

UEMS European Training Requirements Review Committee

Terms of Reference

Version 4,

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1. Introduction

The European Training Requirements (ETR) established by the UEMS Specialists Sections their Boards and Divisions, Multidisciplinary Joint Committees (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 harmonised standards of practice and high quality of patient care. The ETRs play an important role in this process.

The process of writing, 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 organisations provide an added value to this process.

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

2. Aim

The aim of the ETRs Review Committee is to serve as an advisory body to UEMS Specialist Bodies that wish to produce ETRs and to the 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. The UEMS Enlarged Executive will consider a positive opinion from the Committee an indispensable element before submission of the proposed ETRs to the Advisory Board and the UEMS Council.

The ETR Review Committee:

- supports the UEMS Specialist Bodies by offering and managing a broad consultation process of submitted ETRs. The consultation process includes but is not limited to:

- a) the members of the submitting UEMS Specialist Body,
- b) other UEMS Bodies, particularly those having expertise and professional interests in the area of the specialist practice concerned,
- c) UEMS Members and Observers,
- d) National Accreditation Authorities, relevant European or national Scientific Societies, other Professional Associations, Patients' Associations.

- 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 format and content of the ETRs to help the UEMS Specialist Bodies but has no right or obligation to write the ETRs for them,
- facilitates the dialogue in areas of conflicting approaches and interests,
- ensures that all UEMS Members and Observers and UEMS Bodies are properly notified of ETR submissions for review and consultation and are informed about the organisation and timeline (appendices 1 and 2) of the review and consultation process,
- ensures that the established UEMS procedure for ETR development (appendices 3 and 4) is followed and proper documentation of the evolution of the ETRs is available at each stage of ETRs development.
- provides the UEMS Enlarged Executive with an opinion whether ETRs are ready to be presented to the Advisory Board and the UEMS Council when the consultation and amendments procedure is completed, and not later than established by the ETR timeline.
- notifies the UEMS Enlarged Executive about any issues related to a specific ETR that have not been satisfactorily settled between UEMS Bodies or issues raised by UEMS Members or Observers. These issues will be specifically brought forward and decided by voting at the Advisory Board Meeting and the UEMS Council meeting, or decided by the UEMS Enlarged Executive before the Council meeting.

3. Composition of the ETRs Review Committee and 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.

The Committee consists of at least 8 members:

- A UEMS Vice-President designated by the UEMS Executive.
- At least 6 medical specialists appointed by the UEMS Enlarged Executive from candidates nominated by UEMS Specialist Sections and UEMS Members. Preferably, these specialists should come from the different groupings of Specialist Sections.
- An administrator from the UEMS team in Brussels appointed by the UEMS CEO.

The demographics of the ETRs Review Committee should reflect a wide nationality base but retaining identity, a wide age base and a wide gender base.

The members of the ETRs Review Committee elect one of the members to be the Chair.

The President of CESMA or another CESMA member nominated by its President is invited to join the ETRs Review Committee, but is not an obligatory member.

The ETRs Review Committee reserves the right to consult external experts.

5. Duties of the Committee Members

At least two members of the ETRs Review Committee shall review each ETR proposal in detail and present this at a meeting to the whole ETRs Review Committee before comments are sent out. The meeting should preferably take place shortly after the 1st deadline (4 months before the Council meeting) set in the timeline. The Chair of the Committee is in charge of distributing the submitted ETRs to the Committee members.

At least one of the original reviewers and one additional reviewer shall review the amended ETRs versions. The ETRs Review Committee meets to discuss this 2nd review and to form a final opinion, preferably in the week after the 3rd deadline (2 months before the Council meeting) set in the timeline. The opinion of the ETR Review Committee is passed to the UEMS Enlarged Executive.

If during the whole ETR review process any issues related to specific ETRs have been raised and have not been satisfactorily resolved by the authors of the ETR, the Chair of the ETRs Review Committee has to inform the UEMS Enlarged Executive. This holds in particular true for the issues that the authors of the ETR have not addressed and resolved in amended ETRs versions.

All members of the Committee are obliged to observe deadlines set for the ETR preparation and consultation procedure. They will take necessary steps to assure unbiased review and will inform the Chair of the ETRs Review Committee of conflicts of interest and other issues that could interfere with an objective assessment of proposed ETRs.

4. Term of Office

With exception of the UEMS Vice-President, the members of the Committee have a four-year term that is once renewable.

The UEMS Secretary General will initiate the process for the appointment of new members of the Committee.

6. Administration

The Committee is supported by a member of the UEMS Office in Brussels appointed by the UEMS CEO. This person is a member of the Committee and along with the Chair of the

Committee facilitates the work of the Committee, ensures timely and efficient communication among its members and between the Committee and the UEMS Specialist Bodies producing ETRs, coordinates consultation process, and is responsible for maintenance of updated information on UEMS ETRs and their development process.

The work of the Committee is conducted through e-mail and teleconference communication. Live meetings should remain exceptional and should be held preferably at the UEMS Council meetings.

7. Revision of Terms of Reference

The Terms of Reference will be reviewed and approved by the UEMS Enlarged Executive.

The Terms of Reference should be reviewed in 5 years.

APPENDICES

Appendix 1: Timeline

Appendix 2: Explanatory Notes to the Timeline

Appendix 3: ETR Template

Appendix 4: Practical Approach to Overlapping Knowledge or Competencies in ETRs