



*The Intensive Connection*



# FELLOWSHIP HANDBOOK

Version 1.0

Created by B. Lobo-Valbuena & G. Karlis & S. Schaller	Date 01.09.2019	Changed by	Date
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## 1. INTRODUCTION

ESICM NEXT Fellowships are 5-day programmes dedicated to ESICM NEXT members, covering several aspects of the selected fellowship topic, exposing fellows to both clinical and teaching activities.

These intensive courses aim to:

- Broaden the knowledge of the chosen fellowship topic
- Enhance clinical skills
- Encourage discussion among fellows through interactive clinical cases and clinical activity at the bedside
- Encourage the creation of a community of scientific collaboration
- Increase the understanding of different intensive care and health care systems
- Provide opportunities for networking and mobility

## 2. GENERAL INFORMATION

### 2.1. Fellowship candidates

ESICM NEXT members are eligible to apply (consult updated SOP for specific NEXT membership criteria). Candidates must work/train in Europe (EEA) at the time of application. The number of available places and centres depends on the available funding for the fellowships. Details are available on the homepage and will be distributed via e-mail and social media.

### 2.2. Application process

Application will open with the necessary time to submit, via ESICM website, the following information:

- Copy of ID (national ID card within EU / passport)
- Presentation letter – letter of motivation (300 words)
- Curriculum Vitae, including:
  - ESICM membership number
  - Training status, focusing on clinical experience in intensive care medicine
  - EDIC exam status: not passed, EDIC I or EDIC I + II completed
  - Research and publications performed in the last five years
  - Teaching experience
- Optional: Recommendation letter signed by an intensive care medicine specialist physician

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Please note that only complete applications via the online system will be considered for review.

After the submission deadline, an Evaluation Committee selected by the NEXT committee members will anonymously review and score eligible applications, following the specified scoresheet:

<p><b>Presentation letter</b></p>	<ul style="list-style-type: none"> <li>• 1 point: Better understanding of fellowship topic</li> <li>• 2 points: Broadening of experience in fellowship topic</li> <li>• 3 points: Clinical/scientific/educational focus on fellowship topic</li> </ul>
<p><b>Recommendation letter</b></p>	<ul style="list-style-type: none"> <li>• 0: points No recommendation letter</li> <li>• 1 point: Standard recommendation letter</li> <li>• 2 points: Enthusiastic recommendation letter</li> </ul>
<p><b>EDIC exam</b></p>	<ul style="list-style-type: none"> <li>• 0 points: No EDIC qualification</li> <li>• 1 point: EDIC I completed</li> <li>• 2 points: EDIC II completed</li> </ul>
<p><b>Research / publications</b></p>	<ul style="list-style-type: none"> <li>• 0 points: No research/publications</li> <li>• 1 point: Case reports/abstracts/letters</li> <li>• 2 points: Peer-reviewed publication(s) – co-authorship</li> <li>• 3 points: Peer-reviewed publication(s) – first, second or last author OR peer-reviewed publication(s) in fellowship topic – co-authorship</li> <li>• 4 points: Peer-reviewed publication(s) in fellowship topic – first, second or last author</li> </ul>
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>• 0 points: No ICM clinical experience</li> <li>• 1 point: &lt; 12 months ICM clinical experience</li> <li>• 2 points: 12 – 24 months ICM clinical experience</li> <li>• 3 points: &gt; 24 months ICM clinical experience</li> <li>• 4 points: Completed ICM training</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• 0 points: No teaching experience</li> <li>• 1 point: On-the-job ICU teaching</li> <li>• 2 points: ICU course instructor</li> <li>• 3 points: ICU course organiser</li> <li>• 4 points: University affiliation/academic faculty/ICU course organiser – specific fellowship topic</li> </ul>

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### 2.3. Programme structure

Selected centres across Europe will typically host 5-7 fellows for one week (Monday to Friday) for deep clinical and scientific immersion.

The designed schedule will cover several aspects of the specific fellowship topic, exposing the selected fellows to both clinical and teaching activities in form like ICU rounds, grand rounds, seminars and sometimes lectures.

Fellows' activities on site will cover the following aspects:

- Lectures on specific topics. A list of pre-specified topics will be provided to each centre, allowing some flexibility depending on the specific characteristics of each centre. Lectures (of approximately 45 minutes) will cover up to a maximum of 25% of the fellowship time.
- Seminars on specific topics: Similar to lectures, however, with interaction and discussion by the fellows. Not more than 25% of the fellowship can be delivered as seminars.
- Clinical activities: bedside teaching, attendance at ICU ward rounds, interaction with laboratory/microbiology/pathology/pharmacology teams.
- Special activities within the ICU: clinical *brainstorming* sessions, grand rounds, experimental procedures (if performed by the ICU team), specific programmes (e.g. outreach teams)...
- References (papers + podcasts of relevant lectures) on all topics should be provided to the attendees in an electronic format by the centres

Once the programme has been defined, the centres must send it to each of the fellows within the last month before the Fellowship.

### 2.4. Contact people

Each centre must provide a local contact person as general reference for the ESICM office.

At local level, each centre should identify a scientific officer (local Consultant in ICM) responsible of the scientific programme and mentoring of the fellows during the 5 days.

These tasks can be covered by the same person.

An administrative contact is advised in order to resolve accommodation and insurance specific issues.

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## 2.5. Timeframe

Each centre must provide ESICM at least three available weeks between the pre-specified dates. ESICM will review the proposals from each centre and communicate to all the host centres the single timeframe chosen for each.

## 2.6. Insurance

Centres must provide ESICM with information on the documents necessary to obtain insurance cover for observers (fellows) as per local policies where those are mandatory to visit hospital sites.

## 2.7. Logistics

Centres must provide ESICM information regarding possible accommodation for fellows. Preferably the suggested accommodation should be in walking distance of the hospital and/or have easy access to public transportation (e.g. underground).

Travels will be organized by the fellows themselves.

## 2.8. Expenses

Typically, fellows will be provided with a travel grant from ESICM which can be used for travel, accommodation, expenses for food etc. Details of the amount available will be in the fellowship call.

The centres are not allowed to charge any tuition or fee for the fellowship.

## 2.9. Feedback

At the end of the fellowship, fellows and the scientific officer within the centres will be asked to complete a web-based survey to provide ESICM and ESICM NEXT with feedback about the experience. Constructive criticism is welcome. A certificate of attendance will be send by e-mail to each of the fellows.

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### 3. HIGHLIGHTS FOR CENTRES

Fellowships should have at least 50% non-lecture-based sessions, focusing on clinical experience and discussion formats. Therefore, the program and information for the fellows shall be provided in advance, so that adequate preparation of the fellows is possible. We encourage to include relevant material (articles, book chapters, etc.) to be reviewed beforehand. The language of the fellowship program shall be in English.

Selection of the topics to be dealt with during the week are chosen from the topic list provided by ESICM. However, we understand that spontaneous changes may happen if a special case is admitted that would either be interesting for the fellowship or might require the planned ICU professional.

Fellows' contact person must understand the importance of making the stay a positive experience (many past fellows describe that the programme had a positive impact in their career). We expect an open and respectful environment and encourage social activities during the week.

Centers have to respect the same Code of Conduct as ESICM officers. Noncompliance in that professional behaviour might result in suspension of the program or exclude the centre in the future.

Any requests or questions can be directed to [next@esicm.org](mailto:next@esicm.org).

Each centre must complete the following checklist:

Task	Information provided
Contact person for ESICM (name, address, email, phone number)	
Administrative contact for insurance and accommodation (name, address, email, phone number)	
Contact person for the fellows - scientific mentor for the week of the programme (name, address, email, phone number)	
Attach programme with lecturers' names	

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Accommodation recommendation (name, address, email, phone number, individual bedroom nightly rates) and booking information (e.g. if you can provide a discount code)	
Available timeframe (1 week) (min. 3 slots between Fellowship dates)	1. 2. 3.
Insurance instruction for fellows (insurance needed, documents requested)	

#### 4. HIGHLIGHTS FOR CANDIDATES

As a candidate, we understand participation is a unique and special experience. The centres expect motivated individuals with active participation. Consequently, preparation beforehand might be necessary. With the preliminary programme, there might be scientific material sent out that the scientific mentor considers worth reading before attending.

Please participate, respect each other and, above all, come with the best possible attitude. We expect professional behaviour, i.e. fellows to adhere to the Code of Conduct of ESICM officers. Noncompliance might lead to suspension of the program, revocation of the grant or exclusion for future NEXT programs.

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