

## Education Committee

|                       |   |                             |
|-----------------------|---|-----------------------------|
| <b>Role:</b>          | Education Committee Chair   | Education Committee Members |
| <b>Reporting to:</b>  | Executive Committee   | Education Committee Chair   |
| <b>Term:</b>          | Single term of three years  |                             |
| <b>From:</b>          | 1 November  |                             |
| <b>To:</b>            | 31 October  |                             |
| <b>Staff support:</b> | Director of Education and Research, Manager of Education and Research |                             |

| EduCom CHAIR   | EduCom ALL  |
|--|---|
| <b>Responsibilities</b>  |   |
| <ul style="list-style-type: none"> <li>• Lead the Education Committee</li> <li>• Develop goals and objectives for the education activities</li> <li>• Develop and implement strategies to achieve the set goals and objectives</li> <li>• Ensure succession planning</li> <li>• Define task distribution among committee members</li> </ul>  | <ul style="list-style-type: none"> <li>• Implement EUROSPINE guidelines and policies</li> <li>• Ensure usage of EUROSPINE brand is correctly managed at all times</li> <li>• Ensure appropriate and timely communication with the EUROSPINE staff</li> </ul>  |
| <b>Requirements</b>  |   |
| <ul style="list-style-type: none"> <li>• Have a commitment to EUROSPINE'S mission, vision and goals (strategic plan)</li> <li>• Have a strong interest in working on the advancement of the Society</li> <li>• Understand the needs of our institutional and associate members and stakeholders</li> <li>• Represent the membership at large, not a particular interest group</li> <li>• Understand the need to base decisions on what is good for the Society</li> <li>• Willing and committed to devote the necessary time to EUROSPINE</li> <li>• Highly motivated</li> <li>• Fluent English</li> </ul> |   |
| <b>Eligibility</b>   |   |
| <ul style="list-style-type: none"> <li>• Former member of the EduCom</li> </ul>  | <ul style="list-style-type: none"> <li>• Have a past experience and strong interest in education</li> <li>• Candidates can apply by themselves or be proposed by another member</li> <li>• Committee and chair have priority right in choosing new members or successor</li> <li>• Candidates can be nominated but need to hand in full requested documentation</li> <li>• Conflict of interests must be mentioned together with the application documentation</li> </ul> |
| <b>Duties</b>  |   |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Prepare and chair EduCom meetings (1-2 meetings per year)</li> <li>• Oversee and approve all course programmes.</li> <li>• In collaboration with the EUROSPINE staff, ensure governance of allocated budget.</li> <li>• Lead the development, in collaboration with all EduCom members and EUROSPINE staff, of all necessary assessments, tools and questionnaires to ensure EUROSPINE is at the forefront in this area.</li> <li>• Lead the development and use, in collaboration with all EduCom members and EUROSPINE staff, of all necessary educational material, including presentations, eLearning material, guidelines, internal procedures needed to keep EUROSPINE education activities in line with the latest international guidelines, best practices and new technologies.</li> <li>• Lead the development, in collaboration with the Education Committee members, of all other education activities (Observership grants, diploma equivalence, etc.).</li> <li>• Represent and promote the EUROSPINE education activities to stakeholders and the general public.</li> </ul> | <ul style="list-style-type: none"> <li>• Support the committee in strategic tasks to achieve set goals.</li> <li>• Represent and promote the EUROSPINE activities to stakeholders and the general public.</li> <li>• Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable timeframe (48 hours during business days).</li> <li>• Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly.</li> <li>• Attend meetings, educational events and conference calls, as occasion demands.</li> </ul> |
| <h3>Meetings</h3>  |   |
| <ul style="list-style-type: none"> <li>• 3 meetings per year (face-to-face) with the EUROSPINE Executive Committee to present current projects and discuss the strategic development of the Society in general.</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 to 2 meetings per year (face-to-face) with the committee attached to an educational event.</li> <li>• Regular meetings (face-to-face or virtual) with the responsible EUROSPINE staff members.</li> <li>• Teleconferences for specific projects, as occasion demands.</li> </ul>   |
| <h3>Benefits</h3>  |   |
| <ul style="list-style-type: none"> <li>• Financials: Free registration to the Annual Meeting including invitation to the ExCom dinner and travel reimbursement</li> </ul>  | <ul style="list-style-type: none"> <li>• Financials: Free registration to the Annual Meeting including travel reimbursement, if an official committee meeting is organized during the Annual Meeting</li> </ul>   |

## APPENDIX

### Educational Activities

The Education Committee is responsible for the following activities:

1. Diplomas
  - a. [EUROSPINE Diploma](#)
  - b. [EUROSPINE Advanced Diploma](#)
  - c. [EUROSPINE Diploma in Interprofessional Spine Care \(EDISC\)](#)
2. Courses
  - a. Basic Diploma Courses
  - b. Advanced Diploma Courses
  - c. EDISC Courses together with the EDISC Task Force

The courses are delivered during the [EduWeek](#) (end June-early July) and the [Hybrid EduWeek](#) (November):

- The EduWeek is a traditional face-to-face meeting, including lectures, case discussions, role-play and hands-on workshops.
  - The Hybrid EduWeek is a blended learning approach. The knowledge is delivered as eLearning prior to the face-to-face component (case discussions, hands-on workshops).
3. Diploma Equivalence
    - a. [Basic Diploma](#): Equivalence exist with France, Germany, Greece, Spain, Portugal, Turkey and EANS (as of 2018). Surgeons having taken all or part of their modules with one or several Society with whom EUROSPINE has an equivalence can apply to receive the EUROSPINE Diploma.
    - b. [Advanced Diploma](#): Equivalence exist with EANS (as of 2017) and Turkey. Surgeons having obtained their EUROSPINE diploma (with EUROSPINE or through the Equivalence), having completed both advanced modules with EUROSPINE, EANS or the Turkish Society and having completed a 6-months fellowship duly validated by EUROSPINE can apply to receive the EUROSPINE Advanced Diploma.
  4. [Observership Grants](#)

For a 14-days, member-to-member observership. €1500 per grant. 4 application deadlines per year: 1 January, 1 April, 1 June, 1 September.

## Review processes

Review of new applications for fellowship validation in order to obtain the Advanced Diploma:

Guidelines and criteria for the fellowship validation process can be found [here](#).

- Application done online on EUROSPINE Website, and must include the following documents:
  - Either a certificate stating that at least 6 months of fellowship was performed in a EUROSPINE Endorsed Host Training Centre
  - Or in the case that the fellowship was done in a European non-endorsed centre or a non-European, non-endorsed centre, the applicant will need to provide the following:
    - a. A fellowship report describing how the fellowship was relevant to their training with supporting documentation.
    - b. A letter from the head of unit certifying that the training centre meets the centres qualification requirement described in the fellowship validation guidelines.
- No specific deadlines for application, candidates can apply when they wish.
- Applications are sent for review by email including the requested attachments.
- 2 reviews needed per application.
- Estimated time to review an application: 15 minutes.
- Review by the assigned EduCom members within 10 days and decision to validate or not sent to EUROSPINE office.
- Office advises candidate of final decision. No appeal procedure.

Review of new applications for Observership grants:

Guidelines and criteria for the Observership grant process can be found [here](#).

- Application done online on EUROSPINE Website, and must include the following documents:
  - a. an up-to-date CV in English
  - b. a publication list
  - c. a letter of intent/motivation letter indicating the type of Observership, what the applicant intends to learn from the Observership and why the Observership is relevant for their training.
  - d. a letter from the applicant's hospital head of department that if the Observership is accepted, the applicant will be given the permission to attend (paid or unpaid).
  - e. a letter from the Host specifying that they will welcome the Observership grant recipient, agree on the dates and duration of the Observership, agree on the set objectives and that they will ensure they are available during the whole duration of the Observership.
- 4 deadlines for application per year: 1 January, 1 April, 1 June and 1 September.
- Applications are sent for review by email including the requested attachments.
- 2 reviews needed per application.
- Estimated time to review an application: 15 minutes.

- Review by the assigned EduCom members within 15 days and decision to validate or not sent to EUROSPINE office.
- Office advises candidate of final decision. No appeal procedure.