



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

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UEMS European Training Requirements Committee

Terms of Reference

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1. Introduction/ Background

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

The UEMS has established the ETRs as high standards of training and training centres accreditation that could be implemented across Europe on a voluntary basis. However, their role and relevance become more important by the day since there is growing mobility of medical specialists and patients across Europe that creates a clear need for high standards of quality specialist practice and patient care.

The process of producing, reviewing and approving ETRs by the UEMS has been advanced over the last years. The experience gained from the discussion of ETRs of different specialties at the UEMS Council meeting, dictated the need for a comprehensive review of the ETRs prior to their submission to Council for discussion and potential approval. An added value from the UEMS process of ETR creation is an interdisciplinary consultation among multiple specialties.

The ETRs Committee was established at the UEMS Council meeting three years ago aiming to support UEMS Specialist Bodies that have produced ETRs to have a comprehensive peer review and possible amendments prior to an open discussion at the Council meeting. The members of the Committee are Colleagues who had experience in producing ETRs and declared on a volunteer basis at the time that they wished to help with such a process.

Over that last three years the contribution of the ETRs Committee was constructive and helpful. The UEMS is most grateful to Colleagues who have contributed to the

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establishment and work of the ETRs Committee. Contribution from the UEMS Members and other bodies is also recognized and appreciated.

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

2. Aim

The aim of the ETRs Committee is to serve as an advisory forum to UEMS Specialist Bodies that wish to produce ETRs.

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.

The Committee:

- facilitates organisational learning by providing to UEMS Specialist Bodies the experience gained by 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 overall UEMS guidelines,
- can advise regarding the overall text of the ETRs to help the UEMS Specialist Bodies but has no right or obligation to write the ETRs for them,
- facilitates pre-Council dialogue in areas that there is a potential of conflicting approaches and interests,
- ensures that the established UEMS timetable (attached) is followed and there is clear documentation of the evolution of ETRs versions/drafts to ensure a fluent and

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productive review prior to and at the Council meeting and presentation to the Council of a mature final draft.

3. Membership

The members of the Committee are as follows:

- The UEMS Secretary General (Chair)
- Two of the UEMS Vice-Presidents (appointments decided by the UEMS Extended Executive Committee-EEC).
- One representative of each of the three Groupings of Sections (appointed by the Chair and Secretary of each Grouping following an open invitation for applications from members of the Grouping).
- Three representatives from the National Medical Associations (appointed by the UEMS Extended Executive Committee following an open invitation for nominations by the National Medical Associations).
- An administrator from the UEMS Team in the Domus Medica Europaea (DME) appointed by the UEMS CEO.

4. Term of Office

With exception of the UEMS Secretary General, 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. The term may be renewed once.

5. Administration/ Function

The Committee is supported by a member of the UEMS Team at the DME appointed by the UEMS CEO; this Colleague is a member of the Committee and along with the UEMS Secretary General facilitates the work of the Committee and ensures timely and efficient communication among its members and between its members and the UEMS Specialist Bodies producing ETRs.

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.

6. Review of the TORs

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. Timetable

The TORs need to be reviewed and approved by the UEMS EEC. Once this is completed, the Secretary General will initiate the process for the appointment of the new members of the Committee and launch its work as defined in the TORs. New ETRs Committee will take over duties after at least 2/3 of its members are appointed. The Secretary General will announce the date of beginning new term and this date will also be the end of term of the previous Committee.