The European Society of
Regional Anaesthesia & Pain Therapy
Crossing Boundaries, Transforming Care

TERMS OF REFERENCE (ToR)

ESRA GUIDELINES COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

www.esraeurope.org

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VERSION HISTORY				
VERSION	**DATE**	**AUTHORED BY**	**APPROVED BY**	**REFERENCE PAGES**
01	**22.07.2024**	• Chair of the ESRA Guidelines Committee • ESRA Major Officers	ESRA Executive Board	NA

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1 PURPOSE (REMIT)

- To organize, develop, update, or/and maintain Evidence-Based Clinical Practice Guidelines or/and Recommendations, in the fields of Regional Anaesthesia (RA), Perioperative Care and Pain Management, across Europe under the umbrella of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), and on the appropriate level for the society members

- To initiate partnerships with sister societies or other scientific communities, for the establishment of common systematic Guidelines or/and Recommendations projects, to enhance patient care in the fields across Europe and beyond.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Guidelines Committee plays a critical role in ensuring best practices and advancing the safe and effective use of RA and Chronic Pain techniques across Europe and worldwide.

Key Role and Responsibilities of the ESRA Guidelines Committee

Evidence-Based Guidelines or/and Recommendations Development: The ESRA Guidelines Committee meticulously reviews existing scientific evidence and works with RA and Pain Medicine experts to develop comprehensive and systematic guidelines or/and recommendations, easily applicable into clinical practice. These guidelines aim to provide clear recommendations for practitioners, to standardize and improve practices, and to promote optimal patient care and outcomes.

Staying Current: The Committee actively monitors the latest research advancements in RA, Perioperative Care and Pain Medicine. It may review and update existing guidelines regularly, to be in parallel with the latest research and clinical advancements, and reflect the most up-to-date knowledge and best practices.

Dissemination and Implementation: The ESRA Guidelines Committee works to ensure an effective and widespread dissemination of the developed or updated guidelines or/and recommendations, to Regional Anaesthesia and Pain Medicine practitioners across Europe and worldwide. This might be achieved by utilizing ESRA resources and via the society channels and activities and can involve members update, publications in relevant journals, organization of educational workshops, knowledge spread into online platforms, and partnerships with national and sister RA and Pain societies for their implementation.

Promoting Adherence: The Committee plays a role in promoting adherence to the guidelines/recommendations, by developing educational materials and

resources for healthcare practitioners. This helps to ensure consistent and high-quality Regional Anaesthesia and Pain Medicine care across Europe and worldwide.

Compliance Monitoring: The Committee may monitor the adoption and adherence to guidelines/recommendations in clinical practice and can identify and address barriers to implementation.

Feedback Incorporation: The ESRA Guidelines Committee can collect and incorporate feedback from users of the guidelines/recommendations, to improve their relevance and usability.

Collaboration with External Bodies: The ESRA Guidelines Committee might collaborate with other national or international Anaesthesia and Pain organizations to harmonize the guidelines/recommendations and standards.

By focusing on these areas, the ESRA Guidelines Committee serves as a trusted resource for Regional Anaesthesia and Pain Medicine practitioners, promoting evidence-based practice and ultimately contributing to improved patient safety and outcomes across Europe and worldwide.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Guidelines Committee

The ESRA Guidelines Committee consists of one (1) Chair, one (1) Co-Chair and up to five (5) members, all from a European ESRA zone.

Both 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 Guidelines 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 the ESRA Guidelines Committee, and excluding the ESRA President. If this rule poses a challenge and is neither possible nor applicable, the ESRA Executive Board has the authority and is eligible to take the final decision.

Chair, Co-Chair & Members of the ESRA Guidelines Committee

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

Due to the critical nature and importance of the role of this Committee Chair, 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 shall appoint a new Chair from among 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 shall discuss internally and will finally select the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The Co-Chair and the ESRA members of the ESRA Guidelines 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 ESRA Guidelines 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 and Co-Chair of ESRA Guidelines 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.

Members of the ESRA Guidelines 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 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, 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 meetings of the ESRA Guidelines Committee must take place at least twice a year, including, but not limited to (a) one prior to the Mid–Term ESRA Executive Board Meeting (in an online format), and (b) one during the ESRA Annual Congress, usually being held in September (if possible face to face). Additional meetings can be organized online, at the discrete decision, and upon the request of the Committee Chair, at days and times that are

convenient for all the Committee Members. ESRA Office can assist in minutes taking of the meetings accordingly.

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 in person or online). The Chair must submit an annual report of all the activities carried out, 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

Decision-Making Authority: The Committee has the authority to develop, approve, and update clinical practice guidelines, also informing the ESRA Major Officers on its plans.

Access to Information: The Committee Members have access to relevant research, clinical data, and expert opinions necessary for guideline development.

Resource Utilization: The Committee can utilize ESRA resources, including funding and administrative support, to fulfill its mandate, following ESRA Major Officers and Executive Board approval.

Representation: The Chair represents the Committee in communications with the ESRA Executive Board, other professional organizations, and external stakeholders, and is in close collaboration with ESRA Major Officers on relevant aspects.

Publication and Dissemination: The Committee has the right to decide to publish and disseminate the guidelines/recommendations through various channels to ensure wide accessibility and implementation, also giving priority to ESRA networks and following update of the ESRA Major Officers and Executive Board.

OBLIGATIONS

Evidence-Based Development: To ensure that all guidelines are based on the best available evidence and follow rigorous methodological standards

Regular Review and Updates: To conduct regular reviews of existing guidelines and update them, to reflect the latest research and clinical practices

Stakeholder Engagement: To engage with healthcare professionals, researchers, and other stakeholders to gather input and ensure the guidelines are comprehensive and practical

Transparency: To maintain transparency in the guidelines development process, including disclosing conflicts of interest, concerns, reservations and decision-making criteria

Training and Education: To develop and provide educational materials and training programs to help healthcare providers implement the guidelines effectively

Monitoring and Evaluation: To monitor the adoption and impact of the guidelines in clinical practice and evaluate their effectiveness in improving patient care

Feedback Mechanism: To establish and maintain a mechanism for collecting feedback from users of the guidelines and incorporating this feedback into future revisions

Collaboration: To collaborate with other professional organizations and guideline committees to harmonize guidelines and promote consistency in clinical standards

Compliance: To ensure that all activities comply with ESRA's standards, policies, and ethical practices.

The Guidelines 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 Guidelines 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 when related to finances, strategic decisions, and all personal data & GDPR policies.

These rights and obligations ensure that the ESRA Guidelines Committee effectively develops and maintains high-quality clinical practice guidelines or/and recommendations, with the ultimate goal to promote excellence and consistency in regional anesthesia and pain management.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Guidelines 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)	**Chair of the ESRA Guidelines Committee** Thomas Volk, ESRA Past President, Chair of the ESRA Scientific Committee **ESRA Major Officers** • 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	**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