



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

TERMS OF REFERENCE (ToR)

ESRA RESIDENTS & TRAINEES WORKSHOP COMMITTEE

EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)

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1 PURPOSE (REMIT)

To plan, organize and coordinate the Annual Residents & Trainees Workshop, which is an activity of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), and a basic course in Regional Anaesthesia that is held specifically focused on Residents & Trainees under the ESRA umbrella.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Residents & Trainees Workshop plays a vital role in nurturing the next generation of Regional Anaesthesia specialists within ESRA, and the Committee strives to achieve the best possible quality at a low cost, in order the young colleagues manage to afford intense and highly demanding training.

Role & Responsibilities of the ESRA Residents & Trainees Workshop Committee

To develop an annual based Educational Workshop: The ESRA Residents & Trainee Workshop Committee identifies the specific needs and learning gaps of residents and trainees in Regional Anaesthesia. They then design and develop a workshop that address these needs, focusing on foundational knowledge and practical skills essential for early-career practitioners.

To promote Early Exposure: It actively promotes participation in the ESRA Residents & Trainees Workshop, an event specifically tailored to address residents and trainees needs. This fosters early engagement with the Regional Anaesthesia community and jumpstarts their professional development.

Collaboration with Experts: The ESRA Residents & Trainees Workshop Committee collaborates with experienced Regional Anaesthesia practitioners to develop the curriculum and secure qualified instructors for a workshop aimed at residents and trainees.

Interactive Learning: The Committee strives to create an engaging and interactive learning environment for residents and trainees in the workshop. This might involve incorporating simulation exercises, case discussions, and opportunities for hands-on practice.

Mentorship and Networking: The Committee might facilitate networking opportunities or mentorship programs that connect residents and trainees with established Regional Anaesthesia professionals.

By focusing on these areas, the ESRA Residents & Trainees Workshop Committee plays a key role in equipping future generations of Regional Anaesthesia specialists with the knowledge and skills they need to succeed in their careers. It bridges the gap between theoretical knowledge and practical application, fostering a vibrant and well-supported learning environment for residents and trainees within ESRA.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Residents & Trainees Workshop Committee consists of one (1) Chair, one (1) Co-Chair, and two (2) 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 Residents & Trainees Workshop 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 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 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 two (2) 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 Residents & Trainees Workshop 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.

Alternatively, and in case no application are submitted, 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 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 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 discrete decision 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 plan and organize this ESRA training activity, specifically designed for residents and trainees, 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 and the event budget, or on any obstacles that might be encountered.

Collaborations - Partnerships: The Committee 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 residents and trainees 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.

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

Stakeholder Engagement: Engage with residents, trainees, 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.

Mentorship: Facilitate mentorship opportunities by connecting residents and trainees with experienced professionals in the field.

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 Residents & Trainees Workshop 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.
- ✓ 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 Residents & Trainees Workshops Committee Lara Ribeiro, ESRA Councilor 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










