UEMS Multidisciplinary Joint Committee for Clinical Skills Training and Assessment

Council meeting of meeting of the Network of Accredited European Skills Centre (NASCE), Dublin February 5, 2015

1. Welcome – Prof. Anders Bergenfelz (chairman NASCE)
2. Report by the accreditation and review board (ARB) – Prof. Oscar Traynor (chairman ARB)
   1. Formal meeting to review applications from 6 centres
   2. Accreditation recommended for all 6; the centres in Gent and Copenhagen only for one year – criteria to be corrected and documents provided within one year (before February 1st 2016)

**Decision**: Council decided according to the recommendation of the ARB

1. Logistics and standard operation procedures (SOP:s) of NASCE accreditation

**Decision**:

* Submission of applications for NASCE accreditation three months before meeting (June 1th and December 1st deadline)
* Chairman of ARB will review all the reports before meeting (3 weeks)
* ARB members will be circulated the site visit reports one week before NASCE ARB and council meeting
* Chairman of ARB will summarise the discussion and decision at the meetings. The centre will get an official letter with potential issues (if any) that need to be addressed. These issues should be rectified, and appropriate documents provided, to be discussed by the ARB within one year (*the documents should be sent to the secretary of NASCE with a copy to the chairman of the ARB comments by AB*)
* Feedback from the sites that have been visited to ARB – email to be sent to the surveyors to write down their comments
* Protocols for visiting sites should not be altered for at least one year

1. Treasurer report
   1. Account open under the UEMS in Brussels.
   2. Application fee for centres, at present 3000 Euro + VAT, to be invoiced by secretary of NASCE.
   3. During the year of accreditation, there is no NASCE member´s fee (at present 850 Euro).
   4. Surveyor´s to be paid 500 Euro/site visited.

**Decision**: The treasurer to liaise with the secretary to get information regarding the bank

account of respective surveyor.

1. Dissemination of information regarding NASCE
   1. By council and ARB members and national medical associations (NMAs) regarding NASCE

**Decision**:

* Previous paper with information regarding NASCE to be revised and updated by Paul Ridgeway and suggested to be used as a template for publications in national medical journal across Europe
* Information regarding the status of NASCE and the MJC to be provided by the chairman of NASCE to the UEMS management council meeting
* Council and ARB members to be provided some slides for NASCE presentation at national European meetings (slides should preferably be available through the electronic platform)
  1. Webpage and electronic platform have improved, but several items needs to be

addressed and will be discussed at the next telephone meeting with the NASCE executive. It was felt that these communication platforms are of crucial importance

**Decision**:

* In the future the draft reports from the site visits should be uploaded, but with access to the chairman of the ARB only.
* A presentation of each accredited centre on the Webpage of NASCE (100 words and link to the website and email address of the centre), should be requested by the secretary.
* Each member of ARB should write 50 words and state his/her conflict of interests. – Isabelle to lease with Joerg to design an example and send to colleagues
* Logo – The suggested NASCE logo was presented by Paul Ridgeway, and accepted by the council. The NASCE logo will always need to be accompanied by the UEMS logo

6. Collaboration with scientific societies

A letter drafted to Society in Europe for Simulation Applied to Medicine (SESAM), has previously been sent by the chairman of NASCE to the executive. SESAM could possibly be invited to provide surveyors for site visits, but cannot for formal reasons, be part of the ARB. Joint meetings may be possible in the future. It was felt that the formal contacts at the stage was premature.

**Decision**:

* No letter to be sent and no formal contact between the two organisations to be initiated at this point
* Individual SESAM members could be invited to give a talk at the next NASCE meeting in Istanbul – TBD within executive board

1. Future NASCE meetings
   1. Istanbul September 14-15, 2015
      * Two day meeting
        1. Half a day business meeting (executive, ARB and council)
        2. 1.5 days scientific program. Broad invitation and open to all interested parties (not only NASCE or UEMS members)
           1. Free paper and poster session
           2. Invited speakers
           3. Proceedings booklet
           4. Parallel sessions possible (workshops)
           5. Industry exhibition
           6. Hand out the accreditation official certificate at the meeting to the centres that have been accredited
           7. Social program boat trip with dinner on board
           8. Important to keep the registration fee low

**Decision:**

* Registration fee 150 Euro. Reduced fee for NASCE accredited centres (100 Euro)
* Any profit of the meeting will be split – half to the local organizing committees, half to the NASCE organization
  1. NASCE meetings 2016
     + Gent-Belgium, February 2016 (date TBD, to be investigated by the Gent NASCE centre), with business meeting and local presentations
     + September 2016 (site and dates TBD by the excutive of NASCE at the next telephone conference

1. AOB
   1. Telephone conference of the NASCE executive to be scheduled by the chairman in March.
   2. The local organisers of the first NASCE meeting, prof. Paul Ridgeway and prof. Oscar Traynor and the RCSI, were thanked by the council members.