



## Sequence of procedures for the exit interviews

1. The Education Chair will assign two members of the Education Committee as 'examiners' for the exit interview, depending on their availability and interest. The submitted material from the Fellowship host centre will be made available in advance to the examiners to allow an initial assessment.
2. A standard letter is sent to the Fellow, the Program Director on site and the two examiners with the request to arrange a suitable date and time for all parties within a specified time frame.
3. The examiners sign a conflict of interest declaration form and a declaration of agreement to share the recordings of the exit interview with Education Committee panel members in case of an appeal process.
4. The examiners review the performance of the Fellow mentioned in the European Association of Cardiothoracic Anaesthesiology (EACTA) Fellowship curriculum in a non-standard interview fashion by asking questions, for example, about previous experience, the most difficult case performed, availability of support and mentoring, the Fellow's opinion of the Fellowship program, points for improvement, the intention to receive future Fellowship training, etc. The examiners can also ask questions about the procedures included in the Logbook. Likewise, the Program Director can be asked about training and internal procedures at the centre.
5. All exit interviews are planned by the EACTA secretariat and made available through a secured access internet media platform.
6. The Education Chair does not participate in any of the exit interviews, in order to ensure transparency in case of an appeal.
7. All exit interviews will be recorded after obtaining written consents from all participants in compliance with the data protection regulations of the GDPR. The recordings are confidential and archived for internal use to communicate the points for improvement to the centres, to handle future complaints and to maintain quality.
8. After the interview, the Education Chair reviews the recording and sends a feedback to the local Fellowship Program Director.
9. The examiners send the completed and signed standard evaluation form, within 24 hours of the exit interview, to the Education Chair in order to issue the Fellowship with the final certificate of the Fellowship program.

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# European Association of Cardiothoracic Anaesthesiology

10. After obtaining the examiners' evaluation forms, the Education Chair reviews all the materials including recordings and will communicate feedback to the Fellowship Program Director.

10. Appeals against the decision of the Education Chair or the professional conduct of the examiners will be handled according to the appeal procedure (see document 6.4)

**Prepared in November by the EACTA Education Committee Task Force (alphabetically).**

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**Approved on November 26, 2020 by the Board of Directors**

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