



TERMS OF REFERENCE (ToR)

ESRA INSTRUCTORS COURSE COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

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1 PURPOSE (REMIT)

Developing and maintaining a pool of vibrant and highly qualified instructors in the fields of Regional Anaesthesia and Pain Medicine, under the academic umbrella of the European Society of Regional Anaesthesia and Pain Therapy (ESRA)

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Instructors Course Committee plays a pivotal role in advancing the quality of education and training in regional anesthesia and pain management. The committee is dedicated to developing and implementing comprehensive training programs that equip instructors with the necessary skills and knowledge to effectively educate the next generation of practitioners.

The goal of the ESRA Instructors Course Committee is to enhance the teaching capabilities of instructors, fostering excellence in education and clinical practice. By providing robust training programs, the committee aims to create a network of highly skilled educators who can disseminate knowledge and skills throughout the ESRA community, ultimately improving patient care and outcomes.

Role & Responsibilities of the ESRA Instructors Course Committee

The primary role of the ESRA Instructors Course Committee is to design, organize, and oversee courses that train and certify instructors in regional anesthesia and pain management. The committee ensures that these courses adhere to the highest educational standards, incorporating the latest advancements and best practices in the field.

The most important responsibilities of the Committee are outlined as follows:

Course Development

- Curriculum Design: Develop and maintain a comprehensive curriculum that covers essential topics and skills for instructors in regional anesthesia and pain management
- Content Creation: Create high-quality educational materials, including lectures, hands-on training modules, and assessment tools

Course Delivery

- Organize Workshops: Plan and execute the instructors training course, ensuring it is accessible to participants from various regions

- Select Trainers: Identify and recruit experienced and skilled trainers to deliver course content effectively

Quality Assurance

- Standard Setting: Establish and uphold high standards for the course content and delivery to ensure consistency and excellence
- Continuous Improvement: Regularly review and update the curriculum and training methods based on feedback and advances in the field

Assessment and Certification

- Evaluate Participants: Develop and implement assessment tools to evaluate the knowledge and skills of course participants
- Issue Certifications: Award certifications to participants who successfully complete the training and meet established standards

Resource Management

- Budget Oversight: Together with the ESRA Events Manager manage the budget allocated for the instructors course, ensuring efficient and effective use of resources
- Material Provision: Ensure that all necessary materials and resources are available for the successful delivery of the course

Feedback and Evaluation

- Collect Feedback: Gather feedback from participants, trainers, and other stakeholders to assess the effectiveness of the courses
- Implement Improvements: Use feedback to make continuous improvements to the course content and delivery methods

Collaboration and Networking

- Engage Stakeholders: Collaborate with educational institutions, healthcare organizations, and industry partners to enhance the quality and reach of the course
- Foster Community: Build and maintain a network of trained instructors who can share best practices and support each other in their teaching roles

Reporting

- Regular Updates: Provide regular reports to the ESRA Executive Board on the progress, outcomes, and financial status of the instructors courses
- Transparency: Ensure transparency in all committee activities, including decision-making processes and financial management

Compliance

- Adhere to Guidelines: Ensure that all activities comply with ESRA policies, ethical guidelines, and standards
- Promote Best Practices: Encourage the adoption of best practices in teaching and training within the field of regional anesthesia and pain management

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Instructors Course Committee consists of one (1) Chair, one (1) Co-Chair, and three (3) members, all from a European ESRA zone.

The Chair, Co-Chair and the Committee Members need to be ESRA active ordinary full members or ESRA life members. No individual/ESRA member can serve as Chair in more than two (2) ESRA activities/committees/groups simultaneously, including the ESRA Instructors Course Committee. The only exception applies to the ESRA President.

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, including this Committee, and excluding the ESRA President. If this poses challenges, or is neither possible nor applicable, the ESRA Executive Board has the authority and is eligible to make the final decision.

Chair & Members of the Committee

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

Due to the critical nature and importance of the role of the Committee Chair, and to maintain the continuity of this activity, only Committee members are eligible for this position, as prior knowledge and experience are necessary and required for an effective leadership and execution of the respective tasks.

In case no current Committee member accepts the position, the Executive Board appoints a new Chair from the pool of ESRA experts and key opinion leaders, who are engaged in other ESRA activities and are willing to lead the Committee. If more than one Committee members express interest for the position, the Executive Board discusses internally and finally selects the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The Co-Chair and the rest three (3) Committee Members 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 ESRA Instructors Course 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.

The Committee Chair has the liberty to propose Co-Chair(s) from the Committee Members, with the final decision on the appointment being taken by the ESRA Executive Board.

Terms of Office

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

Co- Chair and Members of the Committee: 3 years, renewable once (for a second term of another 3 years), with Term of Office commencing at the Annual Council of Representatives Meeting, being held at the ESRA Annual Congress, usually in September

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

All rules previously mentioned are effective and apply to any vacancy, including instances where the Chair, Co-Chair or any member steps down prior to the end of their Terms of Office, or are unwilling to reapply for a second term after the completion of their first one(s).

4 MEETINGS

Formal online meetings of the Committee can take place multiple times a year for a flawless preparation, and at least once during the ESRA Annual Congress in September (if possible in person).

Additional meetings can be organized online, at the discretion and upon the request of the Committee Chair.

ESRA Office can assist in minutes taking of the meetings.

5 REPORTING

On an annual basis, multiple reports might take place. A first official report can be presented during the ESRA Mid-Term Executive Board Meeting, by the Chair of the Committee (can be in person or online).

The Chair must submit an annual report of all the activities carried out, as well as the plan for the forthcoming events, and needs to present it in person, during

the Annual 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

Event Planning Authority: The Committee has the authority to responsibly plan and organize this ESRA training activity but needs to keep informed and be in close collaboration with ESRA Major Officers.

Resource Access: The Committee can access ESRA resources and support to execute the event successfully. Such resources, include but are not limited to funding, administrative support, educational material and promotional channels, to facilitate the event planning, promotion and execution. The Committee Chair together with the ESRA Events Manager need to update the ESRA Major Officers on the event budget, or on any obstacles that might be encountered.

Collaborations - Partnerships: The Committee closely collaborates with ESRA Industry Manager and creates partnerships with educational institutions, hospitals, external organizations, healthcare providers, industry partners and stakeholders to enhance the quality of the event, in parallel to an update of the ESRA Major Officers.

Content Decision-Making: The Committee has the right to make decisions regarding the workshop content, schedule, and format of the event, including topics, speakers, and training activities.

Promotion: The Committee has the right to promote this event through ESRA communication channels and external media to ensure broad participation and visibility.

OBLIGATIONS

Program & Content Development: Develop comprehensive and relevant programs for a workshop that address the educational needs of instructors in regional anesthesia and pain management.

Logistics Coordination: Oversee all logistical aspects of the workshops, including venue selection, registration, equipment, and materials needed for hands-on training together with the Events Manager.

Quality Assurance: Ensure that the content and delivery of the workshops meet high standards of educational and professional excellence.

Stakeholder Engagement: Engage with instructors educators, and industry partners to ensure the workshop remains relevant and proves to be beneficial.

Feedback Collection: Gather feedback from participants to assess the success of the workshop and identify areas for improvement.

Reporting: Provide regular updates and a final report to the ESRA Major Officers and Executive Board detailing the planning process, execution, outcomes, and financials of the workshops.

Compliance: Ensure that all activities comply with ESRA policies, ethical guidelines, and standards.

Financial Management: Manage the budget allocated for the workshop responsibly, ensuring cost-effective use of resources.

Promotion of Participation: Actively promote the workshops to ensure maximum attendance and engagement from the target audience.

The 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 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 within the Committee, particularly concerning finances, strategic decisions, and all personal data related to GDPR policies.

7 FILE KEEPING

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



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APPROVAL	ESRA Executive Board • 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








