



**European Association of
Cardiothoracic Anaesthesiology
and Intensive Care**

Tasks Required by the Hosting Centres for the EACTAIC PCA Fellowship

1. An official agreement/contract to be signed by the fellow and hosting centre before being hired.
2. The source of financial support be specified for the fellows (e.g. payment of a monthly salary, self-sponsoring, educational grant, scholarship, fellow's home centre/country, other).
3. At the start of each fellowship the EACTAIC Executive Office needs to be informed. The CV and contact details of fellow, start date and duration should be provided.
4. An evaluation is undertaken every four months.
5. An anonymised logbook or portfolio needs to be kept by the fellow and signed accordingly by the director, including attendance at educational sessions, presentations given, research performed.
6. An annual update provided for the EACTAIC Educational Chair including the number, details and evaluations of the present and immediate past fellows or the year by completing the pre-prepared spreadsheet. This evaluated feedback will help EACTAIC in future planning.
7. The certificate of completion of the Paediatric Cardiothoracic Anaesthesia (PCA) fellowship will be counter-signed by the host-site's Programme Director or Chief of Anaesthesia Department and EACTAIC's President as well.
8. EACTAIC requires the program description with contact details of the programme director and faculty members.
9. EACTAIC needs to be informed if there is (a) a new nominated programme director or faculty or (b) if the fellowship training is not completed by any trainee for any reason.
10. If unforeseen issues arise (e.g., fellow-tutor conflicts), this should be reported immediately to the EACTAIC Education Chair. Then, the Board of Directors (BoD) has the right to appoint an independent EACTAIC officer as a "mentor" to assist/moderate/help with this as well as provide protection of both parties.
11. EACTAIC encourages the faculty members to share some of their educational PowerPoint slides, videos, recorded hands-on training, booklets, etc. for the fellows in English language (to be uploaded on the fellow's educational platforms webpage, which will be free of charge).