

THE ROLE, CONSTITUTION AND MODUS OPERANDI OF THE EDUCATION AND TRAINING COMMITTEE OF SIOP EUROPE AND ESPHI

1. Background

The committee was set up by SIOP Europe in 2000 and had its first meeting in Birmingham on May 20-21, 2000. Its members consisted of representatives of the UK, France, Germany, Spain, the Nordic countries, the Netherlands and Italy, who were selected by the SIOPE Board or by their national paediatric haematology/oncology association because of their known interest in education. Professor Kamps was invited also because of his role in ESPHI. Later Professor Fink of Austria requested membership and this was agreed.

It was recognised that in future the membership should rotate to allow direct representation on the committee of other EC countries and that individuals from other countries, for example in Eastern Europe, might also be invited to join or attend as observers.

The countries in the EC at that time (2000) were Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, the Netherlands, Austria, Portugal, Finland, Sweden and the United Kingdom.

The EEA countries, which were also to be consulted during work on the Training Programme were: Iceland, Liechtenstein and Norway.

Switzerland was also to be included, as it was represented on the Confederation of European Societies of Paediatrics (CESP).

It was agreed that the other European countries could be provided with the Training Programme and other information if requested: Bulgaria, Czech Republic, Estonia, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovenia, Slovakia and Turkey.

The Committee met seven times between May 2000 and July 2002 during which they agreed a European Training Programme in Paediatric Haematology and Oncology. This was supported by the Paediatric Haematology/Oncology Associations (or individual centres where there was no national Association) of all the EC and EEA countries (except Luxembourg and Liechtenstein where there are no centres) and by Switzerland. The programme was approved by the European Board of Paediatrics (EBP) in November 2000, by CESP in May 2001 and by the European Union of Medial Specialists (UEMS) on October 19, 2001. Thus,

Paediatric Haematology/Oncology is now a recognised sub-specialty of Paediatrics in Europe.

At the request of CESP and the EBP committee members have also undertaken other work related to training in the specialty and Continuing Medical Education (CME)/Continuing Professional Development (CPD).

2. Role of the Committee

2.1 To maintain and update as necessary the European Training Programme in Paediatric Haematology and Oncology.

2.2 To publicise the programme and provide advice and assistance to promote its implementation throughout Europe; this may include approving existing programmes if they are compatible with the European standard.

2.3 Following the guidelines provided by the UEMS, CESP and EBP, and in consultation with the Boards of SIOPE and ESPHI and members of the European Paediatric Haematology and Oncology National Societies, to set up mechanisms for identifying centres and accrediting them for training. These should include the visitation of centres to ensure that the training being provided meets agreed standards; it may be appropriate to accept existing visitation mechanisms where they are compatible with the European standards.

2.4 To produce documents to be used for evaluating and visiting centres.

2.5 To advise on the provision of appropriate courses for trainees.

2.6 To advise on appropriate methods and documents for the assessment of the progress of trainees during their training and to consider whether they should sit an 'exit' examination and how this could be conducted.

2.7 To consider other matters relating to training in paediatric haematology and oncology as requested by UEMS, CESP, EBP, SIOPE and ESPHI.

2.8 To provide advice, if requested, on training matters to European countries currently outside the EC, EEA and Switzerland.

2.9 To consider and advise on the data management of training activities.

2.10 To provide advice on CME/CPD for European paediatric haematologists and oncologists, including mechanisms for approving CME activities and evaluating the quality.

2.11 To provide advice on other matters relating to CME/CPD as requested by UEMS, CESP, EBP, SIOPE and ESPHI.

2.12 To consider and advise on the data management of CME/CPD activities.

3. Constitution of the Committee

3.1 The Committee should be of a functional size, not normally exceeding 9 members, including the Chairman, Chairman-elect and Past-Chairman.

3.2 The members should be drawn from both SIOPE and ESPHI, in approximately equal numbers from each Society, although some individuals will be members of both Societies.

3.3. Members should be recognised in their own countries for their interest and experience in the education of trainees in Paediatric Haematology and Oncology.

3.4 Members will be expected to consider the educational needs and problems in all European countries (not only their own) and how they may best be addressed.

3.5 Ordinary Members will be residents of the EC or EEA countries (except Luxembourg and Liechtenstein, where there are no Paediatric Haematology/Oncology centres) or of Switzerland. Other individuals may be invited to attend meetings for specific purposes.

3.6 The Chairman will normally be selected from among the existing or previous Committee members by the Committee, in consultation with the Boards of SIOPE and ESPHI. He/she will serve as Chairman-Elect for one year before becoming Chairman. The Chairman will be a co-opted member of the Boards of SIOPE and ESPHI and also serve on the Education and Training Committee of FECS, and sit on the European Board of Paediatrics. He/she would also serve for one year as Past-Chairman on completion of the Chairmanship. By mutual agreement either the Chairman-Elect or Past-Chairman may deputise for the Chairman as and when required.

3.7 The normal term of office for Ordinary Committee Members will be three years renewable for a second term of three years if agreed by the Boards of SIOPE and ESPHI. The normal term of office for the Chairman will be five years, including one as Chairman-Elect and one as Past-Chairman. To ensure continuity, only one or two members of the Committee will normally retire each year.

3.8 One of the members of the Committee will be designated the lead adviser on CME/CPD and other members may be given specific roles, as needed.

3.9 The process to elect members of the Committee will consist of canvassing nominations from members of SIOPE and ESPHI and from the Haematology and Oncology Societies of the EC and EEA countries and Switzerland. Candidates will be individuals who are recognised in their own countries to have an interest and experience in the education of trainees in Paediatric Haematology and Oncology. The decision regarding which of the candidates will be appointed to the Committee will be made through consultation between the Boards of SIOPE and ESPHI. They will take into account the need to have a balance of haematology and oncology expertise. Also, when a vacancy arises consideration should be given to replacing him/her with a suitable candidate from a country not currently represented on the Committee.

4. Funding of the work of the Committee. This will be shared by SIOPE and ESPHI, to which any monies available from other sources may be added.

5. Modus Operandi of the Committee

5.1 The Committee will meet at least twice a year.

5.2 The Committee is responsible to and reports to the Boards of SIOPE and ESPHI.

5.3 Minutes will be taken at all meetings and copies sent to the Members and the Presidents of SIOPE and ESPHI.

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