

Tasks Required by the Hosting Centres

1. An official agreement/contract to be signed by the fellow and hosting centre before being hired.
2. The source of financial support be specified for the fellows (e.g. payment of a monthly salary, self-sponsoring, educational grant, scholarship, fellow's home centre/country, other).
3. At the start of each fellowship the EACTA Executive Office needs to be informed. The CV and contact details of fellow, start date and duration should be provided.
4. An evaluation is undertaken every 6 months.
5. An anonymised logbook or portfolio needs to be kept by the fellow and signed accordingly by the director, including attendance at educational sessions, presentations given, research performed.
6. An annual update provided for the EACTA Educational Chair including the number, details and evaluations of the present and immediate past fellows or the year by completing the pre-prepared spreadsheet. This evaluated feedback will help EACTA in future planning.
7. The certificate of completion of the Cardiothoracic and Vascular Anaesthesia fellowship will be counter-signed by the host-site's Programme Director or Chief of Anaesthesia Department and EACTA's President as well.
8. EACTA requires the program description with contact details of the programme director and faculty members.
9. EACTA needs to be informed if there is (a) a new nominated programme director or faculty or (b) if the fellowship training is not completed by any trainee for any reason.
10. If unforeseen issues arise (e.g. fellow-tutor conflicts), this should be reported immediately to the EACTA Education Chair. Then, the Board of Directors (BoD) has the right to appoint an independent EACTA officer as a “mentor” to assist/moderate/help with this as well as provide protection of both parties.
11. EACTA encourages the faculty members to share some of their educational PowerPoint slides, videos, recorded hands-on training, booklets, etc. for the fellows in English language (to be uploaded on the fellow's educational platforms webpage, which will be free of charge).