



TERMS OF REFERENCE (ToR)

ESRA HANDS-ON CLINICAL WORKSHOPS (WS) COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

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1 PURPOSE (REMIT)

To organize and coordinate the Hands-On Clinical Workshops (WS), held during the Annual Congress of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), or during other ESRA educational activities that may appear in the future.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Hands-on Clinical Workshops Committee plays a critical role in equipping Regional Anaesthesia and Pain practitioners with practical skills through workshops and training sessions, offered by ESRA during its Annual Congress.

The ESRA Hands-On Clinical Workshops activity is particularly important, as these Workshops (WS) are included among the fundamental prerequisites to qualify and be eligible to participate in the Exams for the acquisition of the ESRA European Diploma of Regional Anaesthesia (ESRA-DRA), or/and the ESRA European Diploma of Pain Medicine (ESRA-DPM) should it be needed in the future.

Role & Responsibilities of the ESRA Hands-On Clinical Workshops Committee

Workshop Development: The Committee identifies the needs for acquiring specific clinical skills during training in Regional Anaesthesia and Interventional Pain Management and develops WS that address these needs. This ensures workshops are relevant and cater to the evolving needs of practitioners.

Expert Selection: The Committee meticulously selects experienced and qualified instructors to lead the Hands-On Clinical WS, held at the ESRA Annual Congress. They guarantee participants to receive high-quality, practical training by Regional Anaesthesia and Pain Medicine key experts or leaders.

Curriculum Design: The Committee carefully designs the curriculum for each hands-on clinical workshop, ensuring that each one provides a balanced combination of didactic learning and practical skill development, through applied hands-on sessions.

Logistics Management: The Committee supervises the logistics of the hands-on clinical workshops, including (a) securing the necessary training equipment, (b) optimizing participant-to-instructor ratios, and (c) ensuring a smooth learning environment.

Close Collaborations within ESRA: The Committee works closely with the ESRA Scientific Committee, Diplomas Boards, ESRA Office Team (as appropriate), and the appointed ESRA Professional Congress organizer (PCO).

Evaluation and Improvement: The Committee gathers feedback from participants and WS instructors, and uses this information to continuously improve the quality and effectiveness of future offerings.

By focusing on these areas, the ESRA Hands-On Clinical Workshops Committee ensures that ESRA workshops provide Regional Anaesthesia professionals and

Chronic Pain practitioners with the practical skills and knowledge needed to excel in their fields.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Hands-On Clinical Workshops Committee

The ESRA Hands-On Clinical Workshops Committee consists of one (1) Chair and four (4) Members, all originating from a European ESRA zone. Both the Chair and the Members of this Committee 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 Clinical Workshops Committee. The only exception applies to the ESRA President.

The Chair of the ESRA Hands-On Clinical Workshops Committee participates as a Member in the ESRA Scientific Committee, since the Hands-On Clinical Workshops comprise a substantial part of the ESRA Annual Congress Program.

He/she also participates as a Member in the ESRA Education Committee, and can be an advisor/collaborator in the ESRA Residents & Trainees Committee and the ESRA Hands-On Cadaver Workshops Committee upon request.

To preserve the diversity of participation of all ESRA zones, no more than two (2) members from the same country may participate in any ESRA committee, group, program or activity, including the ESRA Hands-On Clinical Workshops Committee, and excluding the ESRA President. In case, this is neither possible nor applicable, the ESRA Executive Board is eligible to decide.

Chair & Members of the ESRA Hands-On Clinical Workshops Committee

The Chair of the Hands-On Clinical Workshops Committee is elected by the ESRA Executive Board and communicated to the Council of Representatives.

Due to the critical nature and importance of this role, and to maintain the continuity, 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 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 will discuss internally and will finally select the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The four (4) 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 proceeds with their review 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 a Co-Chair from the four Committee Members, with the final decision on the election/appointment being taken by the Executive Board and communicated to the Council of Representatives.

Terms of Office

Chair of the ESRA Hands-On Clinical Workshops 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 in September)

Co-Chair and Members of the Hands-On Clinical Workshops Committee: Three (3) years, renewable once (for a second term of another 3 years), with their Terms of Office starting at Annual Council of Representatives Meeting, being held during the ESRA Annual Congress (usually in 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/and any member step down prior to the end of their Terms of Office.

4 MEETINGS

Formal meetings of the ESRA Hands-On Clinical Workshops Committee must take place at least twice a year, with at least one during the ESRA Annual Congress 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.

The ESRA President is allowed to participate in all meetings.

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

The Committee Chair may participate in regular meetings (usually bi-weekly or weekly) or take the liberty and organize additional online meetings, 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.

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 Hands-On Clinical Workshops Committee must submit an annual report of all the activities carried out, and needs to present it in person,

during the ESRA Executive Board Meeting, being held during the ESRA Annual Congress (usually in 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

The ESRA Hands-On Clinical Workshops Committee plays a crucial role in ensuring the success and efficacy of clinical workshops organized by ESRA during its Annual congress, or elsewhere. Below an overview of the Committee rights is depicted.

Planning and Organization: The Committee has the right and responsibility to plan and organize the Hands-On clinical workshops of the Annual Congress liberally, but also in close collaboration with the Chair of the ESRA Scientific Committee, aiming at enhancing the skills and knowledge of congress participants in Regional Anaesthesia and Interventional Chronic Pain Techniques.

Selection of Demonstrators, Instructors and Clinical Workshops Leaders: The Committee has the authority to select qualified faculty members and experts as WS instructors, demonstrators or/and WS leaders, who will conduct the workshops and deliver educational content to congress delegates.

Curriculum Development: The Committee can select the topics, develop the content and frame the learning objectives for each workshop, ensuring that they align with the latest advancements and best practices in the fields.

Resource Allocation: They are entitled to allocate resources, including funding, equipment, and facilities, necessary for the congress WS conduct, and upon prior approval of the ESRA Major Officers and the ESRA Scientific Committee Chair.

OBLIGATIONS

The ESRA Hands-On Clinical Workshops Committee is responsible for planning, organizing, and executing educational workshops in the fields of Regional Anaesthesia and Pain Therapy, being held during the society Annual Congress or elsewhere. Their duties include selecting topics, inviting expert faculty, coordinating content, providing advice on the management of registrations and logistics, evaluating workshop effectiveness through feedback, maintaining records, reporting outcomes, and fostering professional collaborations to enhance participant learning and development.

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.

Overall, the Committee plays a pivotal role in advancing the skills of Regional Anaesthesia and Pain healthcare professionals, through well-organized, educational workshops. Its dedication ensures that participants receive valuable hands-on training that aligns with the highest standards of care.

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.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Hands On Clinical Workshops Committee are kept in files accessible by the Chair and Members of the Committee, the ESRA Major Officers, and the Office Team, and are archived for an indefinite period of at least 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:

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		SIGNATURE(s)	DATE(s)
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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






