

# **RULES and REGULATIONS**

**for**

## **The European Association of Percutaneous Cardiovascular Interventions (EAPCI)**

A branch of the ESC

### **MICROFELLOWSHIP STANDARDS PROGRAMME 2018**

**EAPCI  $\mu$ Fellowship Standards Programme**  
**Updated rules valid from 6 February 2018**  
**Application for period 2018**

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**Purpose of the  $\mu$ Fellowship Standards Programme**

**Goals**

- To promote high standard training in techniques throughout ESC Member Countries (20-30  $\mu$ Fellowship grants per year are expected)
- To provide candidates with further opportunities for high quality (observational) and recognised training
- To acknowledge & encourage the collaborative nature of industry & medical society education

**Objectives**

- Short-term, observational,  $\mu$ Fellowship (4 weeks)
- Dedicated to one well defined technology per  $\mu$ Fellowship among the following:
  - Intra coronary imaging
  - Fractional flow reserve
  - Bifurcation PCI
  - Radial approach
  - PCI in STEMI / NSTEMI
  - Rotational atherectomy
  - Revascularization of chronic total occlusion
  - Interventions using bioabsorbable scaffolds
  - Transcatheter aortic valve replacement
  - Mitral valve interventions (Mitral valvuloplasty, MitraClip, Novel devices)
  - Left atrial appendage closure
  - Atrial septal interventions
- Programme devised for interventionists having completed their fellowship
- Visit in selected centres of excellence with the given technology
- OPTIONALLY completed with a 2-5 days proctoring visit in home-institution

**Eligibility**

The programme is dedicated specifically to interventionists having completed their fellowship and at the early stages of their learning curve in one of the targeted procedures. There is no age limit.

In addition, applicants eligible for this programme are those who meet all the below requirements:

- Have no or small experience with the selected technology
- Have limited training opportunities in the home institution
- Have realistic goal to perform procedures with the selected technology after their  $\mu$ fellowship programme
- Are citizen or resident for tax purposes of a country which is part of one of the 56 National Cardiac Society Members of the ESC;

- Are fluent in the country language of the relevant host center
- Select a host centre preferably within their country of residence or within a country or area (among one of the 56 National Cardiac Society Members of the ESC) where no VISA/permit is required. If no suggestion is made, the Committee will look at centres.
- Are able to start their  $\mu$ Fellowship Standards programme within 2-4 weeks after having been selected
- Are members of the EAPCI at the date of the application.

**NOTE:**

- Applicants who are in doubt about their eligibility are advised to contact EAPCI prior to submitting an application.
- Applicants are advised to read the explanatory notes carefully before submitting an application.

## Selection criteria

### APPLICANTS / TRAINEES

- Interventionists having completed their fellowship
- No or small experience with the selected technology
- Limited training opportunities in the home institution
- Realistic goal to perform procedures with the selected technology after fellowship
- Personal project and career intention
- Scientific engagement and peer-reviewed publications

Applicants are requested to identify a centre which is a centre of excellence in the given technology which they have selected. In addition, as part of the application process, they are strongly recommended to approach them to secure their training period, if selected.

### CENTRES

- Have extensive experience with the chosen technology by the candidate
- Have identified a dedicated mentor linked to each hosted trainee
- Be capable to expose the candidate with high volume during the visit:
  - Optical coherence tomography – 20 cases / 4w
  - Intracoronary Ultrasound – 20 cases / 4w
  - Fractional flow reserve – 25 cases / 4w
  - Radial approach – above 80% of cases
  - Bifurcation PCI – 20 cases / 4w
  - PCI in STEMI / NSTEMI – 40 cases / 4w
  - Rotational atherectomy – 15 cases / 4w
  - Revascularization of chronic total occlusion – 20 cases / 4w
  - Interventions using bioabsorbable scaffolds – 20 cases / 4w
  - Transcatheter aortic valve replacement – 30 cases / 4w
  - Mitral valvuloplasty/MitraClip/novel devices – 5/15 cases / 4w
  - Left atrial appendage closure – 15 cases / 4w
  - Atrial septal interventions – 15 cases / 4w

The centre is responsible for the set up of the legal framework of the fellow in accordance with local regulations and the fellow will be subject to the terms of employment of its host institution.

**During the 4 weeks visit, the hosting centre should provide:**

- Extensive theoretical education about the indicated technology (min. 4x60 mins)
- Observational experience with live procedures in the indicated volume
- Extensive expertise sharing based on case-review sessions (min. 4x60 mins)
- Possibility of hands-on simulator experience (eventually provided by the sponsor) is welcome, but not mandatory
- Hands-on live case experience is NOT included

**Expected deliverables from the trainee (to be submitted to EAPCI at the end of the 4 week period)**

- Daily log about activity
- Evaluation form about training quality
- Final report (mandatory)

**How to apply?**

Complete the application form including the information from the selected host centre available on EAPCI website and send it to [EAPCI@escardio.org](mailto:EAPCI@escardio.org).

**Application process**

- Twice per year minimum
- Candidate applications (including host centres) will be managed by EAPCI Office in line with the criteria defined in the EAPCI  $\mu$ Fellowship Standards Programme
- Applications will be selected by the EAPCI Fellowship Committee and submitted to the industry sponsors for them to liaise with national representatives. National representatives will contact the candidates and the centres and ensure that all logistical requirements are met.

This programme will be subject to the industry support at national level. However, candidates are requested not to approach local sponsors directly.

**DEADLINES FOR APPLICATION ARE AVAILABLE ON EAPCI WEBPAGES**

**IMPORTANT:**

- The application form has two parts in electronic format (MS-Word) and should be completed and submitted electronically (MS-Word). Paper applications will not be accepted.
- All parts of the application should be returned electronically to the European Association of Percutaneous Cardiovascular Interventions ([EAPCI@escardio.org](mailto:EAPCI@escardio.org)) by the responsible persons who have been requested to complete them in advance of the closing date.
- Applications that are received after the closing date and/or that are incomplete will not be accepted.

**Tenure/Period of support**

- The grant covers a period of 4 weeks. Grants for shorter periods will not be considered.
- The training period must start after completion of the whole application process (after receiving

formal confirmation from the EAPCI) – i.e. **between 15 March and 31 December 2018.**

### **Level of support**

- The sponsor is accountable for covering candidate's living expenses for 4 weeks of training. For programmes funded by EAPCI, EAPCI will cover 2,000€ per candidate.
- The candidate is responsible to organise his/her flight and accommodation to visit the centre
- The same applies for the administrative fee to the host centre which shall receive 3,000€ from the sponsor (or EAPCI in the event of programmes funded by EAPCI)
- Once the host institution has been selected for the candidate by the EAPCI Fellowship Committee, an agreement will be signed between the Host Institution and the grant recipient. The convention / agreement should specify the status of the grant recipient during the period spent in the host institution and is under the responsibility of the host institution.
- If for any reason the grant recipient has to stop his/her training period then refund of the grant may be required *pro rata*. In exceptional circumstances, the EAPCI Fellowship Committee will evaluate the situation and decide whether or not to apply this rule.

### **NOTES ON APPLYING FOR MICROFELLOWSHIP**

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1. Applications received after the closing date will not be accepted.
2. Candidates are requested to carefully read and make sure they understand the Rules for EAPCI µFellowship Standards Programme. Submission of an application will be taken to imply acceptance of all the conditions. Any application which is not in accordance with these rules will not be considered.
3. Applications will be submitted to the EAPCI Fellowship Committee for consideration as received by the office; applicants are therefore urged not to submit incomplete forms and to arrange for the forms **to be completed in clear typescript** to ensure good quality reproduction. Incomplete or illegible forms will be rejected.
4. Applications must conform to the pre-defined layout and provide the necessary information within the space(s) provided in the form; only in exceptional cases additional sheets may be accepted (e.g. list of publications), so careful selection of the documentation should be made by the candidate.
5. The application form should be completed by the applicant. Candidates are asked to note that it remains their responsibility to pass on the Annex of the application form to the Center responsible persons. The candidate himself has to ensure that these parts are addressed to the [EAPCI@escardio.org](mailto:EAPCI@escardio.org) : Failure to return the parts before the closing date will be considered as incomplete application - as such the entire application will be rejected.
6. The EAPCI Fellowship Committee will select individual candidates according to the selection criteria and available funds. The decision of the committee is final and indisputable. The committee will appreciate gender balance for selection process.
7. Grant recipients whose projects require the use of radioactive substances in man should enclose evidence that the necessary approval has been sought/obtained (see paragraph 3.2 of the regulations).
8. Re-application: a candidate who submits an unsuccessful application is entitled to re-apply in subsequent years. A new application will be judged on an equal basis with other new applications.

9. Selected candidates will also have the possibility, after the EAPCI micro-fellowship standard training programme to apply for the EAPCI Education & Training grants programme.

## **EAPCI MICROFELLOWSHIP PROGRAMME**

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### CONDITIONS AND REGULATIONS

- Part 1 - Scope of the Programme  
Part 2 - Standard regulations  
Part 3 - Special regulations  
Appendix I – Residence eligibility regulations

<b>PART 1. SCOPE OF THE PROGRAMME</b>
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#### **1.1 Legal and financial provisions**

- **The µFellowship Standards Programme is made under the legal and scientific responsibility of the host institution and the grant recipient.**
- The sponsor is accountable for covering candidate's living expenses for 4 weeks of training. For programmes funded by EAPCI, EAPCI will cover 2,000€ per candidate. The candidate is responsible to organise his/her flight and accommodation to visit the centre
- The sponsor (or EAPCI in the event of programmes funded by EAPCI) will provide the host centre with 3,000€ to cover the administrative costs to welcome a trainee.
- Once the selection is complete, an agreement will be signed between the Host Institution and the grant recipient. The convention/ agreement should specify the status of the grant recipient during the period spent in the host institution.
- If for any reason the grant recipient has to stop his/her training period then refund of the grant may be required *pro rata*. In exceptional circumstances, the EAPCI Fellowship Committee will evaluate the situation and decide whether or not to apply this rule.
- **Grant recipients are urged to discuss the cost of their proposed programme of work with the host department** so as to ensure that the department is in a position:
  - To set up a contract (employment, training...) with the recipient **and**
  - To meet any expenditure exceeding this amount.

#### **1.2 Selection of the hosting centre**

- Individuals are requested to identify a centre which is a centre of excellence in the given technology which they have selected.
- Training periods must be held in a suitable host centre among one of the 56 National Cardiac Society Members of the ESC where no VISA/permit to work is required **preferably within the individual's country of residence**. If no suggestion is made, the Committee will look at centres.
- The EAPCI is unable to provide assistance with transfer or household removal expenses incurred by grant recipients on taking up a grant.
- Persons benefiting from the recognition of professional qualifications shall have knowledge of languages necessary for practicing the profession in the host Member State (Directive 2005/36/EC of The European Parliament and of The Council of 7 September 2005 on the recognition of professional qualifications). The EAPCI Fellowship Committee will take a special

look at the language spoken by the candidate in line with the selected host centre to ensure that the candidate is fluent in the centre's language.

- The official language of the EAPCI  $\mu$ Fellowship Standards Programme is English and all official documents must be submitted in **English**.

### 1.3 Subject of training period

The application form has been designed to make it clear that the head of the proposed department is willing to receive the candidate and provide the necessary facilities.

## PART 2. STANDARD REGULATIONS

### 2.1 Status of grant recipients

A grant under these regulations will normally be administered through the medium of a convention/agreement for the period of the  $\mu$ Fellowship Standards Programme, entered into between the grant recipient and the host institution.

### 2.2 Insurance and tax

- The applicant is responsible for the set-up of his own personal and professional insurance and for compliance with taxation rules according to the local fiscal regulations.
- The receiving institution is responsible for the set up of the legal framework of the trainee in accordance of the local regulations.
- The receiving institution is responsible for ensuring that the candidate complies with the immigration requirements and if necessary with the local work legislation.
- The host institution will be requested to provide a statement to the EAPCI confirming the compliance of the candidate with the above regulations as well as a certificate of presence of the candidate in the centre.

### 2.3 Conditions

#### 2.3.1 Restrictions

- It will be a condition of any grant that grant recipients do not engage in private practice for personal gain.
- The  $\mu$ Fellowship Standards Programme is intended for full time training in the scope covered by the grant.
- In case of renunciation of the training period due to major force (illness...), the grant would be lost.

#### 2.3.2 Sick leave

- Grant recipients will be subject to the normal conditions of service of the host institution so far as sick leave is concerned, but the EAPCI should be notified if a grant recipient is likely to be away through illness **for more than 2 weeks**.
- Grant recipients are obliged to have health insurance either provided by the host institution or sourced by themselves.

#### 2.3.3 Honorary clinical contracts

- Medically qualified grant recipients who undertake, as part of their  $\mu$ Fellowship Standards Programme, work concerned with the care of patients are reminded that they should be in possession of an honorary clinical contract from the appropriate health authority.
- Responsibility for seeking such a contract will lie with the head of the department in which the grant recipient is working, following the usual practice of the local Medical School.

#### **2.3.4 Local regulations**

- Grant recipients will be subject to the terms of employment of their host institution. Centres are held responsible for mentioning all the specific requirements for their country and centre in their application form. To avoid any issue or delays, only candidates fluent in the language of the country of the host centre will be considered as eligible.

### **2.4 Change of project or supervisor**

Any changes in a grant recipient's  $\mu$ Fellowship Standards programme or supervisor from those originally approved the EAPCI will require the EAPCI's prior consent.

### **2.5 Final report**

Trainees are required to submit a final report (in English) at the end of the training period on the work undertaken and to inform the EAPCI of their proposed appointment upon conclusion of the  $\mu$ Fellowship Standards Programme. Trainees are encouraged to take this opportunity to put forward any comments they may have on the  $\mu$ Fellowship Standards Programme. The report must be sent to the [EAPCI@escardio.org](mailto:EAPCI@escardio.org) within one month of completing the training period signed by both, the trainee and the training centre.

### **2.6 Intellectual property**

The Grant recipient hereby grants to the EAPCI for educational purpose a non-exclusive, royalty-free, on a world-wide basis, for the whole duration of its intellectual property rights, the rights to reproduce, adapt, translate and /or publish in any and all supports or forms of media, whether now known or later developed, in particular all paper, analog, digital, numerical, and electronic media, including Internet, Intranet and Extranet sites, social media, and televisual media any publications, presentations, final report and/or educational materials which embody the data and the results.

## **PART 3. SPECIAL REGULATIONS**

### **Human subjects**

**3.1** Local Ethical Committee approval is required for research that includes clinical trials and/or involves human subjects (whether patients or normal), and appropriate evidence of such approval must be incorporated in the application. The EAPCI expects all such work to be undertaken in accordance with the highest standards.

**3.2** Regulations concerning the control of experiments will be those existing in the local institution. This applies to medical records, radioactivity, use of human materials, genetic manipulations, animal experiments and licenses for appropriate procedures.

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**Appendix 1****RESIDENCE ELIGIBILITY FOR EAPCI MICROFELLOWSHIP**

1. Subject to the following provisions of these rules, a candidate must at the date of application for a certificate of completion of the EAPCI  $\mu$ Fellowship Standarts programme:
  - (a) Are citizen or resident for tax purposes in one of the 56 National Cardiac Society Members of the ESC
  - (b) Have been resident for tax purposes in such a country for a period of 3 years immediately preceding the date of application.
2. Any candidate who is the child of a national of an ESC country will be eligible for a grant if at the date of application:
  - (a) He is resident for tax purposes in one of the 56 National Cardiac Society Members of the ESC or
  - (b) His/her parent, being such a national, has been resident for tax purposes in an ESC Member for 1 year during the period of 3 years immediately preceding the date of application
3. For the purpose of these rules:
  - (a) A candidate who has been resident in one of the 56 National Cardiac Society Members of the ESC or
  - (b) A period of residence for tax purposes will not be treated as being interrupted by an absence which is caused:
    - (I) By the temporary employment abroad of the candidate, his spouse or his parents, or
    - (II) The temporary full-time education abroad of the candidate or his spouse.