



European Association of  
Cardiothoracic Anaesthesiology  
and Intensive Care

**Supplement F: Staged approach policy in escalating issues**

A staged approach policy in escalating issues with non-compliant host centers for EACTAIC PCA Fellowship Programs

1. All centers participating in the EACTAIC PCA Fellowship Program are treated equally and are subject to the same reporting criteria. Where centers do not provide regular reports or become unresponsive, the process described below will be followed by the Chair of the Education Committee or his/her delegate.
2. If hosting centers do not respond or supply regular reports, the local leaders will be emailed with a reminder that this is a requirement of hosting the EACTAIC PCA Fellowship and asked for a response within 15 working days. Where possible, it would be helpful to follow this email up with a phone call.
3. If there is no response within 15 working days, a further email will be sent to both the local program lead and the Head of Department indicating that EACTAIC is concerned about the lack of contact and that regular reporting to EACTAIC is a formal requirement for hosting an EACTAIC PCA Fellowship program. Further, EACTAIC is keen to support all centers and requests an online meeting with the Program Lead and Head of Department to discuss any local problems with the PCA Fellowship program. It will be requested that this meeting takes place within 28 days of the email.
4. If the center engages and local problems are identified, these can be addressed on a case-by-case basis. If there is no response, the Chair of the Education Committee (or delegate) will send an email and a follow-up letter by post to the Program Director with a copy to the Head of Department. This will state that EACTAIC is keen to retain the connection and PCA Fellowship Program at the center, but that engagement with the EACTAIC Education Committee is essential to sustain this. It will be stated that EACTAIC will have to consider withdrawing approval for the PCA Fellowship program unless the center's Fellowship Program Lead meets with EACTAIC representatives online as soon as possible. Further, it will be indicated that EACTAIC will be contacting local EACTAIC Fellows directly for their feedback.
5. If there is still no response after one month, EACTAIC will send an official email and letter indicating that the Fellowship Program's approval at the center will be withdrawn at the end of the tenure of the current Fellows.

*Approved on June 16, 2021*

**EACTAIC Executive Office c/o AIM Italy Srl**

Via Flaminia 1068, 00189 Rome (Italy) - Phone: +39 06 33053.319 - [eactaic@aimgroup.eu](mailto:eactaic@aimgroup.eu)