



TERMS OF REFERENCE (ToR)

ESRA HANDS-ON CADAVER WORKSHOPS COMMITTEE

EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

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1 PURPOSE (REMIT)

To plan and coordinate manage the Cadaver Workshops organized by the European Society of Regional Anaesthesia and Pain Therapy (ESRA), in various cities across Europe and outside Europe.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Hands - On Cadaver Workshops Committee plays a crucial role in providing Regional Anaesthesia and Pain practitioners with valuable hands-on training opportunities through workshops utilizing human cadavers.

The ESRA Cadaver Workshops activity is particularly important as this type of workshop is a fundamental prerequisite to be eligible and qualify for the participation at the exams for the acquisition of the ESRA European Diploma of Regional Anaesthesia (ESRA-DRA) and, should this be necessary in the future, also for the ESRA European Diploma of Pain Medicine (ESRA-DPM).

Key Role & Responsibilities of the ESRA Hand-On Cadaver Workshops Committee

Workshop Development and Selection: The ESRA Hands - On Cadaver Workshops Committee identifies the need for specific training in Regional Anaesthesia and Pain techniques, that requires cadaver-based practice. They then design or select high-quality workshops that address these needs and adapt the structure of the workshops with evolving practices.

Faculty Selection: The Committee meticulously selects experienced and skilled Regional Anaesthesia instructors to deliver the state-of-the-art education the cadaver workshops. This ensures participants receive high quality training from experts who can guide them effectively in a practical setting.

Destination Selection and Planning: The Committee strategically selects locations for the cadaver workshops, taking into consideration factors like accessibility, infrastructure, and suitability for hosting such an event. Together with the ESRA Events Manager, they manage the overall planning and logistics, including venue booking, accommodation arrangements, budgeting and vendor coordination.

Location and Logistics Management: The Committee secures suitable locations with access to cadaver labs for the workshops. They manage the logistics like participant registration, lab equipment, and ensuring a safe and ethical learning environment and cooperate closely with ESRA Events Manager in location and logistics management of the event.

Budget Management: The Chair, Co-Chairs and Members closely cooperate with ESRA Events manager in budget management and together they

manage the budget allocated for the Cadaver Workshops, ensuring responsible use of resources, while delivering a high-quality educational and social experience for a large number of attendees.

Standardization and Quality Control: The committee might establish protocols to ensure consistency and high quality across all ESRA cadaver workshops, guaranteeing participants receive a valuable and standardized learning experience.

Participant Evaluation: The Committee might develop methods for evaluating participant performance during cadaver workshops, providing feedback for improvement and ensuring participants gain the necessary skills.

By focusing on these areas, the ESRA Hands - On Cadaver Workshops Committee plays a vital role in equipping Regional Anaesthesia and Pain Medicine professionals with the practical skills and knowledge needed to perform delicate procedures with confidence. They ensure high-quality, hands-on learning opportunities through cadaver workshops, ultimately contributing to improved patient care and safety.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Cadaver Workshops Committee consists of one (1) Chair, two (2) specific Co-Chairs (one for regional anaesthesia and one for pain), and up to four (4) members, all from a European ESRA zone.

The Chair, Co-Chairs 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 Hands - On Cadaver Workshops 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 and Co-Chairs of the Committee are 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 Co-Chairs, 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 will appoint a new Chair or Co-Chairs 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 will discuss internally and will finally select the new Committee Chair or Co-Chairs, taking into consideration the advice of the Chair that steps down.

The other four (4) 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 Hands - On Cadaver Workshops 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..

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

4 MEETINGS

Formal online meetings of the Committee may 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 responsibility to plan and organize this ESRA training activity, but needs to keep informed and be in close collaboration with ESRA Major Officers, due to financial constraints and logistics challenges, that might be confronted.

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, 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 creates partnerships with other societies and can closely collaborate with ESRA Industry Manager, external organizations, healthcare providers, and stakeholders to ensure that all necessary equipment (i.e. ultrasound machines, X-Ray, consumables ... etc) to enhance the quality of the event is available, following prior update of the ESRA Major Officers.

Decision-Making: The Committee has the right to make decisions regarding the content, schedule, location, budget, and format of the event.

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

OBLIGATIONS

Program Development: Develop a comprehensive program, including selecting topics, speakers, and activities that align with ESRA's goals and the interests of participants

Content Development: Develop and maintain high-quality content for presentations, workshops, live demonstrations, even live streaming where applicable, and promotional materials

Event Organization & Logistics Coordination: Plan and coordinate educational activity and awareness that highlights advancements and best practices in regional anesthesia and pain management & oversee all logistical aspects of the event, including venue selection, accommodations, registration, and technological support for virtual components

Stakeholders Engagement: Engage with healthcare professionals, industry partners, institutions, and other stakeholders to ensure diverse and high-quality education at the event (s)

Quality Assurance: Ensure that the content and execution of the event meet high standards of educational and professional excellence

Evaluation and Feedback Collection: Assess the effectiveness of the event, and gather feedback from participants, faculty, industry and stakeholders to assess the success of the event, identify areas for improvement and improve in the future

Reporting: Provide regular updates to the ESRA Major Officers and Executive Board detailing on the planning process, budget, execution, and financial outcomes of the event

Compliance: Ensure that this activity aligns with ESRA standards, policies, and ethical guidelines

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

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

The committee will write a document explaining the functioning and all tasks done 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 Hands-On Cadaver Workshops 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.

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.
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- ✓ 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.

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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










