



TERMS OF REFERENCE (ToR) ESRA EDUCATION COMMITTEE (EC)

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

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1 PURPOSE (REMIT)

The remit and scope of the Education Committee of the European Society of Regional Anaesthesia and Pain Therapy (ESRA) are outlined as follows:

- To oversee and provide advice and guidance to the ESRA Major Officers, ESRA Executive Board and Events Chairs, regarding all ESRA educational activities except for the Annual Congress (this encompasses all ESRA workshops, conferences, meetings, courses, and online webinars, as well as the creation, development and management of educational content for the ESRA Academy and the ESRA Trainees and Patients Corners)
- To be copied, provide advice and contribute to the scientific program of the ESRA Annual Congress
- To oversee, supervise and manage the application, approval and accreditation process of the ESRA Approved Training Institutions/Centres of Excellence, in close collaboration with the ESRA Grants & Awards Committee, as well as to participate in the process of their renewal of approval
- To provide counsel to the ESRA Major Officers and Executive Board and offer feedback on the ESRA Approved Training Institutions/Centres of Excellence

Nonetheless, the final decisions are the sole responsibility of the ESRA Major Officers and the Executive Board Members, after having received the necessary recommendations from the ESRA Education Committee.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Education Committee plays a vital role in ensuring that the ongoing education and developments in Regional Anaesthesia and Chronic Pain specialists across Europe, are reflected in all ESRA educational initiatives. Among its fundamental goals worth noting is defining key focus areas for educational ESRA activities, that meet the needs of our scientific community. The Committee may also discuss projects and areas of interest related to Continuous Medical Education (CME) and Continuous Professional Development (CPD) in the fields of Regional Anaesthesia, Perioperative Care, PoCUS and Pain Medicine (PM), in Europe and beyond.

Key Aspects of the ESRA Education Committee Role and Responsibilities

Educational Content Management: The Committee identifies and oversees the development of high-quality educational resources, including workshops, courses, and online materials, all focused on advancing knowledge and skills in the ESRA fields of interest.

Staying Current: It keeps the curriculum updated with the latest advancements and best practices in the fields.

Promoting Education: The Education Committee actively promotes educational opportunities offered by ESRA, encouraging participation and dissemination of knowledge among Regional Anaesthesia Practitioners and Chronic Pain Physicians.

Setting Standards: It may contribute into setting educational standards and developing accreditation programs for Regional Anaesthesia, Perioperative Care, PoCUS and Pain Medicine training.

Collaboration: Finally it can propose to ESRA Major Officers and Board of Directors collaborations with other organizations or institutions, to share resources and expertise in Regional Anaesthesia, Perioperative Care and Pain Medicine Education.

In summary, the ESRA Education Committee is dedicated to advancing and promoting the society educational efforts throughout Europe and is devoted to the provision of a high-standard educational content to ESRA members.

The Education Committee Chair reports to the ESRA Major Officers and Executive Board Members and participates in the ESRA Scientific Committee as Member.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Education Committee

The ESRA Education Committee consists of one (1) Chair and up to seventeen (17) Members, all originating from a European ESRA zone. Both the Chair and the Committee Members need to be ESRA active ordinary full or resident members or ESRA life members.

The composition of the ESRA Education Committee is outlined as follows:

(1) The Education Committee Chair

(2) The Education Committee Vice Chair (current ESRA President)

(3) The Education Committee Members

- The Chair of the ESRA Scientific Committee
- The Chair of the ESRA Guidelines Committee
- The Chair & Co-Chair of the ESRA Hands-On Clinical Workshops Committee
- The Chair & Co-Chair(s) of the ESRA Hands-On Cadaver Workshops Committee
- The e-ESRA Committee Chair
- The Chair of the World Day & World Week of RA and PM ESRA Committee
- The ESRA-DRA Chair
- The ESRA-DPM Chair
- The Chair of the ESRA Awards & Grants Committee
- The Chair of the ESRA Website & Academy Working Group (WG)
- The ESRA Residents and Trainees Representative in the ESRA Executive Board
- Three (3) ESRA members originating from a European ESRA zone

In addition, a member of the ESRA Office Team will be available to offer administrative support to the Committee.

No individual/ESRA member can serve as Chair in more than two (2) ESRA activities/committees/groups simultaneously, including the ESRA Education Committee. The only exception applies to the ESRA President.

The Chair of the ESRA Education Committee participates as a Member in the ESRA Scientific Committee and may serve as an advisor/collaborator in the ESRA Residents & Trainees Committee.

To preserve the diverse participation across all ESRA zones, no more than two (2) members from the same country may serve on or/and participate in any ESRA committee, group, program, or activity, excluding the ESRA President. However, in the case of the ESRA Education Committee this limit can be extended to four (4) Members, due to its larger membership, which may lead to higher representation from a single country. If this still poses a challenge and is neither possible nor applicable, the ESRA Executive Board has the authority and is eligible to make the final decision.

The Chair of the ESRA Education Committee is proposed and elected by the ESRA Executive Board and communicated to the ESRA Council of Representatives accordingly.

The three (3) ESRA members of the Committee are elected as follows: Vacancies are announced and communicated to all ESRA members via email and advertised on the society website and social media, at least 3 months prior to the election. Applications are submitted to ESRA office not later than 2 months prior to the election. Once applications are received, the Committee reviews them and selects the best candidate per vacancy. The selected candidate(s) are forwarded to the Executive Board for approval. The decision is then , communicated to the Council of Representatives.

Terms of Office

Chair of the ESRA Education Committee: Three (3) years, renewable once (for a second term of another 3 years), with his/her Term of Office starting at the Annual Council of Representatives Meeting, being held during the ESRA Annual Congress, usually every September

Vice Chair of the ESRA Education Committee: His/her tenure is aligned with and limited to the duration of his/her position as ESRA President. The Term of Office commences at the ESRA Annual General Assembly (AGA), held during the ESRA Annual Congress, usually every September, and upon his/her nomination as ESRA President.

Chairs & Co-Chairs of ESRA Events and other ESRA Committees & Working Groups, also serving as Members of the ESRA Education Committee: Their tenures are also aligned with and limited to duration of their terms in these positions. As soon as their Term of Office as Chair(s) or/and Vice Chair(s) of Events, Activities or Working Groups elapses they need to step down and will be automatically replaced by their successors, under the same rules and regulations. Consequently, the Term(s) of Office of the new ones commence at the Annual Council of Representatives Meeting, being held during the ESRA Annual Congress, usually every September.

ESRA Residents & Trainees Representative, also serving as Member of the ESRA Education Committee: Two (2) years, non-renewable. His/her Term of Office starts at the ESRA Annual General Assembly (AGA). The ESRA Residents & Trainees Representative must be a Resident or Trainee for the duration of his/her Term. The second year can be fulfilled even if he/she has finished his/her residency or training period. As soon as his/her Term of Office elapses he/she



will need to step down and will be automatically replaced by his/her successor, under the same rules and regulations. Consequently, the Term of Office of the new one commences at the ESRA Annual General Assembly (AGA), held during the ESRA Annual Congress, usually every September, and upon his/her nomination as ESRA Residents & Trainees Representative.

The three (3) ESRA Members serving as Members of the ESRA Education Committee: 3 years, renewable once (for a second term of another 3 years). Their Terms of Office commence at the Annual Council of Representatives Meeting, being held during the ESRA Annual Congress, usually every September.

After the end of their second term, the Chair or/and corresponding member(s) step down and the processes of filling the vacancy, as outlined above is followed.

All rules previously mentioned apply to any vacancy, including instances where the Chair or any member steps down prior to the end of their Terms of Office.

4 MEETINGS

Formal meetings of the ESRA Education Committee must take place at least four times a year, including, but not limited to (a) one prior to the Mid-Term ESRA Executive Board Meeting (in an online format), (b) one during the ESRA Annual Congress in September (if possible face to face), and (c) two others during the year (in an online format), at days and times that are convenient for all the Committee Members. Additional meetings can be organized online, upon the request of the Committee Chair.

ESRA Office can assist in minutes taking of the meetings accordingly.

The Committee Chair participates in regular meetings of the ESRA Scientific Committee, or/and might be invited in some of the online meetings (usually bi-weekly or weekly), being held throughout the ESRA Annual Congress preparation process, with the concomitant participation of ESRA Major Officers, Chair of the ESRA Scientific Committee, ESRA Office Team Members, and ESRA appointed Professional Congress Organizers (PCO) Team. He/she could take the liberty and organize additional online meetings at his/her discrete decision.

5 REPORTING

On an annual basis, a first report can be presented during the ESRA Mid-Term Executive Board Meeting, by the Chair of the Committee (can be online).

The Chair of the ESRA Education Committee must submit an annual report of all the activities carried out, and needs to present it in person, during the ESRA Executive Board or Council Meeting, being held during the ESRA Annual Congress, usually every September.

The Executive Board Members become informed and should it be necessary, decide accordingly, after having received and evaluated such a report provisionally.

6 RIGHTS & OBLIGATIONS OF CHAIR & MEMBERS

RIGHTS

Leadership and Participation: The Chair leads the Committee activities, while all Members have the right to actively participate in meetings and discussions.

Decision-Making and Voting: The Chair guides the Committee members throughout any decision-making process, and all Members have the right to vote on Committee decisions and initiatives.

Representation: The Chair represents the Committee at ESRA events and in communications with external organizations, while all members represent ESRA Education Goals in their respective regions or specialties. Such representations must be communicated with and approved by ESRA Major Officers provisionally.

Resource Access: The Chair and Committee Members have access to ESRA resources and information necessary for implementing and fulfilling their educational duties.

OBLIGATIONS

Strategic Planning and Engagement: The Chair develops and oversees the strategic plan of the Committee activities, and all Members are expected to actively engage in achieving its goals.

Meeting Facilitation and Participation: The Chair organizes and leads regular Committee meetings, and all Members must participate actively in these discussions.

Plan Development and Task Completion: The Chair ensures the creation and delivery of high-quality ESRA educational programs, with all members contributing ideas, feedback, and completing assigned tasks efficiently.

Reporting and Feedback: The Chair provides regular updates to the ESRA Major Officers and Executive Board (as outlined above), and all Members are expected to give constructive feedback on educational programs and initiatives.

Collaboration and Representation: All members work collaboratively to develop and implement the Committee educational initiatives, may represent the interests and needs of their regions or subspecialties within the Committee and need to serve for the accomplishment of the Committee and broader ESRA goals.

ESRA Approved Training Centres of Excellence - Accreditation Oversight: The Committee is co-responsible, together with the ESRA Grants & Awards Committee for evaluating applications, and overseeing the application and accreditation processes of Training Institutions, seeking ESRA accreditation to become ESRA approved Training Centres of Excellence, ensuring they meet all necessary the ESRA required standards and criteria.

ESRA Approved Training Centres of Excellence - Conduct Assessments: Among the multiple Committee tasks is to organize site visits and assessments to verify the quality and capability of the respective institutions.

ESRA Approved Training Centres of Excellence - Support and Guidance: The Committee provides support and guidance to the ESRA Approved Training Institutions - Centres of Excellence, helping them improve their educational offerings and meet the evolving needs of the ESRA community, with a specific focus on the needs of the youngest Regional Anaesthesia and Pain Medicine specialists.

ESRA Approved Training Centres of Excellence - Monitoring Compliance, Reporting and Feedback: The Chair provides regular updates to the ESRA Major Officers and Executive Board Members on the status and activities of ESRA Approved Training Institutions, ensuring that the ESRA accredited institutions continue to meet the society standards. All members are expected to give constructive feedback on their performance and initiatives.

ESRA Approved Training Centres of Excellence - Review Renewal Applications & Conduct Reassessments: The Committee assesses applications for renewal of accreditation, including updated documentation and performance reviews. Also, it performs periodic reassessments and site visits as needed.

ESRA Approved Training Centres of Excellence - Educational Quality Assurance, Guidelines Development, Support of Curriculum Development: The Committee may create and update guidelines and standards for educational programs within the ESRA Training Institutions, upon their request and after approval of the ESRA Major Officers and Executive Board Members. It may also assist institutions in developing and refining their curriculum to align with ESRA educational objectives, rules and standards.

Evaluate Outcomes: The Committee regularly evaluates the educational outcomes of the institutions to ensure they are achieving the desired results, being based on both assessment visits, as well as Trainees feedback.

Compliance and Adherence to Policies: The Chair and Members ensure all educational activities comply with ESRA standards and policies and follow ESRA guidelines and ethical standards in all Committee-related activities.

The Education Committee will write a document explaining the functioning and all tasks done by the committee to serve as help for the future leaders of this activity. This document will be approved by the ESRA Executive Board, and can be revised on an annual basis. The aim is to ensure efficiency, achieve high-quality output, and maintain uniformity in the performance of the committee activities over time.

Confidentiality: All deliberations within the ESRA Education Committee are confidential, unless divulged within the ESRA Major Officers / Executive Board / Council or as part of a formal ESRA policy. The Chair and Members are obliged to maintain the confidentiality of all deliberations and sensitive information exchanged within the Committee, particularly in relation to finances and strategic plans.

These rights and obligations ensure that the ESRA Education Committee operates effectively and contributes significantly to advancing education in regional anesthesia and chronic pain management.



7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Education Committee are kept in files accessible by the Chair and the Committee Members, the ESRA Major Officers, and the 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.



		SIGNATURE(s)	DATE(s)
AUTHOR(s)	<p>Chair of the ESRA Education Committee Marc Van De Velde, ESRA Past President & PROSPECT WG Chair</p> <p>ESRA Major Officers</p> <ul style="list-style-type: none"> • Eleni Moka, ESRA President • Luis Valdes, ESRA Secretary General • Philippe Gautier, ESRA Treasurer • Thomas Volk, ESRA Past President 	See attached, below the table	22.07.2024
APPROVAL	<p>ESRA Executive Board</p> <ul style="list-style-type: none"> • Eleni Moka, ESRA President • Luis Valdes, ESRA Secretary General • Philippe Gautier, ESRA Treasurer • Thomas Volk, ESRA Past President • Eric Albrecht, Member • Enrico Barbara, Member • Sebastien Bloc, Member • Andrzej Daszkiewicz, Member • Alan MacFarlane, Member • Fatma Saricaoglu, Member • Axel Sauter, Member • Ana Patricia Martins Pereira, Member (Residents & Trainees Representative) 	See attached, below the table	Executive Board's Decision Date 05.08.2024

 



 









