



**EUROPEAN HEART RHYTHM ASSOCIATION**

A Registered Branch of the ESC



## **RULES for the**

# **EUROPEAN HEART RHYTHM ASSOCIATION (EHRA)**

(a Registered Branch of the ESC)

## **TRAINING FELLOWSHIP PROGRAMME For clinical electrophysiology with emphasis on catheter ablation**

**Chair:** Dr. Corrado Carbucicchio  
**Co-Chair :** Dr. Antonio Berruezo

**Committee Members:** Dr. Mihaela Grecu  
Prof. Isabel Deisenhofer  
Prof. Germanas Marinskis  
Dr. Elena Arbelo  
Dr. Sascha Rolf  
Dr. Massimiliano Marini

**President EHRA:** Prof. Gerhard Hindricks

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

## **EHRA TRAINING FELLOWSHIP PROGRAMME (in EP)**

**- Rules valid for the application period starting on 4<sup>th</sup> October 2016 for applications for the period of 2017-2018 (Advanced)**

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The EHRA invites you to apply for the Advanced or Basic EHRA Training Fellowship Programme to be started in 2017.

### **Purpose of the Training Fellowship Programmes**

To provide an opportunity for clinical training in the field of Arrhythmias and Cardiac Pacing in an ESC regular member country other than their own, **for medical graduates having completed their cardiology training but before obtaining a "permanent", "senior staff" or "consultant" post.** This programme can be considered as a valorisation of the geographical mobility as well as cultural exchanges and professional practice in the field of cardiology.

The goal of this award is to help young candidates attain clinical competence and acquire high quality experience in electrophysiology practice which will enable them to contribute to **improving academic standards on return to their own country.**

### **Eligibility**

Applicants eligible for the award are those who:

- Are citizen or permanent resident of a country which is a regular ESC member country
- Have completed parts of their cardiology training but before obtaining a "permanent", "senior staff" or "consultant" post
- Are preferably less than 40 years of age at the day of the application deadline
- Are EHRA member (mandatory)

IMPORTANT: final validation of the application will be subject to visa acceptance (when needed)

### **NOTE:**

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- 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.
- Applicants are only allowed to apply for one type of EHRA grant

### Selection Criteria

- **INDIVIDUALS:**

**Advanced Programme (1 year):**

For physicians with extensive experience in the field of cardiology and basic interventional electrophysiology. The fellow will gain advanced theoretical and practical knowledge in the fields of: diagnosis (advanced mapping) and ablation of complex substrates such as: atrial fibrillation, LA re-entry tachycardia, ischemic VT and in difficult anatomic access procedures, such as aortic root, epicardial mapping, and transseptal punctures.

**Application Criteria:**

Basic theoretical and practical experience of:

- Diagnostic EP studies
- Catheter ablation of simple arrhythmias: shall have performed at least 50 catheter ablations
- Fluent English

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.

- **TRAINING CENTRES:**

**Preference will be given to centres that have active training fellowship programmes and fulfil the below minimum criteria:**

**Catheter ablation:**

Catheter ablations	350 / year
Afib	100 / year (advanced program)
VT	10 / year (advanced program)
LA Tach	10 / year (advanced program)

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### In addition there should be:

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

### How to apply?

1. **First Step:** Request your electronic application form

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

2. **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

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

4.

### **DEADLINE FOR APPLICATION 16 DECEMBER 2016**

#### IMPORTANT:

5. 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.

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6. 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).
7. 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](mailto:EHRA@escardio.org).

### Tenure

Advanced (1 year) EHRA Training Fellowship Programmes are offered for 2017.

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 the end of the calendar year 2017.**

### Level of support

Fellows will receive a sum of 25,000.00 € per annum for their living expenses.

The amount will be paid in two times, i.e. 12,500.00 € at the beginning and 12,500.00 € after 6 months.

An agreement will be signed between the Host Institution and the grant recipient. The agreement should specify the status of the grant recipient during the period spent in the host institution.

If for any reason a fellow has to stop his/her training before completing 80% of the length of the program, the refund of the whole amount of the grant may be requested. In exceptional circumstances the EHRA Training Fellowship Committee will evaluate the situation and decide whether to apply or no this rule. In any case, the refund of the amount paid in advance will be requested.

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### NOTES ON APPLYING FOR TRAINING FELLOWSHIP PROGRAMMES

8. **First Step:** Request your electronic application form

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

9. **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

10. **Third step:** Send back the application forms (filled in and signed with a digitalized signature)

The applicant must send back the first part to [EHRA@escardio.org](mailto:EHRA@escardio.org)

The Head of department or supervisor must send back directly the second part to [EHRA@escardio.org](mailto:EHRA@escardio.org)

The Referee must send back directly the third part to [EHRA@escardio.org](mailto:EHRA@escardio.org)

2. Candidates are requested to carefully read and make sure they understand the Rules for EHRA Training Fellowship Programmes. 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 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

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form to the responsible persons. Failure to return the parts before the closing date will be considered as incomplete application and as such the entire application will be rejected.

6. In of the application form for individuals: please indicate the term of your current appointment.

6.1 Career intentions in of the application form for individuals:

Please describe:

- Your professional project at your return to your country of origin at the end of the grant.
- How this grant may impact the EP clinical practice on your region and country.
- Why, in your opinion, should EHRA and the ESC affiliate Society award you with the grant?

7. It is essential to include all pertinent publications.

8. Individuals and Centres interested to participate in the EHRA Training Fellowship Programme are invited to submit their applications separately. **The Training Fellowship Programme Committee will select both - individual candidates and training centres - and will jointly determine about the attributions.** Applicants and centres having been selected will be invited to an induction meeting in June 2017 to be held during EHRA EUROPACE CARDIOSTIM Congress in Vienna, Austria, where they will be expected to attend.

Pre-arrangements between Centres and Individuals **will not be taken into account**, unless they conform to the decision taken by the Committee. The decision of the Committee is final and undisputable.

9. If an applicant has ever had any serious illness which might hinder his/her future career, he/she is requested to inform the EHRA. This information may be sent separately and addressed to the Chairman of the Training Fellowship Programme Committee. Refer to section "Level of support" regarding financial provision.

10. Re-application: in exceptional circumstances a grant holder can re-apply for a grant in the following year. This new application will be judged on an equal basis with other new applicants.

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## EHRA TRAINING FELLOWSHIP PROGRAMMES

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### **CONDITIONS AND REGULATIONS**

- Part 1 - Scope of the EHRA Training Fellowship Programmes (EP)
- Part 2 - Standard regulations
- Part 3 - Special regulations
- Appendix I - Residence eligibility regulations

## **PART 1.**

### **SCOPE OF THE TRAINING FELLOWSHIP PROGRAMMES**

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

- The Training Grant is made under the legal and scientific responsibility of the host institution.
- The Training Grant provides financial support of 25 000 Euros per annum to candidate in connection with the agreement to be arranged between the candidate and the selected centre (host institution)
- Fellows are urged to discuss the associated expenses and 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

#### **1.2 Selection of the training centre**

- Individuals allocated in training centres will be decided exclusively by the EHRA Training Fellowship Committee.
- Training periods may be held in a suitable university hospital or similar institution within a country, which is a regular ESC member Country. Individuals allocated in training centres will be decided exclusively by the EHRA Training Fellowship Committee.
- The ESC/Association is unable to provide assistance with transfer or household removal expenses incurred by fellows on taking up a grant. However, the costs of return travel to the training centre will be covered up to a maximum amount of 500 € per fellow in addition to the grant.



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- In order to comply with the new EU Regulation 36-2005 the candidate might be subject to take a language test. According to this regulation any foreign person should justify he/she has the technical qualification and speaks the language of the host centre. The EHRA Training Fellowship Committee will take a special look at the language spoken by the candidate and will try to take this into account when making the individual placement decision.
- 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.

#### **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 to be awarded for full time training in the scope covered by the grant.

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### 2.3.2 Sick leave

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

### 2.3.3 Honorary clinical contracts

- Medically qualified fellows who undertake, as part of their fellowship 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

- Fellows 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. In order to comply with the new EU Regulation 36-2005 the candidate might be subject to take a language test. According to this regulation any foreign person should justify he/she has the technical qualification and speaks the language of the host centre + if non EU citizen that there is a public interest to recruit. The EHRA Training Fellowship Committee will take a special look at the language spoken by the candidate and will try to take this into account when making the individual placement decision.
- Note for applicants who wish to go to Germany: the B2 level is required to be allocated in Germany
- All paperworks (visa, language certificate...) should be completed within 4 months after accepting the grant otherwise the grant will be allocated to another person.

### 2.4 Change of project or supervisor

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Any changes in a grant recipient's training programme or supervisor from those originally approved the ESC/Association will require the *ESC/Association's* prior consent.

### 2.5 Duties

- **Online follow-up**

The fellow will receive on a regular basis on line questionnaires to fill in (at the beginning, in the middle, at the end of the training and one year after).

The host centre will receive a final online questionnaire to fill in at the end of the training.

- **Publication**

The fellow will be requested to publish one paper in the EP Europace Journal or in any other equivalent peer review journal and/or to submit two abstracts at the EHRA official congresses (Europace and Cardiostim).

**One off-print (or web link) of each publication should be sent to EHRA.**

- **Certification examination**

Fellows are also required to pass the EHRA Certification exam in EP at the end of the programme.

The costs of the exam may be covered up to a maximum amount of 500 € (excluding accommodation and transport) + free registration for examination per fellow in addition to the grant.

- **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 Training Fellowship Programme. The report must be sent to the EHRA office before the end of / within one month of completing the research/training period signed by the grant winner.
2. A quantitative report (in a predefined form to be received before the end of the training) will have also to be sent out by the fellow reporting all procedures undertaken, numbers of publication etc. This report will have to be co-signed by the grant winner and the training centre.

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Fellows are required to fill and submit a short report (in English) in a predefined form between 12 and 18 months following the end of the training period covered by the grant. This latter report aims at describing their present professional appointment and achievements since completing the training and how their current practice have impacted the EP clinical practice on their region and country of origin.

### **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 TRAINING FELLOWSHIPS**

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/The-ESC/About/National-Cardiac-Societies/ESC-National-Cardiac-Societies>

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