

UEMS European Training Requirements Committee

Terms of Reference

**Version 3,
1st April 2021**

Dr. Joao Grenho, UEMS Secretary General

1. Introduction/ Background

The European Training Requirements (ETRs) established by the UEMS Specialists Sections, Boards, Divisions, Multidisciplinary Joint Committees (MJC) and Thematic Federations (hereafter UEMS Specialists Bodies) aim to advance and harmonise the standards of specialist training and accreditation of training centres across Europe and consequently safeguard quality of patient care.

High standards for training and training centres described in the ETRs documents can be implemented across Europe and beyond on a voluntary basis. Mobility of European medical specialists and patients creates a strong need for harmonized standards of practice and high quality of patient care. The ETRs can and should play an important role in this process.

The process of producing, reviewing and approving ETRs by the UEMS has been developed over many years. The experience gained from the discussions on ETRs of many specialties at the UEMS Council meetings indicated the need for a comprehensive review and consultation of the ETRs prior to their submission to the Council for approval. Interdisciplinary consultation among multiple specialties, collaboration with scientific societies and professional medical organizations provide an added value to this process.

The ETRs Review Committee was established aiming to support UEMS Specialist Bodies that have produced ETRs to have a comprehensive peer review, consultation and necessary amendments prior to submission to the Advisory Board and the UEMS Council.

The experience gained over the last few years as well as the ever-growing status of the ETRs in the EU and outside of it were the background for creating the current updated terms of Reference (TORs) for the ETRs Committee.

2. Aim

The aim of the ETRs Committee is to serve as an advisory body to UEMS Specialist Bodies that wish to produce ETRs and to UEMS Enlarged Executive.

It is mandatory that UEMS Specialist Bodies consult the Committee in the process of producing their ETRs. They are strongly advised to follow its recommendations but the responsibility for the final product is with the submitting UEMS Specialist Body. UEMS Enlarged Executive will

consider positive opinion from the Committee an indispensable element of proposed ETRs submission to the Advisory Board and the UEMS Council.

The Committee:

- facilitates organisational learning by providing to UEMS Specialist Bodies the experience gained from the submission and review of previous ETRs,

- supports the UEMS Specialist Bodies to ensure that they conduct the broadest possible consultation in the process of producing their ETRs; this includes but not limited to:

- a) the members of the submitting UEMS Specialist Body

- b) relevant European or national Scientific Societies, Professional Bodies, Colleges, National Medical Associations and National Accreditation Authorities, Patients' Associations

- c) other UEMS Specialist Bodies, particularly those having expertise and professional interests in the area of specialist practice concerned,

- can be consulted at any stage during the development of ETRs to ensure that the content and format of the ETRs are in accordance with the UEMS policies,

- can advise regarding the overall format and content of the ETRs to help the UEMS Specialist Bodies but has no right or obligation to write the ETRs,

- facilitates dialogue in areas where there is a potential of conflicting approaches and interests,

- ensures that all UEMS Member Associations and Specialist Bodies are properly notified of ETR proposal submission for review and consultation, organization and timetable for consultation and review process,

- ensures that the established UEMS procedure for ETR development (appendix A) is followed and proper documentation of the evolution of ETRs versions/drafts is available at each stage of ETRs development and approval.

- provides the UEMS Secretary General with an opinion whether ETRs are ready to be presented to the UEMS Council (relevant bodies have been consulted and comments received have been properly considered by the authors) or not as soon as consultation and amendments procedure is completed and not later than established by ETRs development process timetable.

Any issues related to a specific ETR that have not been satisfactorily settled between sections or issues raised by NMA's are thus identified beforehand and will be specifically brought forward and decided by voting at the Advisory Board Meeting and the UEMS council meeting.

3. Membership

The members of the Committee have a sound background in medical education and preferably experience in development or implementation of medical curricula. All members should be familiar with the UEMS policies related to ETRs and are willing to actively contribute. They are:

- The UEMS Vice-President designated by UEMS Executive (Chair);
- Medical specialists appointed by the UEMS Enlarged Executive Committee from candidates nominated by UEMS Specialist Sections and National Medical Associations, president of CESMA;
- An administrator from the UEMS Team in the Domus Medica Europaea (DME) appointed by the UEMS CEO.

The UEMS Bodies are encouraged to conduct the broader possible consultation for the development of their ETRs and, if they wish, via their Boards/ Educational arms, utilise the experience and expertise in the field of individuals and organisations outside the UEMS . The ETRs RC also reserves the right to consult with such individuals and organisations if they believe that such input is necessary.

4. Duties of the Committee Members

Two members of the ETRs Review Committee shall review each ETR proposal in detail and then present this to the whole ETR Review Committee before sending comments out. Members are obliged to observe deadlines set for ETRs preparation and consultation procedure. They will take necessary steps to assure unbiased review and will inform the Chair of the ETR Committee of the conflicts of interest and other issues that could interfere with an objective assessment of proposed ETRs.

5. Term of Office

With exception of the UEMS Vice-President, the members of the Committee will have a three-year term to ensure continuity and also renewal that does not coincide with the election of the UEMS EEC.

6. Administration/ Function

The Committee is supported by a member of the UEMS Office at the DME appointed by the UEMS CEO; this person is a member of the Committee and along with the UEMS Vice-President facilitates the work of the Committee, ensures timely and efficient communication among its members, between the Committee and the UEMS Specialist Bodies producing ETRs and maintenance of an updated information on UEMS ETRs and their development process.

The work of the Committee is conducted through e-mail and teleconference communication. Live meetings are to be very exceptional and preferably should coincide with the UEMS Council meetings.

The TORs will be reviewed in 2 years from the day of their implementation to reflect the experience gained during that time and ensure that they up to speed and fir for purpose.

7. Implementation of ToR

The TORs will be reviewed and approved by the UEMS EEC. The UEMS Secretary General will initiate the process for the appointment of the new members of the Committee and will launch its work as soon as the ETRs Committee has at least 5 Members appointed. The Secretary General will announce the date of beginning new term and this date will also be the end of term of the current Committee.