



## Tasks Required by Centres Hosting EACTA's Exchange Training Programmes

1. Applicants must be a member of EACTA in good standing before joining a programme.
2. EACTA secretariat will confirm that the applicant is a member of EACTA in good standing before accepting their application.
3. Applications will be made directly to EACTA secretariat who will forward them to available host centres.
4. EACTA secretariat will maintain an updated schedule table for the applicants at the hosting centres .
5. EACTA Education Chair will then contact Programme Director(s) of the host centre(s) selected by the applicant to identify all possible dates that are available at each host centre(s).
6. EACTA secretariat will introduce applicants to Programme Directors who will supply applicants with the contact details of the local Secretaries. Applicants will supply any and all required legal and official documents to the local Secretaries.
7. All legal and logistic requirements of the host centres will be clearly detailed in host centres application forms which will be available on the EACTA website.
8. Programme Directors have the following responsibilities;
  - 8.1. At the beginning of each observership, the EACTA Education Chair must be notified. Applicants contact details, start and finish dates of observerships must be submitted to the Education Chair.
  - 8.2. An evaluation of the training programme will be undertaken by completion of the EACTA Fellows' Database Form by each trainee immediately after completion of the observership at the host centres.
  - 8.3. The certificate of completion of the EACTA Exchange Training Period will be signed by the host site's Programme Director or Chief of Anaesthesia Department as well as EACTA's Education Chair and President.
  - 8.4. EACTA requires to be informed should there be a new programme director or if the exchange training programme is not completed by any trainee whatever the reason.
  - 8.5. The Programme Director encourages applicants to complete the EACTA Feedback Survey Form and send it in confidence, to the Education Chair so as to receive the Certificate for Completion of the Observership Training.