



## Quality Indicators for UEMS Bodies (Internal Checklist)

### Introduction

UEMS is a complex association of diverse medical specialties in Europe. In many ways its strength comes from its diversity. Medical specialists from all specialties recognised across Europe including the EEA (European Economic Area) and the UK, work in a voluntary capacity for the benefit of medical trainees and specialist colleagues.

UEMS consists of a growing number of bodies, currently more than 60. There is a need for some organisational consistency and transparency. The table of quality indicators (see example below) is designed to encourage and help all UEMS bodies to keep track of their activities and to deliver them by the highest standards. A short explanation is given for each item of the table. The table can be filled in annually on a voluntary basis, and not all items will be applicable for every UEMS body.

### Example Table Quality Indicators

	UEMS Body	UEMS Section of ...
1	Code of Conduct	Green
2	UEMS Activity Report	Orange
3	Reserve Policy	Green
4	Annual Budget Plan	Red
5	Financial Report	Red
6	Minutes	Green
7	Quality Report	White
8	ETR	Green
9	Exam CESMA approved	Red
10	List of Delegates & Officers	Orange
11	Website	Green
12	Climate Change	Red
13	Diversity & Inclusion	Green



## 1. Code of Conduct

The Code of Conduct (CoC) was approved by the UEMS Council in April 2021 [link]. It is applicable to each officer of all UEMS bodies (Enlarged Executive, Standing Committees, Working Groups, Specialist Sections with their Divisions and Boards, Multidisciplinary Joint Committees, Thematic Federations). By signing the declaration upon assuming their duties, officers accept its rules. In addition, all delegates to the UEMS are expected to observe the CoC. This means that all delegates to UEMS bodies should be familiar with it and that Bureaus should update the delegates regularly on the CoC, particularly when new delegates arrive.

**Green:** all Bureau members signed the CoC, and all delegates to UEMS bodies have been made aware of the CoC in the last 2 years;

**Amber:** over 50% of Bureau members signed the CoC, and/or UEMS body members have been made aware of the CoC in the last 4 recent years;

**Red:** less than 50% of Bureau members signed the CoC and/or delegates are not aware of the CoC.

## 2. UEMS Activity Report

All UEMS bodies are obliged to report to UEMS on their activities. The UEMS Activity Report [link to template] is obligatory and should be provided annually for the previous year before the Spring UEMS Council meeting. It is a prerequisite for UEMS to issue comprehensive reports and to set out strategic plans. In addition to current items, it should comprise all core data regarding the examination (i.e. format of the exam, IT provider, date and number of candidates of last exam, date of upcoming exam, body responsible for the performance of the exam), the names and email addresses of all Bureau members and of all representatives to other UEMS bodies. The UEMS Body Activity Reports are made available to all UEMS bodies before the Spring UEMS Council meeting.

**Green:** report provided during last year;

**Amber:** one report provided during the last 3 years;

**Red:** no report provided during the last 3 years.



### 3. Reserve Policy

Each UEMS body has to define its reserve policy for the coming year and to share it with the UEMS Treasurer using a template provided by the UEMS Treasurer [link]. This policy must be up to date, otherwise it would not be useful. Only 2 categories apply in the Table of Quality Indicators.

**Green:** document provided;

**Red:** no policy made/ provided.

White: n/a when no funds

### 4. Annual Budget Plan

Each UEMS body has to create an Annual Budget Plan for the coming year and to share it with the UEMS Treasurer. The document must be up to date, otherwise it would not be useful and should be based on a template [link]. Only 2 categories apply in the Table of Quality Indicators.

**Green:** budget plan provided;

**Red:** no budget plan made/ provided.

White: n/a when no funds

### 5. Financial Report

Each UEMS body, and in particular the respective Treasurer, has also the duty to report regularly about the financial operations to the UEMS Office.

**Green:** annual report provided during the last year;

**Amber:** reports provided irregularly/partially;

**Red:** report not provided.

White: n/a when no funds

### 6. Minutes of Meetings

The minutes of the various meetings of all UEMS bodies are an important means of keeping track of discussions and, in particular, decisions and of communicating them. In general, they have to be drafted, made available for comment, and subsequently to be



shared and saved in a final version. The minutes of member meetings of UEMS bodies have to be shared with the UEMS Executive via the Secretary General within 4 months. It is, however, good practice to keep minutes of the other meetings as well.

**Green:** minutes for the last year meetings provided;

**Amber:** for some meetings during the last 3 years;

**Red:** no minutes during the last 3 years.

## 7. Quality Report

The Table of Quality Indicators (example above) [link to template] constitutes the Quality Report and is voluntary. It can be provided annually for the UEMS Autumn Council. It is meant to support UEMS bodies in their work and is provided to the UEMS Executive, but is not made available to other UEMS bodies.

**Green:** report provided during the last year;

**Amber:** one report during the last 3 years;

**Red:** no report during the last 3 years.

## 8. European Training Requirements (ETRs)

UEMS contributes to the improvement of medical training at the European level through the development of European training standards in the different medical disciplines. The development of ETRs has been a major activity of many specialty Sections and other UEMS bodies, but not all specialist bodies have been able to develop ETRs in the field of their interest. If established, they should be revised every 5 years.

**Green:** ETR completed/reviewed <5 years;

**Amber:** ETR completed/reviewed >5 years;

**Red:** ETR completed/reviewed >10 years;

White N/A.

## 9. Examination CESMA appraised

The Council for European Specialists Medical Assessment (CESMA) is an advisory body of the UEMS aiming to provide recommendation and advice on the organisation of European examinations for medical specialists at the European level. CESMA conducts



formal appraisals of European Examinations which are valid for 5 years. While the European Examinations organised under UEMS aegis are not to be considered as formal qualifications, their quality and renown have increased significantly over the past few years. As a result, some Countries recognize European examinations as part or equivalent of their national examination. It is expected that UEMS bodies organize a European examination for their specialty or competency, or at least get involved in a European examination.

**Green:** Exam CESMA appraised  $\leq 5$  years;

**Amber:** Exam CESMA appraised  $> 5$  years;

**Red:** exam not CESMA appraised;

White: n/a (no exam).

## 10. List of Delegates & Officers

An updated list of the members of each UEMS body and their officers is essential for all activities, communication and transparency. It should also include representatives to other UEMS bodies (e.g. CESMA, MJCs, TFs). It belongs to the mandatory tasks of an UEMS body to update it regularly in close collaboration with UEMS Office.

**Green:** List available and updated  $< 1$  year;

**Amber:** Update of list  $< 3$  years;

**Red:** List not available or update  $> 3$  years

## 11. Website

There is currently no obligation for UEMS Bodies to have a website presentation. If there is one, it should be updated regularly because it presents the UEMS Body and whole UEMS externally and offers contact options.

**Green:** Updated at least annually;

**Amber:** Updated during the last 3 years;

**Red:** Updated  $> 3$  years ago;

White: n/a



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## 12. Climate Change

This indicator should be used to demonstrate activity of an UEMS body in this area. This can be documented e.g. in the minutes of a member meeting or be part of other documents, inclusion of climate-related topics in ETRs and policies, CME/CPD. More detailed advice on inclusion of climate change matters in activities of UEMS Bodies could come from UEMS Thematic Federation Green and Sustainable Medical Practice.

**Green:** plan/ policy available;

**Red:** No plan.

## 13. Diversity & Inclusion

This indicator should be used to demonstrate activity of an UEMS body in this area. This can be documented e.g. in the minutes of a member meeting or be part of other documents. More detailed advice on inclusion of diversity and inclusion matters in activities of UEMS Bodies could come from UEMS Thematic Federation Equality, Diversity, Inclusivity.

**Green:** plan/ policy available;

**Red:** No plan.