



# European Society of Intensive Care Medicine

## ESICM Job Descriptions for ESICM Officers

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| Title                               | Version  |              |
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|          | <i>Function</i> | <i>Name</i> | <i>Date</i> | <i>Signature</i> |
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## **Description**

This document contains the job descriptions for ESICM officers to be elected.

## **Used Abbreviations**

|           |   |
|-----------|---|
| CoBaTrICE | Competency-based training in Intensive Care in Europe         |
| CPD       | Continuous professional development                           |
| CC        | Congress Committee  |
| EBICM     | European Board of Intensive Care Medicine                     |
| EC        | Executive Committee   |
| EDEC      | European Diploma in Intensive Care EchoCardiography           |
| EDIC      | European Diploma in Intensive Care                            |
| ESICM     | European Society of Intensive Care Medicine                   |
| ETC       | Education and Training Committee                              |
| GA        | General Assembly  |
| ICM       | Intensive Care Medicine                                       |
| IOI       | Internal Operating Instructions                               |
| ME        | Mandatory Elect   |
| MJCICM    | Multidisciplinary Joint Committee for Intensive Care Medicine |
| N&AHP     | Nurses and Allied Healthcare Professionals                    |
| SOP       | Standard Operating Procedure                                  |
| UEMS      | European Union of Medical Specialists                         |

## **Further applicable Documents**

- Statutes of the ESICM
- General SOPs of the ESICM

## **Responsibility**

*For the content:* The Secretary of the ESICM.

*For the implementation:* The President of the ESICM on behalf of the Executive Committee

# (Inter)National Representatives

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## Prerequisites for Candidates

### *Profile*

Candidates for National Representatives must be ESICM Ordinary or Honorary members, working in the country they want to represent.

Candidates for International Representatives must be ESICM International or Honorary Members, working in the country or the region they want to represent.

### *They are expected to*

- Be willing to represent the respective countries or regions during the term.
- Be responsible for mutual contacts between the Society, the regional intensive care society, national training organisations and relevant health authorities
- Promote the Society in the country and recruit members
- Be present in the two annual Council meetings
- Communicate with the Brussels office as appropriate.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. The Executive Committee will select candidates based on the pre-established profile according to the information in the application form and compliance with the person specification. Interview attendance may be deemed necessary by the Executive Committee. Candidates deemed by the Executive Committee to meet the required profile are presented to the members of the respective country or region for election.

### *Election and term of office:*

See Part B of the SOPs, Addendum to Article 8 of the ESICM statutes: Council

## Job description

### *Background information*

The Council members are

- The national representatives of the members of the European countries
- The representatives of the members of countries outside Europe (called “international members”)
- The Chairpersons of each scientific section of the Society
- The Chairpersons of each Education Committee
- The members of the Executive Committee

The representatives of the members of the Association in individual countries are elected by the Ordinary and Honorary members of these countries. The numbers of representatives who can be elected are:

- One national representative per European country with more than 25 ESICM Ordinary and Honorary members.
- One common representative for all European countries with less than 25 ESICM Ordinary and Honorary members.
- International members may elect one representative for each of the following five defined regions if they have 100 or more members (in alphabetic order):
  - Africa
  - Asia-Pacific
  - Central and South America
  - Middle-East
  - North America
- One national representative per non-European country with more than 500 International and Honorary members. The country will not be part of a region as long as its membership is above 500.

National and international representatives are elected for a single two-year term of office.

The definitions for the five regions are given in Appendix A of the General SOPs.

### *Responsibilities*

The duties of a Council member include

- To be responsible for mutual contact between the Society and the country members, the local intensive care society and the health authorities
- To promote the Society in the country and to recruit members
- To attend the Council meetings twice a year. One is held in March in Brussels and one in the Fall during the Annual Congress of the Society
- To vote on resolutions from the Executive Committee
- To present proposals to the Executive Committee
- To actively participate in the ESICM's various activities and committees
- To help in the organisation of EDIC
- To ratify the Executive Committee changes in the SOPs.