

## **Advanced Educational Program - Guideline for steering committees**

To be revised 2024

### **§ 1 Purpose and aims**

The articles of the Scandinavian Society of Anaesthesiology and Intensive Care Medicine (SSAI) state that SSAI promotes continuing medical education and training. SSAI provides the prerequisites for organisation of postgraduate courses and educational training programs in order to improve the qualifications of Nordic anaesthesiologists. The Educational committee of SSAI has established several advanced educational programs (AEP) to promote the training of Nordic Anaesthesiologists.

Each AEP has a steering committee which is responsible for organising the educational program. The programs aim to help participants achieve up-to-date, deep and comprehensive knowledge and skills in a specified area of the speciality. The programs also aim to provide tools facilitating further learning, leadership, international collaboration and education of colleagues, students and staff.

### **§ 2 Composition of the steering committee**

Members of the steering committees have to be members of the SSAI. Members of the steering committees will be appointed by the steering committees. All Nordic countries should be represented in the steering committee.

Expected qualifications for members of the steering committees are:

- Dedication to work for the AEP
- Clinical knowledge and skills, including formal training in the respective area
- Relevant research knowledge
- Educational competencies and ability to create a learning environment

The steering committee appoints a chair, vice chair and treasurer to represent the committee to the SSAI board and Educational committee. The composition of the steering committee and contact information to the chair shall be visible at the SSAI website.

All committee members are to adhere to the SSAI ethical code of conduct.

### § 3 Responsibility of the steering committees

- Establish and maintain an up-to-date Curriculum of the program.
- Selection of participants based on defined selection criteria and scoring of merits as described below.
- Organise the courses within the program according to principles for adult learning including learning objectives and assessment of learning.
- Present a budget and economic report to Educational Committee based on the guidelines described below.

### § 4 Relation to the SSAI board and Educational Committee

Each program will be given the opportunity to present the program at the biannual SSAI congress. After each program, all participants will be encouraged to fill out a web survey distributed by the Educational Committee. Survey results will be presented in detail to the respective steering committee and in aggregated format to the SSAI board. Any issues that the steering committees find challenging can be discussed with the Educational committee or the SSAI board.

### § 5 Economy

The steering committees will present their budget and economic report to the SSAI Educational committee and SSAI treasurer and must endorse and follow the SSAI guidelines for Reimbursement of expenses. Each program should be financially self-sufficient. Budget deviations from the guideline will be discussed with EdCom in advance.

SSAI will provide assistance with secretarial tasks and with billing and update budget information to the steering committees.

Compensation to lecturers, facilitators and course providers can be paid according to the guidelines as listed below. Each course budget should include reimbursement of expenses for one steering committee member from each of the Nordic countries.

Fees for accommodation will adhere to national guidelines. The course fee can include accommodation. In case accommodation is not included in the course fee an estimated sum will be stated when the program is announced. The course fee without accommodation can not exceed **2.200 DKK** (excl VAT) per day per course participant without approval from EdCom. This should include all meeting costs including lunch and at least one social dinner event per course.

The course fee does not include travel expenses to the course and back home. Local travel fees can be included.

Maximum levels of compensation to lecturers, tutors and steering committee members:

- Program chair/director compensation **10.000 DKK** / 2 years
- Local course organizer, host (Chair / Ass.) compensation **5.000 DKK**/Course
- Invited speaker/facilitator compensation **1450 DKK/h**
- Steering committees can budget up to **10.000 DKK** per course to compensate steering committee members for tutoring, lecturing, ongoing feedback etc.

In case any Advanced Educational Program will be discontinued, any surplus will be returned to the SSAI

## § 6 Selection of AEP participants

To achieve a consistent and transparent selection of participants, all AEPs must adhere to the following process of selection of participants.

- The steering committees must aim for equality regarding nationality, gender and type of hospital. Each country should have reserved seats within the AEPs. The number of seats should be in proportion to the population of the country. Consequently, Sweden should have the largest number of seats and Denmark, Finland and Norway should all have approximately the same number of seats. Seats should be reserved for Iceland. If “reserved seats” are unfilled, they will be granted to the most qualified applicants regardless of the nationality.
- Applicants should be members of the SSAI and specialists in anaesthesiology and intensive care medicine with at least two years of working experience after finishing their specialist training program. Exceptions may be allowed based on the decision of the Educational committee.
- Members of the steering committee are not eligible to participate in the course they are organizing under any circumstances.
- Each steering committee must establish selection criteria in written form at the time of opening the application process to the AEP.
- The selection criteria should include the following competencies;
  - Documented work experience in the field
  - Documented research activity in the field
  - Proposed research/implementation/review project (in case research project is a part of the AEP course and stated in the invitation to the course)
  - Motivation letter and other sections of the application
  - Interview (if applicable)
  - Documented funding and guaranteed training position for clinical training (if compulsory part of the training program)
  - Additional criteria can be added at the discretion of each steering committee.

- The selection of AEP participants must be based on the participant's scores obtained for each of the predefined selection criteria using the 4-level scale as shown below.

Description of the merits	Score
Substandard	0
Fair	1
Good	2
Excellent	3

- The individual scores must be available as a written document and presented to the Educational committee upon request.