



European Society of Regional Anaesthesia (ESRA) Pain Medicine Diploma Board (EDB-PM)

Terms of reference

ESRA is creating a board to formally conduct examinations for, set criteria for, and award the European Diploma of Pain Medicine (EDPM).

The Pain Medicine Diploma Board (EDB-PM) must remain transparent, impartial and free from external influences on the content, organisation and performance of the EDPM examination.

The ESRA Board will be accountable for EDB-PM's governance, legal liability and funding.

1. Purpose of EDB-PM

EDB-PM will:

- 1.1 Consider matters relating to the European Diploma of Pain Medicine.
- 1.2 Respond to requests about the EDPM – from the ESRA Board and its Standing Committees, and any other sub-committees or working parties.
- 1.3 Represent the interests of EDPM diploma holders – communicating with them and promoting training in pain medicine – and advising the ESRA Board appropriately.
- 1.4 Consider how to communicate better with diploma holders, and make recommendations to the ESRA Board.
- 1.5 Conduct formal meetings to: a) set rules for the examination, how examiners are selected and courses accredited, and b) conduct the examination and award the diploma.
- 1.6 Advise ESRA office staff – either as a committee or through the chairman – on how examinations are conducted and on whatever else is needed.
- 1.7 Monitor EDPM spending to keep costs within the approved budget.

2 Composition of EDB-PM board

As members stand down, e.g. due to retirement, their vacant seats will be up for election. After 2019, we envisage most of the EDB-PM board will be elected from diplomates

2.1.1. FOUNDATION PERIOD (SEP 2016 – SEP 2019)

The proposed board including chairman, vice chairmen and ordinary members will be nominated by the inaugural EDPM chairman (Professor Sam Eldabe) and approved by the ESRA Board for a period of 3 years.

2.1.2 TRANSITION PERIOD (SEP 2019 – SEP 2022)

From 2019, EDB-PM board members will come to a consensus on which 3 of their number should stand down each year, to make way for new members. Elections will be held for these posts.

2.1.3 MATURE PERIOD (SEP 2022 ONWARDS)

By 2022, the whole board will be made up of elected members, drawn from the list of ESRA diplomates.

2.1.3.1 The EDB-PM will consist of 6 ordinary members and 3 officers (one Chairman and 2 Vice Chairmen).

2.3 Appointment of the EDB-PM Chairman

2.3.1 Only existing EDB-PM members are eligible for election.

2.3.2 The Chairman will be elected by a closed ballot of EDB-PM members and approved by simple majority.

2.3.3 The Chairman will be elected by existing EDB-PM members and approved by the ESRA-Board

2.3.4 If the ESRA Board rejects a candidate (by simple majority), it will explain why clearly in writing to EDB-PM.

2.3.5 The EDB-PM will then conduct another election, and present an alternative candidate from the list of candidates who previously put their names forward for the post of Chairman.

2.3.6 The EDB-PM Chairman will be elected for a period of 3 years, renewable for 2 years (so the longest they can serve is 5 years).

2.3.7 Re-election has to be approved by the EDPM Board by simple majority.

2.4 Appointment of the EDB-PM Vice Chairmen (two positions)

2.4.1 Only existing EDB-PM members are eligible for election.

2.4.2 Elected for 3 years, renewable for a further 3 years (so a maximum of 6 years total in office).

2.5 *Tasks and elections of EDB-PM members*

- 2.5.1 The EDB-PM Chairman will conduct the group's business and represent it at ESRA Board meetings.
- 2.5.2 In the Chairman's absence, the EDB-PM shall nominate one of their vice chairmen to deputise. Only when Vice Chairmen are unavailable, shall an ordinary EDB-PM Member represent the Chairman.
- 2.5.3 The ESRA Board President will be an Ex-officio member of the EDB-PM, acting as an interface between the overall ESRA Board and EDB-PM.
- 2.5.4 The EDB-PM may also co-opt as an advisor any person specially qualified to assist or advise. The co-option can be for the period specified in the co-option, or for a single meeting, or for any other purpose. The length of co-option shall be at the discretion of the Chairman.
- 2.5.5 If a member leaves the EDB-PM board, the Chairman will nominate a suitable individual to co-opt – in consultation with the EDB-PM members – till elections are held (in accordance to 2.4.4 and 2.4.6).
- 2.5.6 EDB-PM Members will be replaced each in turn by election.
- 2.5.6.1 Annual elections of new board members will be held to fill any vacant seats and / or replace 2-3 members as necessary. The elections can be held at any EDB-PM meeting. And every EDB-PM board member will have a single vote (carried by a simple majority).
- 2.5.6.2 Calls for nomination shall be advertised on the ESRA website and also in writing to diplomates, **3 months** prior to elections.
- 2.5.6.3 Applications shall be received by the EDB-PM **2 months** prior to election.
- 2.5.6.4 Candidates standing for election should serve at least 3 years and can be renewed for 3 more years (Maximum period as EDB-PM member is 6 years).
- 2.5.6.5 The term of office for all EDB-PM members is from September to September (terms begin and end at the closure of the AGM at the annual congress).
- 2.5.6.6 If, after 6 years, an EDB-PM ordinary member gets promoted to Chairman or Vice-Chairman, she/he enters the terms of this position (3 years renewable for 2 further years as Chairman and 3 years renewable for 3 more years as Vice Chairman).
- 2.5.6.7 EDB-PM members must be "diploma holders" as well as ESR members. The condition to hold a diploma does not apply to co-opted members.
- 2.5.6.8 The EDB-PM founding members will automatically be awarded the diploma.

- 2.5.7 In cases of serious misconduct that significantly compromise the professionalism, image and mission of ESRA and /or EDPM, the ESRA Board can insist on the removal of any of the EDB-PM board (including the Chairman) – justifying its decision in writing.
- 3 **EDB-PM Quorum** – the group’s quorum shall be 6 members.
- 4 **EDB-PM voting rules** – the EDB-PM Chairman will seek consensus to reach a decision. If there are equal votes each way, the Chairman shall have an additional or casting vote.
- 5 **EDB-PM meetings**
- 5.1 The Committee may hold meetings at least twice a year, at the designated place and with the prior agreement of the Chairman.
- 5.2 The Chairman shall produce an annual report for the ESRA Annual General Meeting. All committee meetings shall be minuted and these minutes brought to the EDB-PM.
- 5.3 Expenses – ESRA shall meet all EDB-PM members’ travelling and subsistence expenses, following set criteria.
- 6 **Award of European Diploma of Pain Medicine (EDPM)**
- 6.1 The EDPM will be awarded to those who pass the two-part examination.
- 6.2 EDB-PM will conduct examinations (Part I / Part II) every year, where appropriate, during the Annual ESRA meeting. This may change in future.
- 6.3 EDB-PM will set clear criteria and publish rules for candidates appearing for the Diploma examination. The rules should specify the curriculum, guidelines on courses attended, confirmation of performance of various pain procedures, credits obtained in congress or conference workshops.
- 6.4 Selection of Examiners: EDB-PM will set criteria for selection. Examiners must be both diploma holders and ESRA members.
- 6.5 Honorary Diploma by assessment can be awarded to distinguished pain medicine experts, following EDB-PM criteria. EDB-PM founding members will be awarded the Diploma.
- 7 **Post nominal**
- The diploma holder will be able to write EDPM after their name.
- 8 **Review of these terms of reference**

The EDB-PM shall review these terms of reference (TOR) annually, or sooner if appropriate. All changes to the TOR must be approved by the ESRA board at the next meeting.

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