

White Paper of the EACTA Board of Directors (BoD) for Approving the Hosting Centres*

1. The fellow will have signed authorisation from the hospital or the national authorities to provide direct patient care during his/her training programme, under supervision from the legal representative of the hosting institute. “i.e. hands-on practice”.
2. The applying trainee should be either a licensed anaesthesiologist or have a completed certificate of training in anaesthesia.
3. Declaration of financial sources: The financial support of the EACTA Fellowship should be regulated by an individual agreement between the hosting centre and the fellow. EACTA will divide the hosting centres into two categories as follows; Category (A): The hosting centres which can offer monthly salary payments and Category (B): The hosting centres which cannot offer salary payments, instead, the candidates may be supported by an educational grant, scholarship, or are self-sponsoring, etc. The candidates are free to choose between the hosting centres in the two categories. A signed consensus between the hosting centre and trainee regarding the financial arrangement and responsibilities for both parties must be delivered to EACTA.
4. Working hours directives should be respected according to the prevailing national law.
5. The training will be continuous for a minimum of 12 to a maximum of 24 months.
6. The programme has to be approved by the head of department of the hosting centre.
7. The programme director and a minimum of two faculty members declare in writing that they will dedicate sufficient time (i.e. minimum 10% of working time) to attend to his or her responsibilities. Additionally, at least one of the faculty needs to be transoesophageal echocardiography (TOE) certified (e.g. EACVI-EACTA joint accreditation, Association of Cardiothoracic Anaesthesia and Critical Care (ACTACC) or National Board of Echocardiography (NBE)).
8. The programme directors, faculty members and trainees should have a good standing EACTA membership.
9. A documentary evaluation process will be undertaken at least once every 6 months.
10. It is mandatory for the candidate to keep records of all Clinical and Educational activities in a monthly portfolio or logbook.

11. The hosting centres should have an:
 - 11.1 Available intensive care unit (ICU) for cardiothoracic and vascular patients.
 - 11.2 Available emergency room (ER) 24 hrs. a day (7/24).
 - 11.3 Operating rooms (ORs) to be adequately equipped for cardiothoracic and vascular procedures (advanced haemodynamic monitoring, TOE, neuromonitoring, coagulation monitoring, blood saving (salvage) devices).
 - 11.4 Designed and equipped post-anaesthesia care unit (PACU), high-dependency unit (HDU), or an ICU incorporating a PACU.
 - 11.5 Volume of cases.
 - 11.5.1 Minimum of 150 cardiac-cases using cardiopulmonary bypass (CPB) per fellow per year, 30% of the cases should be non-coronary artery bypass grafts (CABG). A programme director should perform a minimum of 100 cardiac anesthesia cases per annum personally.
 - 11.5.2 Training in the management of patients who have mechanical support in situ e.g. intra-aortic balloon pump (IABP), extracorporeal membrane oxygenation (ECMO) and ventricular assist device (VAD).
 - 11.5.3 Training in anaesthesia for interventional catheterisation laboratory procedures.
 - 11.5.4 Basic and advanced training in TOE.
 - 11.5.5 Training in each of the following;
 - 11.5.5.1 Cardiac surgical critical care in the ICU (minimum 2 months per year).
 - 11.5.5.2 Extracorporeal perfusion technology (e.g. CPB, VAD) with a perfusionist (minimum 1 week).
 - 11.6 Training in thoracic anaesthesia.
 - 11.7 Training in supra-inguinal vascular anaesthesia.
 - 11.8 Training in interventional vascular (TEVAR, EVAR) and neuromonitoring.
12. **Accreditation** is normally granted for up to **four years** for all hosting centres. For **reaccreditation procedures**, fellows' evaluation and feedback reports will be reviewed. A site visit might be required for re-accreditation if the fellows' evaluation and feedback reports collected are not satisfactory.
13. **Site visits are mandatory for all applying hosting centres.**

EACTA Guidelines for Site Visits

13.1. Introduction:

- Any department that has applied for accreditation of the EACTA CTVA Fellowship Programme will be subject to a peer review visit, organized by EACTA. The visiting committee will screen the centre's compliance with the published criteria and provide an extensive evaluation report to EACTA's BoD.
- The purpose of the peer review visit is to evaluate the training programme in terms of facilities and education in order to assess the clinical aspects of training, formal teaching and research possibilities.

13.2. Objectives:

- The aim of the visit is to ensure the criteria set out in the EACTA CTVA guidelines are met. (see point 1 to 12).

13.3. Validity:

- Accreditation will be valid for up to **four years** depending on the visitors' recommendations and the decision of the BoD based on an evaluation by the Education Committee.

13.4. Organisation:

- **Visiting Team**
 - The **visiting team** will consist of two EACTA officers appointed by the BoD: one from the BoD or Education Committee, and one from the Subspecialty Committees.
 - EACTA Education Committee would look to appoint one of the visiting team from the same European country of the applying hosting centre, if feasible, to decrease the travel costs.
 - Members of the visiting team shall be selected among volunteering EACTA delegates based on the following criteria:
 - Previous accreditation experience.
 - Activities related to quality assurance of training.
 - No obvious conflict of interests.
 - The accreditation process will be transparent.
 - The **EACTA Secretariat** will arrange the date of the visit and coordinate all communications.
 - The visitors are responsible for writing the report.
- **Finances:**
 - International travel expenses, costs incurred within the country for the two visitors and the cost of an independent interpreter should the visitor request it will be covered by the visited institution.

- Alternatively, the visited institution would pay the following fees*:
 - Accreditation Application flat fee €1000.
 - Accreditation with visit €3000.
 - Re-accreditation with visit €3000.
- * All prices mentioned exclude VAT.

13.5. Procedures:

- **Application:**

- Each application (*Application for Hosting EACTA Cardiothoracic and Vascular Anaesthesia Fellowship Programme*) to be sent by the Head of a Department or Institute to the EACTA Secretariat and reviewed by the Education Committee, lead by the Education Chair. The EACTA BoD will determine whether an accreditation or re-accreditation is applicable based on the suggestion of the Education Chair.
- An application is then completed by the applicant and submitted to the EACTA Secretariat.

- **The Role of the programme director at the applying centre:**

- Facilitates the visiting process.
- Translates the interviews with staff members and the residents during the visit, if necessary.
- If required for the interviews a professional interpreter will be provided by the host centre.
- Participates in the final debriefing meeting and facilitates all communication between parties.

- **The Site Visit:**

- The one-day visit consists of assessment of the organisation of the hospital, hospital staffing, the department (or the institute) and the training structure (see template visit schedule (Appendix (1))).
- These visits might be to a single hospital or to a group of hospitals, which are regarded as a training unit for the CTVA programme.
- The accreditation process will also include interviews, review of the anaesthetic records, logbooks, audits, guidelines and local protocols. This is to complement and build upon the strengths as well as to encourage development and change where areas of weakness are highlighted
- The visitors should be able to answer and comment on the following:
 - Is the training unit's operation able to fulfil the standards set?
 - Is the faculty's level of expertise sufficient?
 - Is quality of the facilities and the available equipment adequate?
 - Is the individual teaching plan adequately structured to meet the standards set?
 - Are the educational and learning environments up to the standards that have been specified? Are there opportunities for research and development?

- **Debriefing:**
 - At the end of the visit there should be a debriefing session with a representative group of CTV anaesthetists and the programme director at the applying centre, if possible.
 - The visitors should provide constructive feedback focusing on achievements and areas of potential development.

- **The Report:**
 - The visiting team will formulate its conclusions, conditions and recommendations in a fully agreed and dated report. There are two aspects to this recommendation: duration of approval and conditions for re-accreditation.
 - The draft report from the visiting team is discussed within the Education Committee and BoD and then sent to the visited centre to check for any factual errors.
 - After the report has been finalised, it will be sent to the centre (within one month of the visit) as well as forwarded to the EACTA BoD and will be archived at the EACTA Secretariat.

- **Certificate of Accreditation:**
 - The accreditation certificate will state:
 - The names and titles of the visitors.
 - The date, extent and period of validity of the accreditation.
 - Accreditation may be valid for up to **four years** depending on the visitor's recommendations and the decision of the BoD.

- **Renewal of Training Accreditation:**
 - The Education Committee and BoD are authorised to renew the accreditation of the visited hospitals as follows:
 - An application for re-accreditation and a copy of the report of the last accreditation visit will be sent by the Head of a Department or Institute to the EACTA Secretariat.
 - A questionnaire outlining the structure of the hospital, the composition of the staff, organisation of teaching and training and changes made to the training programme since the last visit need to be completed by the applicant and submitted to the EACTA Secretariat.
 - A separate questionnaire (*Survey Form for Trainee's Feedback*) will be filled in by trainees and submitted confidentially to the EACTA Secretariat.
 - Based on the review of these documents, the BoD will decide whether re-accreditation will be granted with or without a visit.
 - Re-accreditation is normally granted for up to **four years**.

14. The applying hosting centres outside Europe:

14. 1 The country of the applying centre should have at least five full active EACTA members throughout the accreditation period to host the EACTA CTVA Fellowship Programme. The country then is entitled to be represented in the Representative Council.
14. 2 The applying centre has at least 3 peer reviewed publications related to the field of cardiothoracic or vascular anesthesia or intensive care within the last 5 years
14. 3 The programme director or at least one of the faculty members should be either the elected RC member for their country or an active EACTA officer (director, subspecialty committee chair, delegate at one of the three permanent committees, or member of the subspecialty committees).
14. 4 For countries that have no accredited centers yet, EACTA reserves the right to initially limit accreditation to only one centre per applying country for a period of one-to-two years. After the trial period, EACTA will decide to receive additional applications from that non-European country. Such requests will then be evaluated on a first **come**, first **served** basis.
14. 5 Any department that has applied for accreditation of the EACTA CTVA Fellowship Programme will be subject to a peer review visit organized by EACTA. The visiting committee will screen the centre's compliance with the published criteria (13) and provide an extensive evaluation report to EACTA's Board of Directors.
14. 6 For reaccreditation procedures, fellows' evaluation reports will be reviewed.

* These requirements will be applied for all new hosting centres and new fellows.



Appendix (1)

Template Schedule of an EACTA Visit

Times allowed for each section will vary according to the size and complexity of the hospital, and visitors/ hospitals may amend the programme to accommodate particular circumstances.

Schedule of the Day

- 07.00-08.00** Breakfast, morning meeting of the visiting team.
- 08.00-09.00** Meeting with Head of Department / Director of Anaesthesia.
- 09.00-09.30** Meeting with Hospital Manager/CEO / Senior Administrator.
- 10.00-11.00** Interview with Training Programme Director.
- 11.00-12.00** Site visit / Inspection of facilities.
- 12.00-13.00** Lunch.
- 13.00-14.45** Review of samples from the anaesthetic records, template logbooks, audits, guidelines, and protocols together with Senior Faculty, Training Programme Director or Head of Department.
- 14.45-15.00** Coffee break.
- 15.00-16.00** Meeting with Experimental and/or Clinical Research Group (if applicable).
- 16.00-18.00** Educational activity (interactive teaching) with trainees and/or Educational activity of department (if available on the day)
- 18.30-20.00** Dinner.