

# TERMS OF REFERENCE (TOR)

## ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE

### EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

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ESRA is creating a board to formally conduct examinations for, set criteria for, and award the ESRA European Diploma of Pain Medicine. The ESRA European Diploma of Pain Medicine Diploma Board must remain transparent, impartial and free from external influences on the content, organisation and performance of the ESRA European Diploma of Pain Medicine examination. The ESRA Board will be accountable for the ESRA European Diploma of Pain Medicine governance, legal liability and funding.

## **1 PURPOSE OF THE ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE BOARD**

### **ESRA European Diploma of Pain Medicine Board will:**

- 1.1** Consider matters relating to the ESRA European Diploma of Pain Medicine.
- 1.2** Respond to requests about the ESRA European Diploma of Pain Medicine— from the ESRA Board and its Standing Committees, and any other subcommittees or working parties.
- 1.3** Represent the interests of ESRA European Diploma of Pain Medicine 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 chair – on how examinations are conducted and on whatever else is needed.
- 1.7** Monitor ESRA European Diploma of Pain Medicine spending to keep costs within the approved budget.

## 2 COMPOSITION OF ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE BOARD

As members stand down, e.g. due to retirement, their vacant seats will be up for election. After 2023, we envisage most of the ESRA European Diploma of Pain Medicine board will be elected from diplomates (desirable).

### 2.1.1. FOUNDATION PERIOD (SEP 2016 – SEP2023)

The proposed board including chair, vice chairs and ordinary members will be nominated by the inaugural ESRA European Diploma of Pain Medicine chair (Professor Sam Eldabe) and approved by the ESRA Board

### 2.1.2 TRANSITION PERIOD (SEP 2023 – SEP 2026)

From 2023, ESRA European Diploma of Pain Medicine 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 2026 ONWARDS)

By 2026, the whole board will be made up of elected members, drawn from the list of ESRA diplomates (desirable).

2.1.3.1 The ESRA European Diploma of Pain Medicine Board will consist of 6 ordinary members and 3 officers (one Chair and 2 Vice-Chairs).

## 2.3 Appointment of the ESRA European Diploma of Pain Medicine Chair

2.3.1 Only existing ESRA European Diploma of Pain Medicine Board members are eligible for election.

2.3.2 The Chair will be elected by a closed ballot of ESRA European Diploma of Pain Medicine Board members and approved by simple majority.

2.3.3 The Chair will be elected by existing ESRA European Diploma of Pain Medicine Board 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 ESRA European Diploma of Pain Medicine Board.

2.3.5 The ESRA European Diploma of Pain Medicine Board 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 Chair.

2.3.6 The ESRA European Diploma of Pain Medicine Chair 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 ESRA European Diploma of Pain Medicine Board by simple majority.

## **2.4 Appointment of the ESRA European Diploma of Pain Medicine Vice Chairs (two positions)**

**2.4.1** Only existing ESRA European Diploma of Pain Medicine 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 ESRA European Diploma of Pain Medicine members**

**2.5.1** The ESRA European Diploma of Pain Medicine Chair will conduct the group's business and represent it at ESRA Board meetings.

**2.5.2** In the Chair's absence, the ESRA European Diploma of Pain Medicine Board shall nominate one of their vice-chairs to deputise. Only when Vice Chairs are unavailable, shall an ordinary ESRA European Diploma of Pain Medicine Board Member represent the Chair.

**2.5.3** The ESRA Board President will be an Ex-officio member of the ESRA European Diploma of Pain Medicine Board, acting as an interface between the overall ESRA Board and the ESRA European Diploma of Pain Medicine Board.

**2.5.4** The ESRA European Diploma of Pain Medicine Board 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 Chair.

**2.5.5** If a member leaves the ESRA European Diploma of Pain Medicine board, the Chair will nominate a suitable individual to co-opt – in consultation with the ESRA European Diploma of Pain Medicine Board members – till elections are held (in accordance to 2.4.4 and 2.4.6).

**2.5.6** ESRA European Diploma of Pain Medicine Board members will be replaced each in turn by election.

2.5.6.1 Annual selections of new board members will be held to fill any vacant seats and / or replace 2-3 members as necessary. The selections can be held at any ESRA European Diploma of Pain Medicine Board meeting or online. And every ESRA European Diploma of Pain Medicine 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 ESRA European Diploma of Pain Medicine Board 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 ESRA European Diploma of Pain Medicine member is 6 years).

2.5.6.5 The term of office for all ESRA European Diploma of Pain Medicine Board members is from September to September (terms begin and end at the closure of the AGA at the annual congress).

2.5.6.6 If, after 6 years, an ESRA European Diploma of Pain Medicine Board ordinary member gets promoted to Chair or Vice-Chair, she/he enters the terms of this position (3 years renewable for 2 further years as Chair and 3 years renewable for 3 more years as Vice Chair).

2.5.6.7 ESRA European Diploma of Pain Medicine Board members must be “diploma holders” (desirable) as well as ESRA members. The condition to hold a diploma does not apply to co-opted members.

2.5.6.8 The ESRA European Diploma of Pain Medicine 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 ESRA European Diploma of Pain Medicine, the ESRA Board can insist on the removal of any of the ESRA European Diploma of Pain Medicine - board member (including the Chair) – justifying its decision in writing.

### **3 ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE BOARD QUORUM**

The group's quorum shall be 6 members.

### **4 ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE BOARD VOTING RULES**

The ESRA European Diploma of Pain Medicine Chair will seek consensus to reach a decision. If there are equal votes each way, the Chair shall have an additional or casting vote.

## 5 ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE BOARD MEETINGS

**5.1** The Committee may hold meetings at least twice a year, at the designated place and with the prior agreement of the Chair.

**5.2** The Chair shall produce an annual report for the ESRA Annual General Assembly. All committee meetings shall be minuted and these minutes brought to the ESRA European Diploma of Pain Medicine Board.

**5.3** Expenses – ESRA shall meet all ESRA European Diploma of Pain Medicine Board members' travelling and subsistence expenses, following set criteria.

## 6 AWARD OF THE ESRA EUROPEAN DIPLOMA OF PAIN MEDICINE

**6.1** The ESRA European Diploma of Pain Medicine will be awarded to those who pass the two-part examination.

**6.2** ESRA European Diploma of Pain Medicine Board will conduct examinations (Part I / Part II) every year, where appropriate, during the Annual ESRA meeting. This may change in future.

**6.3** ESRA European Diploma of Pain Medicine Board 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: ESRA European Diploma of Pain Medicine Board 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 ESRA European Diploma of Pain Medicine Board criteria. ESRA European Diploma of Pain Medicine founding members will be awarded the Diploma.

## **7 POST NOMINAL**

The diploma holder will be able to write ESRA-DPM after their name.

## **8 REVIEW OF THESE TERMS OF REFERENCE**

The ESRA European Diploma of Pain Medicine Board 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.



## 9 FILE KEEPING

The decisions, reports, reviews, minutes and all documents related to the ESRA European Diploma of Pain Medicine Board are kept in files accessible by the Chair and Members of the Board, the ESRA Major Officers, and the ESRA Office Team, and are archived for an indefinite period, minimum of 20 years.

This document shall enter into force, be revised and distributed in accordance with the applicable procedures for controlled documents of ESRA.

### This document:

- ✓ Is the property of the ESRA and its unauthorized disclosure, reproduction and use in whole or in part, or its use for work not related to the activities of ESRA is not permitted.
- ✓ Is an internal controlled document, distributed according to the distribution list and acknowledged under the responsibility of the recipient.
- ✓ Shall be subject to and undergo a review process at least once every three years, but not more frequently than annually, since the last adoption or amendment.

		<b>SIGNATURE(s)</b>	<b>DATE(s)</b>
<b>AUTHOR(s)</b>	<p><b>Chair of the ESRA European Diploma of Pain Medicine</b>            Sam Eldabe</p> <p><b>Vice Chairs of the ESRA European Diploma of Pain Medicine</b></p> <ul style="list-style-type: none"> <li>• Eric Buchser</li> <li>• Jose De Andres</li> </ul>	Signatures attached, below the table	07.09.2023
<b>APPROVAL</b>	<p><b>ESRA European Diploma of Pain Medicine Board</b></p> <ul style="list-style-type: none"> <li>• Sam Eldabe, Chair</li> <li>• Eric Buchser, Vice-Chair</li> <li>• Jose De Andres, Vice-Chair</li> <li>• Gaurav Chhabra, Associate Member</li> <li>• Duarte Correia, Member</li> <li>• Pasquale De Negri, Member</li> <li>• Senthil Jayaseelan, Associate Member</li> <li>• Anu Kansal, Associate Member</li> <li>• Andrzej Krol, Member</li> <li>• Sarah Love-Jones, Member</li> <li>• Maurizio Marchesini, Associate Member</li> <li>• Athmaja Thottungal, Associate Member</li> <li>• Vaishali Wankhede, Associate Member</li> </ul>	Chair and Vice – Chairs sign on their behalf	07.09.2023




