement of Members

Travel costs for Examinations Committee and Subcommittees ESA members to attend Committee/Subcommittees related activities will be reimbursed according to the ESA Reimbursement Policy (ref. 3*). The accommodation and travel expenses of the UEMS/EBA representative will be covered by EBA.

7) Conflicts of Interest

Any person who sits in the Examinations Committee or in one of the Examinations Subcommittees should declare yearly the existence of any relationship or arrangement with a commercial company, direct or indirect, that could be reasonably considered to affect the content of their work in the Examinations Committee/Subcommittee. This includes, but is not limited to, factors such as financial relationships, advisory positions, receipt of grants/research supports, receipt of honoraria or consultation fees, participation in a company-sponsored speakers’ 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).

Additionally, for obvious ethical reason, it is strictly prohibited for members / Chairpersons of the Examinations Committee or any of its Subcommittees to participate as a candidate for the EDAIC Part I or Part II examinations during their term of office and until 2 years after the end of their term.

8) Appendices

ADM_01_F1_template_committee activities report
ADM_01_F1_template_meeting minutes
COI_01_F1 COI disclosure form