

RULES for the

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

EHRA OBSERVATIONAL TRAINING PROGRAMME

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EHRA OBSERVATIONAL TRAINING PROGRAMME - Rules valid for the application period starting on January 2017 for applications for the period of 2017-2018

The EHRA invites you to apply for the EHRA Observational Training Programme to be started no later than March 2018.

Purpose of the EHRA Observational Training Programme (EOTP)

To provide an opportunity for clinical observation in the field of Arrhythmias and Cardiac Pacing in an ESC regular member country or Affiliate Cardiac Society country other than their own, the EOTP programme can be considered as a valorisation of the geographical mobility as well as cultural exchange and professional practice in the field of Electrophysiology and Cardiac Pacing.

The goal of this grant is to help electrophysiologists transfer state-of-the-art techniques, strategies, clinical and procedural standards to their home institutions through personal observation of expert electrophysiologists in selected training centres.

Scope of the programme

The EOTP has been designed for physicians with experience in the field of cardiology and basic interventional electrophysiology. The fellow will gain advanced theoretical knowledge in different clinical and interventional settings, including innovative EP / CP techniques and procedures as:

- advanced ablation strategies for the treatment of complex atrial and ventricular arrhythmias (i.e. 3D methods of mapping and image integration; novel energy-sources for AFib ablation; VT ablation: epicardial procedures and difficult targets);
- novel techniques of implant (i.e.: complex CRT procedures, leadless-device implants, S-ICD) and of lead extraction;
- new scenarios in interventional rhythmology (i.e. LAA Closure, Robotic Navigation, Zero-Fluoroscopy procedures).

An effective interaction between the Fellow and the Teaching Centre is supposed to represent the first step to promote further clinical and scientific cooperation among Centres and to favour continuous development.

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Eligibility

Applicants eligible for the grant are those who:

- Are citizen or permanent resident of a country which is a regular ESC member or Affiliate Cardiac Society country
- Medical graduates having completed their cardiology training and started electrophysiology training
- Are EHRA members at the time they take the grant & at the time of the application (mandatory)
- Have specific needs to observe specific techniques/procedures
- Preferably <40 years of age
- Fluent English or official national language of the host institution

NOTE:

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

Selection Criteria

- Basic theoretical and practical experience in diagnostic EP studies (at least one year); candidate shall have performed at least 50 catheter ablation of simple arrhythmias and/or implanted 50 pacemakers and/or ICDs as first operator
- Previous training and experience in clinical cardiology and electrophysiology (part A of application)
- Personal project and career intention
- Scientific engagement and peer-reviewed publications with EP/CP topics is preferred
- The committee will balance for applicants from emerging countries

The applicant needs to have preliminary contact with one centre to apply to this programme. The list of centres can be found under the ERTC list [here](#)

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How to apply?

1. **First Step:** Check the ERTC website in order to find a centre and arrange the venue :
<http://www.escardio.org/Guidelines-&-Education/Career-development/Accreditation/EHRA-Recognised-Training-Centres/ertc-recognised-centres>
2. Request your electronic application form
Please request your electronic application forms at 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 forms. Incomplete requests may prolong the whole process.
3. **Second Step:** Fill the application forms
The application forms have three parts:
 1. PART A: Applicant's profile (to be filled in by the applicant)
 2. PART B: must be filled in by the Head of department or supervisor
 3. PART C: must be filled in by the Referee independently
 4. PART D: must be filled in by the administrative officer (e.g. Finance Officer, Registrar, Bursar, Secretary, Director) of the proposed host institution/ERTC
4. **Third step:** Each signer has to send back each part of the application forms (filled in and signed with a scanned signature) directly to EHRA@escardio.org

DEADLINE FOR APPLICATION 27 MARCH 2017

IMPORTANT:

- The application form has four 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
- Applications that are received after the closing date and/or that are incomplete will not be accepted. It is essential that all the filled application forms of the candidate are sent only by the present responsible other than the applicant in electronic European format to EHRA@escardio.org

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Tenure

2 to 4 weeks EHRA observational training programme.

The training period must start after completion of the whole application process (after receiving formal confirmation from the ESC/ Association). If necessary, the length of the training period may be extended, in which case the host institution will bear the costs.

Fellows will have to **start the training programme before March 2018**.

Level of support

Fellows will receive for their living expenses a sum of

- 1000€ for 2 weeks of observation
- 1500€ for 3 weeks of observation
- 2000€ for 4 weeks of observation

The fellow will also receive 500€ to cover his flight expenses.

The amount will be paid after the completion of the programme (including the final report).

Accepted Centres will benefit from 1 EHRA member entrance congress badge to EHRA EUROPACE CARDIOSTIM 2017 (Vienna) for every fellow welcomed to their centre (maximum 5 EHRA Members entrance congress badges per centre).

NOTES ON APPLYING FOR EHRA OBSERVATIONAL TRAINING PROGRAMME

First Step: Request your electronic application form

Please request your electronic application forms at 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 forms. Incomplete requests may prolong the whole process.

Second Step: Fill the application forms

The application forms have four parts:

1. PART A: Applicant's profile (to be filled in by the applicant)
2. PART B: must be filled in by the Head of department or supervisor
3. PART C: must be filled in by the Referee
4. PART D: must be filled in by the administrative officer (e.g. Finance Officer, Registrar, Bursar, Secretary, Director) of the proposed host institution/ERTC

Third step: Each signer has to send back each part of the application forms (filled in and signed with a scanned signature) directly to EHRA@escardio.org

2. Candidates are requested to carefully read and make sure they understand the Rules for EOTP. 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 for consideration exactly as received by the office. Applicants are therefore urged not to submit incomplete forms and take the responsibility that they may 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 make a careful selection of your documentation.

5. Part A and the candidate's name box on Parts B, C and D should be completed by the applicant. Candidates are asked to note that it remains their responsibility to pass on Parts B, C and D of the application form to the responsible persons. Failure to return the parts before the closing date will be

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considered as incomplete application and as such the entire application will be rejected.

6. In part A of the application form: please indicate the term of your current appointment.

7. It is essential to include all pertinent publications.

8. **The Training Fellowship Programme Committee will select individual candidates according to the selection criteria and available funds.**

The decision of the Committee is final and undisputable.

The committee will appreciate gender balance for selection process

9. Re-application: a “past grant” holder can re-apply for a grant in the following year. However in case of same scoring, the priority will be given to the “first time” applicant.

10. Selected candidates will also have the possibility, after the EHRA observational training programme to apply for the ‘regular TF’

EHRA OBSERVATIONAL TRAINING PROGRAMME

CONDITIONS AND REGULATIONS

Part 1 - Scope of the EHRA observational training Programme

Part 2 - Standard regulations

Part 3 - Special regulations

Appendix I - Residence eligibility regulations

PART 1.

SCOPE OF THE EHRA OBSERVATIONAL TRAINING PROGRAMME

1.1 Legal and financial provisions

- The EOTP is made under the legal and scientific responsibility of the host institution.
- The EOTP provides financial support of
 - 1000€ for 2 weeks of observation
 - 1500€ for 3 weeks of observation
 - 2000€ for 4 weeks of observation

The fellow will also receive 500€ to cover his flight expenses.

In connection with the agreement to be arranged between the candidate and the selected centre (host institution)

- The fellow is responsible to organise his/her flight/accommodation/visa to visit the centre

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1.2 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:

2.1 Status of fellows

A grant under these regulations will normally be administered through the medium of a convention/agreement for the period of the grant, 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 the local work legislation.

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2.3 Conditions

2.3.1 Restrictions

- It will be a condition of any grant that fellows do not engage in private practice for personal gain.
- The training grant 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.

2.3.4 Local regulations

- Fellows will be subject to the terms of employment of their host institution.
- All paperworks (visa, language certificate...) should be completed within 4 months after accepting the grant otherwise the grant will be allocated to another person.

2.5 Duties

- **Certification examination**

Fellows are encouraged to sit the EHRA Certification exam in EP or CP at the end of the programme.

- **Final report**

Fellows and the host institution are required to fill and submit short reports (in English) before the end of the Training period covered by the grant:

1. The final report of fellow (one A4 page maximum) submitted, at the end of the training period, aims at describing the work undertaken and informing EHRA of their proposed appointment upon conclusion of the training period. Grant winners are encouraged to take this opportunity to put forward any comments they may have on the Programme. The report must be sent to the EHRA office at the end of the EOTP.

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2.7 Intellectual property

All copyright in any publications, presentations or educational materials which embody the data and the results of the training shall be jointly owned by the ESC/Association, the host institution and the fellows. Acknowledgment of the grant will be stated in all these materials.

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.

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Appendix I

RESIDENCE ELIGIBILITY FOR EHRA OBSERVATIONAL TRAINING PROGRAMME¹. 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 or Affiliate Cardiac Society 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 or Affiliate Cardiac Society 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 Affiliate Cardiac Society country
or

(b) his parent, being such a national has been resident for tax purposes in an ESC member or Affiliate Cardiac Society 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 or Affiliate Cardiac Society 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 and Affiliate Cardiac Society

<http://www.escardio.org/The-ESC/About/National-Cardiac-Societies/ESC-National-Cardiac-Societies>

<http://www.escardio.org/The-ESC/About/Affiliated-Cardiac-Societies>
