European Society of Regional Anaesthesia (ESRA)
Regional Anaesthesia Diploma Board (EDB-RA)

Terms of reference

The European Society of Regional Anaesthesia Diploma Board (EDB-RA) is the board that formally conducts examinations, sets criteria, and awards EDRA (European Diploma in Regional Anaesthesia and Acute Pain Management).

The ESRA Board will be accountable for the governance, legal liability and funding of EDB-RA.

EDB-RA must remain transparent, impartial, and free from external influences in the content, organisation, and delivery of EDRA examinations.

1. **Purpose**
   1.1. EDB-RA will consider matters relating to the European Diploma of Regional Anaesthesia and Acute Pain Management (EDRA) of the European Society of Regional Anaesthesia (ESRA).
   1.2. EDB-RA will respond to requests from the ESRA Board and its Standing Committees, and any other sub-committees or working parties relating to the award of the diploma and its examinations.

EDRA TOR V6

1.3. EDB-RA will represent the interests of diploma holders and promote training, the practise of regional anaesthesia, and communication amongst diploma holders, and advise the ESRA Board appropriately.

1.4. EDB-RA will consider and make recommendations to the ESRA Board on the means of improving communication with diploma holders.

1.5. EDB-RA will conduct its formal meetings; construct rules and regulations for the examination, including the selection of examiners and accreditations of courses; conduct examinations; and award diplomas.

1.6. EDB-RA will, either as a committee or through the Chair, offer advice to ESRA office staff on the conduct of the examinations when such advice is sought.

1.7. EDB-RA will keep the EDRA budget under review and ensure that costs are within the approved budget.

2. Composition of EDB-RA

2.1. EDB-RA will consist of 6 ordinary members and 3 officers (1 Chair and 2 Vice Chairs).

2.2. Appointment of the Chair.

2.2.1. Only members of EDB-RA are eligible for election to the position of EDB-RA Chair.

2.2.2. EDB-RA Chair elections are conducted by a closed ballot of EDB-RA members and approved by simple majority.

2.2.3. The EDB-RA Chair election is made from a ballot of current EDB-RA members and must be approved by the ESRA Board.

2.2.4. The elected EDB-RA Chair will meet with the ESRA Board and will have the opportunity to present herself/himself. In the case that the ESRA Board does not reach a simple majority approval of the Chair, it must give to EDB-RA a written justification with clear reasons for rejecting the candidate.

2.2.5. Should the situation in 2.2.4 occur, EDB-RA will then present an alternative candidate after new elections. If there is no eligible

candidate who is ratified by the ESRA Board, EDB-RA will make the final decision.

2.2.6. The EDB-RA Chair will hold office for a period of three (3) years, renewable for two (2) years (maximum 5-year term).

2.2.7. Re-election of the EDB-RA Chair must be approved by the EDRA Board, by simple majority.

2.3. Appointment of the Vice Chairs (two (2) positions).

2.3.1. Only members of EDB-RA are eligible to hold the position of EDB-RA Vice Chair.

2.3.2. The EDB-RA Vice Chair will hold office for a period of three (3) years, renewable for three (3) years (maximum 6-year term).

2.4. Tasks and elections of EDB-RA members.

2.4.1. The Chair will conduct the business of EDB-RA and represent EDB-RA in ESRA Board meetings.

2.4.2. In the event of absence, the Chair shall deputise one of the Vice Chairs. Another EDB-RA member may be selected to stand in when no Vice Chair is available.

2.4.3. The President of the ESRA Board will be an ex-officio member of EDB-RA. The President will communicate between the ESRA Board and EDB-RA in the case of issues concerning EDB-RA or other items in ESRA's interest.

2.4.4. EDB-RA may also co-opt as an advisory role, either for the period specified in the co-option, or for a single meeting, or for any other purpose, any person specially qualified to assist or advise the EDB-RA. The length of the co-option as an advisory role shall be at the discretion of the Chair.

2.4.5. In the event of any member leaving the Board mid-term, the Chair will nominate a suitable individual, in consultation with the EDB-RA members to be co-opted, until elections are held (in accordance with 2.4.4 and 2.4.6).

2.4.6. EDB-RA members will be replaced in rotation, by election.

2.4.6.1. Elections will be held every year to replace 2-3 members as necessary, and/or fill any vacant seats. Election of new board members shall be via individual vote of EDB-RA Board members (simple majority) at any EDB-RA meeting.

2.4.6.2. Calls for nomination shall be advertised on the ESRA website and also by written information to the EDRA examiners three (3) months prior to an election.

2.4.6.3. Applications shall be received by the EDB-RA two (2) months prior to an election.

2.4.6.4. Those standing for election should serve at least three (3) years and can be renewed for three (3) additional years (maximum term is 6 years).

2.4.6.5. The term of office for all EDB-RA members is from September to September (terms begin and end at the closure of the Annual General Meeting at the annual congress).

2.4.6.6. Should, after six (6) years, an EDB-RA member become Chair or Vice-Chair, she/he enters the term of that position (three (3) years, renewable for two (2) further years, as Chair; three (3) years, renewable for three (3) further years, as Vice Chair).

2.4.6.7. EDB-RA members must be diploma holders as well as ESRA members. The condition of holding a diploma does not apply to co-opted members.

2.4.7. In cases of serious misconduct in which there is a significant compromise of professionalism, or of the image and mission of ESRA and /or EDRA, the ESRA Board can insist on the removal of any member of EDB-RA (including the Chair). Justification for such removal must be given to EDB-RA in writing.

3. Quorum

For voting purposes, a quorum shall be 6 EDB-RA members.

4. Voting

The EDB-RA Chair will seek consensus to reach a decision. In any case in which voting is necessary, and in the event of an equality of votes, the Chair shall have an additional, or casting, vote.

5. Meetings

5.1. EDB-RA may hold meetings at a Chair-approved designated place at least twice per year.

5.2. The Chair shall produce an annual report for the ESRA Annual General Meeting. Minutes of all committee meetings shall be kept and made available to EDB-RA.

5.3. Travelling and subsistence expenses of EDB-RA members shall be met by ESRA, according to criteria set by ESRA.

6. Awarding of the Diploma

6.1. The Diploma of the European Society of Regional Anaesthesia will be awarded to those who pass the two examination parts.

6.2. The examination will be conducted by EDB-RA every year during the Annual ESRA meeting. This is subject to change.

6.3. Criteria for diploma examination candidates must be clear, and rules must be published in advance. A diploma by examination should have a specific structure, including curriculum, guidelines on courses attended, confirmations of the performance of various regional blocks, credits obtained in congress or conference workshops. EDB-RA will set clear criteria and rules.

6.4. Selection of examiners: EDB-RA will set criteria for the selection of examiners. An examiner must be a diploma holder as well as an ESRA member.

6.5. An honorary diploma can be awarded to distinguished regional anaesthesia experts, according to criteria set by EDB-RA.

7. Post Nominal

The diploma holder will be able to write post nominal EDRA (European Diploma in Regional Anaesthesia and Acute Pain Management).

8. **Review of terms of reference (EDRA-TOR)**

    8.1. The EDB-RA shall review the terms of reference annually, or earlier as appropriate. Changes will be recorded and information will be sent to all EDB-RA members. .

       All changes to the EDRA-TOR have to be presented by EDB-RA Chair at the ESRA Board meeting and approved by the ESRA Board.

Brussels, Feb. 14th, 2011
Bordeaux, Sept. 4th, 2012
Leuven, March 14th, 2014
Lugano, March 11th, 2016
Maastricht, September 06th, 2016
(Online) Geneva, April 03rd, 2023