



## **T&C for ESRA-DPM External Examination Centre** **Version 5 – January 2026**

Societies interested in hosting the ESRA European Diploma of Pain Medicine part 2, consisting of Viva and practical part: Assessment of Clinical Expertise in Pain (ACEP) , need to agree with the following rules to ensure a successful examination.

The examination should be organised in conjunction with a national congress, workshop or event.

### **1. Promotion**

ESRA and the local organiser agree to promote the examination and the local congress to their members and participants. ESRA will send mailshots to its members announcing the examination taking place during the local event and will also publish it on its website. The local society should have a dedicated page or corner on its website to promote the ESRA European Diploma of Pain Medicine examination and should include the examination in the promotional messages sent for the congress or the event.

### **2. Applications**

Online applications are done using the system ESRA selects. The ESRA Office is responsible for checking the applications and communication with the candidates. Online applications are open for a duration of 3 months. Applications usually open 4 months before the examination and close 1 month before.

All examination fees are collected directly online through the ESRA system, and the fees are kept by ESRA to cover the administration and organisation costs.

The examination fees cover Viva and ACEP examinations and are published on the ESRA website. All candidates need to be active ESRA members.

### **3. Registration to the local congress, meeting or workshop**

It is up to the local organiser to decide if registration to the local congress or event is mandatory to take the ESRA European Diploma of Pain Medicine examination. The ESRA Office needs to know this at least 6 months prior to the examination to make sure

candidates are informed about this issue before the application will open. In case congress registration is needed, the registration fees will be kept by the local organiser.

#### **4. Onsite logistics**

The local organiser should commit to help the ESRA Office with the logistics onsite, to book appropriate rooms, equipment and the anatomy facilities for the examination. The local organiser will also hire local staff to take care of the registration onsite and invigilate during the examination. The ESRA Office will send the detailed requirements to the person responsible, will be available to answer any questions and train the local staff.

The local organiser agrees to cover all the local costs including room and equipment rental, catering for examinees and examiners, printing as well as local staff.

#### **5. Number of candidates**

The aim of ESRA is to offer a high-quality assessment of knowledge. This should however be a cost neutral process for ESRA and thus will require a minimum number of candidates. The minimum number of candidates for opening a centre is 10 and the maximum number of candidates per examination day is 25. Candidates will be informed before the opening of applications that in case the minimum number of candidates cannot be reached, the examination will be cancelled, and the examination fees will be refunded.

#### **6. Examiners**

At least 8 ESRA European Diploma of Pain Medicine examiners are needed to run a successful exam. The local society should agree to invite the ESRA European Diploma of Pain Medicine examiners as faculty members of the local congress. In this way, international speakers who can help with lectures or workshops can be added to the congress programme.

The local organiser agrees to cover accommodation for all examiners and to help with the visa and local immigration formalities if necessary. ESRA will cover the travel costs for all examiners according to the usual ESRA reimbursement policy.

It is the responsibility of the ESRA Office to invite the examiners for the local examination and to inform the local organiser who will attend the exam. It is then up to the local organiser to invite the examiners to the congress and give them their scientific tasks.

#### **7. Preparation of the schedule and viva questions**

It is the responsibility of ESRA to prepare the schedule and questions for the Viva and ACEP examination. The local organiser is not involved in those tasks. The local organizer assists with room setup, equipment, and staffing.

## **8. Preparation of the Assessment of Clinical Expertise in Pain (ACEP) Practical Examination**

Detailed requirements and procedures for the ACEP examination will be provided by the ESRA Office. The local organiser assists with room setup, anatomy lab facility, equipment, and staffing, as for the viva. For Clinical Assessment, dedicated rooms with examination tables, chairs, and basic clinical instruments must be provided, along with trained staff to supervise and support candidates. For Ultrasound-Guided Procedures, appropriate ultrasound machines, and live models must be available. For Fluoroscopy-Guided Procedures, anatomy facilities must be equipped with cadavers and fluoroscopy equipment, with trained staff to supervise safe operations. All equipment and facilities must meet ESRA standards. It is the responsibility of the ESRA Office to prepare the schedule for the practical assessment.