

## Contract for the SSAI-coordinated Training Programme in Advanced Emergency Medicine

### Parties involved:

1. Trainee: \_\_\_\_\_
  2. SSAI representative: Chairman of the programme Dr. Susanne Wammen, dept. of Anaesthesiology and Intensive Care Medicine, Glostrup University Hospital, DK – 2600 Glostrup, Denmark.
  3. Chairman of the host clinic:
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### General circumstances

Scandinavian Society of Anaesthesiology and Intensive Care Medicine, SSAI, coordinates an Inter-Nordic training programme in Advanced Emergency Medicine for Scandinavian specialists in Anaesthesiology.

The programme is also open for full specialists outside anaesthesiology. For these candidates at least one year of general anaesthesia practice is mandatory *before they start the programme*. All participants of the SSAI-coordinated training programme have to be members of the SSAI.

The training programme lasts 2 year and consists of:

- Clinical training including working in an emergency setting both in- and prehospital.
- a four week exchange programme, preferably in another country
- Four SSAI courses in various Nordic countries
- The course language is English

During the training period the trainee is designated a host clinic. The host clinic(s) will employ the trainee in an appropriate position for the duration of the training programme. The host clinic(s) will appoint a tutor for the trainee. It is the responsibility of procedural skills as recommended in the training objectives. The duration of the exchange period and the salary may be negotiated by the host clinic(s) representative(s) and the trainee, thus allowing flexibility regarding costs containment and available resources. However the exchange period should be no less than 1 month or alternatively 2 periods of auscultation at a clinic in another country of no less than 14 days.

At the end of the 2 year training period the candidate submits a report to the SSAI Advanced Emergency Training Programme chairman evaluating the practical and theoretical training objectives of the SSAI coordinated training programme. Deviations from the standard SSAI contract must be approved by the local representative of the SSAI Steering Committee for the Inter-Nordic training programme in Advanced Emergency Medicine.

### Responsibilities of the host clinic(s), SSAI and the trainee

1. Responsibilities of the host clinic(s).
  - The host clinic(s) will organize for the trainee a training programme that will cover all fields of advanced emergency medicine.
  - The training programme will start simultaneously (between May 1, 2008 and no later than September 1, 2008) in all Nordic countries.

- The host clinic(s) will employ the trainee in an appropriate position during the 2 years of the training programme.
- The host clinic(s) will appoint a tutor for the trainee.
- All expenses for the SSAI-coordinated training programme in Advanced Emergency Medicine (including travelling, accommodation and a fee for each course) have to be covered by the host clinic(s).
- The host clinic(s) will cooperate with SSAI in organizing an exchange programme to a clinic in another country. The exchange programme may be organized as:
  - A direct exchange between 2 clinics in different countries.
  - A visit to a foreign clinic funded by the host clinic(s) or by research funds.
  - A position (locum) at the receiving clinic.
- During the exchange period the host clinic(s) will help SSAI in solving local problems such as accommodation and temporary certification for the trainee.

## 2. Responsibilities of SSAI

- SSAI will during the 2-year training period organize 4 mandatory seminars, each 4 days of duration, for all participating trainees in the Nordic countries. The common language will be English.
- Sponsoring may be used in the programme for e.g., support of expenses of the speakers, for evening dinners and some education materials. However, the sponsor will not have any influence of the topics, the selection of speakers participating in the courses, and will not be allowed to give any information about their products or other activities at the courses or in connection with the courses.
- SSAI will facilitate, together with the participating host clinics, an exchange programme that allows the trainees a temporary stay in a clinic in another country.
- SSAI will set up a Steering Committee with at least one member from each Nordic country. This committee will coordinate the training programme and help in solving practical problems that may arise such as contact and communication between clinics, salary and certification.

## 3. Responsibilities of the trainee:

- During the 2 years of training the trainee will actively participate and assist the host clinic(s) in performing clinical duties including acquisition of advanced theoretical knowledge and training in cognitive, attitudinal, practical and procedural skills as recommended in the training objectives
- The trainee should send the organizers of the courses confirmation that the course fee has been paid (bank transfer account no or another kind of confirmation) at latest 30 days before the start of each course. If payment is not done in proper time, the trainee might not be welcomed to attend the course.
- Email will be used and the trainee will need to update email address to course secretary.

## **Diploma and certification**

The trainees will previous to the course have to pass an internet based MCQ which serve as a help to identify learning needs. MCQ will also be used as tools of assessment during the entire programme. The simulated scenarios will be assessed by Objective Structured Clinical Examination (OSCE). A personal logbook and portfolio will serve as documentation for the achievement of clinical experience and performed procedures. The trainee must at the end of the course present a report

based on one major project. The trainee must submit a report to the steering committee evaluating the entire programme. The trainee will receive a fellowship diploma when the report is accepted.

### **Expenses for the programme**

The total course fee will be approximately 7500 Euro not including travel expenses and accommodations. These costs have to be covered by the host clinic. Other arrangement concerning finances has to be approved by the steering group. In addition, the sending hospital department has to cover the salary for the participant and his/her replacement.

### **Signature:**

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Date Name of the Trainee

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Date Susanne Wammen, chairman of the training programme

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Date Chairman of the host clinic 1

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Date Chairman of the host clinic 2

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Date Chairman of the host clinic 3