



**EUROPEAN HEART RHYTHM ASSOCIATION**

A Registered Branch of the ESC



**RULES for the**

**EUROPEAN HEART RHYTHM ASSOCIATION (EHRA)**  
(a Registered Branch of the ESC)

**PROCTOR PROGRAMME**

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**Thanks to financial support from industries listed in the EHRA Website, the EHRA is proud to offer this opportunity to both individuals and centres**

## **PROCTOR PROGRAMME**

**- Rules valid for the application period starting April 2015 -**

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The EHRA invites you to apply for the Proctor Programme to be started before the end of 2015 (early 2016 at the latest).

### **Purpose of the Proctor Programme**

**To ease the transition from fellowship to independent practice once having completed the EHRA Training Fellowship Programmes or to acquire additional techniques, either in the field of Arrhythmias or Cardiac Pacing.**

The goal of this award is to facilitate the start-up of the fellow's electrophysiology program at his/her return to his/her home country after the end of the regular EHRA Training Fellowship Programme and to give the opportunity to established physicians to acquire additional techniques/skills. The hosting centre (= mentor's centre) once selected, will nominate a mentor to guide the applicants (= mentee) for the first procedure (and potentially subsequent procedures). Mentors will be asked to travel to the local applicant's centre in their country, in order to supervise the first complex procedures together or to launch the use of specific technology.

Starting in 2015, the proctor programme will allow 1 allied professional (AP) to join from the mentee's centre.

### **Eligibility**

The Proctor Programme is open for former EHRA Training Fellowship fellows and to established physicians.

Applicants eligible for the award are those who:

- For former EHRA Fellows: have completed the regular EHRA Training Fellowship Programme
- Have obtained a "staff" position in their home country in the hospital in which the programme will be held
- Together with the mentee, 1 allied professional from the mentee's centre who would be involved in the proctored technique/programme, will be allowed to travel to the mentor's centre
- Are citizens or permanent residents of a country, which is an ESC member
- Are EHRA members at the time they take the grant & at the time of the application (mandatory)
- Have specific needs to learn specific techniques/procedures

### **NOTE:**



## EUROPEAN HEART RHYTHM ASSOCIATION

A Registered Branch of the ESC



- Applicants who are in doubt about their eligibility are advised to contact the ESC/EHRA prior to submitting an application.
- Priority will be given to the following countries: Romania, Bosnia, Georgia & Belarus.
- Applicants are advised to read the explanatory notes carefully before submitting an application.

## EUROPEAN HEART RHYTHM ASSOCIATION

A Registered Branch of the ESC

### Selection Criteria

- **INDIVIDUALS:**

The Proctor Programme is aimed towards

- physicians who have **completed** a regular EHRA Training Fellowship Programme and 2.
- established physicians to acquire additional techniques/skills. The applicant should have gained advanced theoretical and practical knowledge in the fields of diagnosis (advanced mapping) and ablation of complex substrates and/or device implants and follow-up.
- Allied professionals from the mentee's centre who would be involved in the proctored technique/programme

The specific technique/procedure to be acquired may include but are not limited to:

- Complex ablation procedures, such as: atrial fibrillation, left atrial re-entry tachycardia, re-entrant ventricular tachycardia and ventricular tachycardia in difficult anatomic access procedures, such as aortic root and epicardial mapping.
- Device implantation, such as: biventricular pacing, lead implantation in special positions, lead extraction.

The need for implementation of a programme for complex ablations or a particular technique and the resources of the hosting centre (mentor's centre) for that purpose will be evaluated and taken into account during the selection process. Finally, the EHRA Training Fellowship Committee will perform the final candidate/centre selection.

#### **Application Criteria for Individuals (mentee) for Catheter Ablation**

- A clear need for implementation of a specific technique or programme.
- Catheter ablation of simple arrhythmias: shall have performed at least 200 catheter ablations or have completed a regular EHRA training fellowship program on EP
- Fluent English or fluency in the national language of the proctor's centre

Note: Fluency in the national language of the centres of training is mandatory by law (EU Regulation 36-2005) and some European countries are requesting to pass a national language evaluation, so final grant tenure will depend on fulfilment of this requisite by the applicant.

#### **Application Criteria for Individuals (mentee) for Devices**

Basic theoretical and practical experience of:

- Pacemaker and ICD (1 and 2 leads): will have implanted 100 pacemakers or 50 ICDs or have

## EUROPEAN HEART RHYTHM ASSOCIATION

A Registered Branch of the ESC

completed a regular EHRA training fellowship program on ICD/CRT devices

- Fluent English or fluency in the national language of the proctor's centre

Note: Fluency in the national language of the centres of training is mandatory by law (EU Regulation 36-2005) and some European countries are requesting to pass a national language evaluation, so final grant tenure will depend on fulfilment of this requisite by the applicant.

### **Application Criteria for Allied Professionals (AP) joining the mentee**

- Fluent English or fluency in the national language of the proctor's centre
- A clear need to support implementation of a specific technique or programme together with the mentee

- **HOSTING CENTRES (Mentors' centre):**

Training Centres already involved in a regular EHRA Training Fellowship Programme may also apply to the proctor programme.

### **Application Criteria**

#### **Catheter ablation:**

Catheter ablations	350 / year
Atrial fibrillation	100 / year
Ventricular tachycardia	10 / year
Left atrial tachycardia	10 / year

#### **In addition there should be:**

- At least one dedicated EP lab
- At least 2 qualified electrophysiologists in the department
- Active use of a 3D mapping system
- Minimum of one procedure performed daily
- Current active fellowship programme
- Fluency in English

#### **Device implantation:**

Pacemaker	50 / year
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## EUROPEAN HEART RHYTHM ASSOCIATION

A Registered Branch of the ESC

ICD 50 / year  
Bi-Ventricular devices 25 / year

### In addition there should be:

- At least 2 qualified electrophysiologists in the department
- Current active fellowship programme
- Fluency in English
- Particular expertise in the technique to proctor

### How to apply?

- **First Step:** Request an electronic application form.

Please request your electronic application form at [EHRA@escardio.org](mailto:EHRA@escardio.org).

You will receive your application form within 15 days.

Important: Please provide your contact details (Names, Titles, Main Address, Telephone number) when requesting your application form. Incomplete requests may prolong the process.

- **Second Step:** Fill out the application form

The application form has three parts:

1. PART A: Applicant's profile (to be filled in by the applicant)
2. PART B: must be completed by the Head of the department or supervisor at the applicant's centre
3. PART C: must be completed a referee

- **Third step:** Each signer has to send back each part of the application form (filled in and signed with a digitalized signature) directly to [EHRA@escardio.org](mailto:EHRA@escardio.org)

**CENTRES** need to request an application form at [EHRA@escardio.org](mailto:EHRA@escardio.org)

**DEADLINE FOR APPLICATION 31 July 2015**



## EUROPEAN HEART RHYTHM ASSOCIATION

A Registered Branch of the ESC



### IMPORTANT:

- The application form has three parts and is 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 by the closing date, by the responsible persons who have been requested to complete them, directly to the European Heart Rhythm Association electronically at [EHRA@escardio.org](mailto:EHRA@escardio.org).
- Applications that are received after the closing date and/or that are incomplete will not be accepted.

## **EUROPEAN HEART RHYTHM ASSOCIATION**

**A Registered Branch of the ESC**

### **Tenure**

The duration for training (= proctoring programme) for initial cases is one (1) or (2) weeks at the hosting centre, followed by an intermediate time period for the applicant (mentee) to implement the learned new technique or programme supported by mentor visits at the applicant's (mentee) centre.

The training period must start after completion of the application process and after receiving formal confirmation from the ESC/ EHRA but no later **than March 2016**. If deemed necessary, the length of the proctoring period may be extended, in which case EHRA will not bear the costs.

Granted applicants and proctors will have to **commence the proctoring programme within 6 months following formal confirmation by ESC/EHRA.**

### **Level of support**

The applicant (mentee) will receive the sum of 500€ per week for a maximum of 2 weeks plus 500€ per travel (maximum 2) and 150€/hotel night (if needed). Refundable on expense claim only.

The allied professional will receive the sum of 500€ per week for a maximum of 2 weeks plus 500€ per travel (maximum 2) and 150€/hotel night (if needed). Refundable on expense claim only.

The allied professional is requested to travel with and join the mentee during each training session, e.g. visit to the training centre or during the mentor's visit to the mentee's centre.

The mentor will receive 500€ for travel (maximum 2) and 150€/hotel night.

The hosting centre's (mentor's centre) will receive 2000€ for providing training to the applicant (mentee) upon invoice reception.

If for any reason a hosting centre/applicant has to stop his/her the proctoring programme before its completion, the refund of the whole or parts of the grant will be requested.



## NOTES ON APPLYING FOR PROCTOR PROGRAMME

1. Candidates (applicants and hosting centres) are requested to carefully read and make sure they understand the rules of the Proctor Programme. Submission of an application will imply acceptance of all rules and regulations as set forth above. Any application, which is not in accordance with these rules, will not be considered.
2. Applications will be submitted for consideration exactly as received by the office. Applicants are therefore urged to submit complete forms.
3. 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 make a careful selection of your documentation.
4. Part A and the candidate's name box on Parts B and C should be completed by the applicant. Candidates are asked to note that it remains their responsibility to pass on Parts B and C of the application form to the responsible persons. Failure to return the parts before the closing date will be considered as an incomplete application and as such the entire application will be rejected.
5. Section 'Career Intention' on the application form for individuals:  
Please describe:
  - Your professional goals at your current centre by the end of the grant.
  - How this grant may impact the EP clinical practice at your region and country.
  - Why, in your opinion, should EHRA award you with the grant?
6. The final selection by the EHRA Training Fellowship Programme Committee is final and undisputable.
7. Applicant (mentee) will only watch the procedure at the hosting centre (mentor's centre).
8. Mentors should only watch and check if the applicant (mentee) has acquired the technique.

## EHRA PROCTOR PROGRAMME

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### **CONDITIONS AND REGULATIONS**

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

## **PART 1.**

### **SCOPE OF THE PROCTOR PROGRAMME**

#### **1.1 Legal and financial provisions**

- The Proctor Programme is conducted under the legal and scientific responsibility of the hosting institution.
- Financial support: see "level of support"

#### **1.2 Selection of the Hosting Centres (mentor's centre)**

- The EHRA Training Fellowship Committee reserves the exclusive right to select individual applicants (mentees) and to allocate applicants (mentees) to individual hosting centres.
- Proctoring periods may be held in a suitable university hospital or similar academic institution within a country, which is a regular ESC member country.
- The official language of the EHRA 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:

#### 1. Conditions

##### Sick leave

- Applicants are obliged to have health insurance sourced by themselves.

## 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. EHRA 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.

## **Appendix I**

### **RESIDENCE ELIGIBILITY FOR PROCTOR PROGRAMME**

1. These rules apply to a grant provided by the ESC or one of its Associations.
2. Subject to the following provisions of these rules a candidate must at the date of application for a grant:
  - (a) be resident for tax purposes in an ESC member country.
  - (b) has been resident for tax purposes in such a country for a period of 3 years immediately preceding the date of application.
3. Any candidate who is the child of a national of an ESC Member country will be eligible for a grant if at the date of application:
  - (a) he is resident for tax purposes in ESC member country
  - or
  - (b) his parent, being such a national has been resident for tax purposes in an ESC member country for 1 year during the period of 3 years immediately preceding the date of application
4. For the purpose of these rules:
  - (a) A candidate who has been resident in an ESC member country fully or mainly for the purposes of receiving full-time education (even if not resident for tax purposes) will be considered as eligible.
  - (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.

### **Note – List of ESC Member Countries**

<http://www.escardio.org/MEMBERSHIP/NATIONAL-SOCIETIES/Pages/welcome.aspx>