

**1. Name of the committee:** EHRA Training Fellowship committee

## **2. Mission**

To provide high quality practical training in cardiac rhythm disorders management in the ESC area (ESC member and affiliated countries) in order to improve and to reduce differences in clinical practice

## **3. Objectives & Activities**

### *3.1) Standard fellowship program:*

- Annual grants to support training fellowship in centres of excellence on EP (basic and advance) and device implantation (advance).

### *3.2) Affiliated fellowship program:*

- Annual grants to support training fellowship in EHRA centres of excellence on EP (basic and advance) and device implantation (advance) through contracts between EHRA and other sister scientific societies. APHRS (3 positions, 3 editions) and Argentina (1 position, 1 edition).

### *3.3) Proctor fellowship program:*

- Annual grants 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.

### Chairman 's job description:

#### General:

Work allocation and coordination of all programs  
Review and approval of all activities and documents  
Setting and chairing meetings for applicant and centre selection and matching and for regular committee activities  
Supervising communication and problem solving of queries from the applicants, fellows and centres  
Conducting the award ceremonies and induction meetings  
Drafting of different text's (annual activity report, minutes from meetings, ect)  
Preparing reports for the EHRA Executive Board  
Addressing all requests from the EHRA Executive Board about other EHRA activities (Spring Summit, Europace congress session proposals, etc).

#### Specific:

- Direct coordination and supervision of the Standard and Affiliated TF programs
- Review and scoring of the applications for all programs

### Co-Chair job description:

General: assistance and collaboration with all tasks described for the Chair

#### Specific:

- Direct coordination and supervision of the Proctor program and other new activities
- Review and scoring of the applications for all programs

Committee Member job description:

- Attending committee meetings and teleconferences.
- Developing new documents of rules, applications forms and surveys.
- Addressing communication and problem solving with applicants, fellows and centres
- Review and scoring of the applications for all programs

**Time:** (the time spent per year/activity in minutes or hours or full days).

Chair & Cochair:

Coordination:	24 hours
Communication and problem solving:	24 hours
Conducting the award ceremonies and induction meetings	3 hours
Preparing reports for the EHRA Executive Board (including presentation):	4 days
Requests from the EHRA Executive Board:	12 hours
Drafting of different text's (annual activity report, minutes from meetings)	1h/month
Email and other communication	1h/week

All committee members:

Review and scoring of the applications:	
Standard program	12 hours
Affiliated program	2 hours
Proctor	6 hours
TF Standard Program: Selection and matching meeting (including travel)	1 day
TF Affiliated Program: Selection and matching conference	1 hour
TF Proctor Program: Selection and matching meeting (including travel)	1 day
Committee meetings at congresses:	2 hours
Induction meetings:	3 hours
Email and other communication	1h/month

Specific committee tasks:

Document development and review:	
Standard program	12 hours
Affiliated program	12 hours
Proctor	12 hours