



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

TERMS OF REFERENCE (ToR)

ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA

EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)

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ESRA is creating a board to formally conduct examinations for, set criteria for, and award the ESRA European Diploma of Regional Anaesthesia. The ESRA European Diploma of Regional Anaesthesia Diploma Board must remain transparent, impartial and free from external influences on the content, organisation and performance of the ESRA European Diploma of Regional Anaesthesia examination. The ESRA Board will be accountable for the ESRA European Diploma of Regional Anaesthesia governance, legal liability and funding.

1 PURPOSE OF THE ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA BOARD

ESRA European Diploma of Regional Anaesthesia Board will:

- 1.1** Consider matters relating to the European Diploma of Regional Anaesthesia (ESRA-DRA) of the European Society of Regional Anaesthesia (ESRA).
- 1.2** Respond to requests from the ESRA Board and its Standing Committees, and any other sub-committees or working parties relating to the award of the diploma and its examinations.
- 1.3** Represent the interests of diploma holders and promote training, the practice of regional anaesthesia, and communication amongst diploma holders, and advise the ESRA Board appropriately.
- 1.4** Consider and make recommendations to the ESRA Board on the means of improving communication with diploma holders.
- 1.5** Conduct its formal meetings; construct rules and regulations for the examination, including the selection of examiners and accreditations of courses; conduct examinations; and award diplomas.
- 1.6** Either as a committee or through the Chair, offer advice to ESRA office staff on the conduct of the examinations when such advice is sought.
- 1.7** Keep the ESRA-DRA budget under review and ensure that costs are within the approved budget.

2 COMPOSITION OF ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA BOARD

2.1 ESRA European Diploma of Regional Anaesthesia Board (ESRA-DRA Board) will consist of 6 ordinary members and 3 officers (1 Chair and 2 Vice Chairs - Part 1 and Part 2).

2.2 Appointment of the Chair.

2.2.1 Only members of ESRA-DRA Board are eligible for election to the position of ESRA-DRA Chair.

2.2.2 ESRA-DRA Chair elections are conducted by a closed ballot of ESRA-DRA Board members and approved by simple majority.

2.2.3 The ESRA-DRA Chair election is made from a ballot of current ESRA-DRA Board members and must be approved by the ESRA Board.

2.2.4 The elected Chair will meet with the ESRA Board and will have the opportunity to present herself/himself. In the case that the ESRA Board does not reach a simple majority approval of the Chair, it must give to ESRA-DRA Board a written justification with clear reasons for rejecting the candidate.

2.2.5 Should the situation in 2.2.4 occur, the ESRA-DRA Board will present an alternative candidate after new elections. If there is no eligible candidate, the ESRA-DRA Board will make the final decision.

2.2.6 The ESRA-DRA Chair will hold office for a period of three (3) years, renewable for two (2) years (maximum 5-year term).

2.2.7 Re-election of the ESRA-DRA Chair must be approved by the ESRA-DRA Board, by simple majority.

2.3. Appointment of the Vice Chairs – Part-1 (one position) and Part-2 (one position)

2.3.1 Eligibility for Vice Chair – Part 1

Only current members of the ESRA-DRA Board and the serving Vice Chair – Part 2 shall be eligible to apply for, and hold, the position of ESRA-DRA Vice Chair – Part 1.

2.3.2 Responsibilities of the Vice Chair – Part 1

The ESRA-DRA Vice Chair – Part 1 shall have primary responsibility for the preparation, organisation, and delivery of the ESRA-DRA Part 1 examination. This shall include, but is not limited to, leading the question-writing process, overseeing the implementation of necessary changes to the examination platform, and developing and organising examiner training in collaboration with the ESRA-DRA Chair.

2.3.3 Term of Office for Vice Chair – Part 1

The ESRA-DRA Vice Chair – Part 1 shall hold office for a term of three (3) years, renewable once for a further three (3) years, with a maximum total term of six (6) years.

The ESRA-DRA Vice Chair – Part 1 may apply for the position of ESRA-DRA Vice Chair – Part 2 or ESRA-DRA Chair in the same manner as any other ESRA-DRA Board member. If elected to either of these positions, they shall not be eligible to reapply for the position of Vice Chair – Part 1.

2.3.4 Eligibility for Vice Chair – Part 2

Only current members of the ESRA-DRA Board and the serving Vice Chair – Part 1 shall be eligible to apply for, and hold, the position of ESRA-DRA Vice Chair – Part 2.

2.3.5 Responsibilities of the Vice Chair – Part 2

The ESRA-DRA Vice Chair – Part 2 shall have primary responsibility for the preparation, organisation, and delivery of the ESRA-DRA Part 2A and Part 2B examinations. This shall include, but is not limited to, leading the question-writing process, overseeing the marking process, supervising the implementation of necessary changes to the examination platform, and developing and organising examiner training in collaboration with the ESRA-DRA Chair.

2.3.6 Term of Office for Vice Chair – Part 2

The ESRA-DRA Vice Chair – Part 2 shall hold office for a term of three (3) years, renewable once for a further three (3) years, with a maximum total term of six (6) years.

The ESRA-DRA Vice Chair – Part 2 may apply for the position of ESRA-DRA Vice Chair – Part 1 or ESRA-DRA Chair in the same manner as any other ESRA-DRA Board member. If elected to either of these positions, they shall not be eligible to reapply for the position of Vice Chair – Part 2.

2.4. Tasks and elections of ESRA-DRA Board members.

2.4.1 The Chair will conduct the business of ESRA-DRA Board and represent ESRA-DRA Board in ESRA Board meetings.

2.4.2 In the event of absence, the Chair shall deputise one of the Vice Chairs. Another ESRA-DRA Board member may be selected to stand in when no Vice Chair is available.

2.4.3 The President of the ESRA Board shall serve as an **ex officio** member of the ESRA-DRA Board. The President will communicate between the ESRA Board and ESRA-DRA Board in the case of issues concerning ESRA-DRA or other items in ESRA's interest.

2.4.4 ESRA-DRA Board may also co-opt as an advisory role, either for the period specified in the co-option, or for a single meeting, or for any other purpose, any

person specially qualified to assist or advise the ESRA-DRA Board. The length of the co-option as an advisory role shall be at the discretion of the Chair.

2.4.5 In the event of any member leaving the Board mid-term, the Chair will nominate a suitable individual, in consultation with the ESRA-DRA Board members to be co-opted, until elections are held (in accordance with 2.4.4 and 2.4.6).

2.4.6 ESRA-DRA Board members will be replaced in rotation, by election.

2.4.6.1 Elections will be held every year to replace 2-3 members as necessary, and/or fill any vacant seats. Election of new board members shall be via individual vote of ESRA-DRA Board members (simple majority) at any ESRA-DRA Board meeting.

2.4.6.2 Calls for nomination shall be advertised on the ESRA website and also by written information to the ESRA-DRA examiners three (3) months prior to an election.

2.4.6.3 Applications shall be received by the ESRA-DRA Board two (2) months prior to an election.

2.4.6.4 Those standing for election should serve at least three (3) years and can be renewed for three (3) additional years (maximum term is 6 years).

2.4.6.5 The term of office for all ESRA-DRA Board members is from September to September (terms begin and end at the closure of the Annual General Meeting at the annual congress).

2.4.6.6 Should, after six (6) years, an ESRA-DRA Board member become Chair or Vice-Chair Part-1 or Part-2, she/he enters the term of that position (three (3) years, renewable for two (2) further years, as Chair; three (3) years, renewable for three (3) further years, as Vice Chair).

2.4.6.7 ESRA-DRA Board members must be diploma holders as well as ESRA members. The condition of holding a diploma does not apply to co-opted members.

2.4.7 In cases of serious misconduct in which there is a significant compromise of professionalism, or of the image and mission of ESRA and /or ESRA-DRA, the ESRA Board can insist on the removal of any member of ESRA-DRA Board (including the Chair). Justification for such removal must be given to ESRA-DRA Board in writing.

3 ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA BOARD QUORUM

The group's quorum shall be 6 members.

4 ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA BOARD VOTING RULES

The ESRA-DRA Chair will seek consensus to reach a decision. In any case in which voting is necessary, and in the event of an equality of votes, the Chair shall have an additional, or casting, vote.

5 ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA BOARD MEETINGS

5.1 ESRA-DRA Board may hold meetings at a Chair-approved designated place at least twice per year.

5.2 The Chair shall produce an annual report for the ESRA Annual General Meeting. Minutes of all committee meetings shall be kept and made available to ESRA-DRA Board.

5.3 Travelling and subsistence expenses of ESRA-DRA Board members shall be met by ESRA, according to criteria set by ESRA.

6 AWARD OF THE ESRA EUROPEAN DIPLOMA OF REGIONAL ANAESTHESIA

6.1 The Diploma of the European Society of Regional Anaesthesia will be awarded to those who pass the two examination parts.

6.2 The examination will be conducted by ESRA-DRA Board every year, either online or during the Annual ESRA meeting or any other ESRA or third party event. This is subject to change.

6.3 Criteria for diploma examination candidates must be clear, and rules must be published in advance. A diploma by examination should have a specific structure, including curriculum, guidelines on courses attended, confirmations of the performance of various regional blocks, credits obtained in congress or conference workshops. ESRA-DRA Board will set clear criteria and rules.

6.4 Selection of examiners: ESRA-DRA Board will set criteria for the selection of examiners. An examiner must be a diploma holder as well as an ESRA member.

6.5 An honorary diploma can be awarded to distinguished regional anaesthesia experts, according to criteria set by ESRA-DRA Board.

7 POST NOMINAL

The diploma holder will be able to write post nominal **ESRA-DRA** (European Diploma in Regional Anaesthesia).

8 REVIEW OF THESE TERMS OF REFERENCE

The ESRA-DRA Board shall review the terms of reference annually, or earlier as appropriate. Changes will be recorded and information will be sent to all ESRA-DRA Board members.

All changes to the ESRA-DRA-TOR have to be presented by ESRA-DRA Chair at the ESRA Board meeting and approved by the ESRA Board.

9 FILE KEEPING

The decisions, reports, reviews, minutes and all documents related to the ESRA European Diploma of Regional Anaesthesia Board are kept in files accessible by the Chair and Members of the Board, the ESRA Major Officers, and the ESRA 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.

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