

European Society of Intensive Care Medicine

ESICM Job Descriptions for ESICM Officers

Title	Version	
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	<i>Function</i>	<i>Name</i>	<i>Date</i>	<i>Signature</i>
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Reviewed	EC Members			

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

Prerequisites for candidates for official ESICM positions

1. Candidates can only apply for one position in the Society. It is not possible to hold two simultaneous positions within the Society.
2. Any elected member may stand as a candidate for a new position in the same year as his or her current term of office ends, i.e. he or she may apply before the General Assembly, only in the last year of his or her mandate.
3. Resignation for any reason before the completion of a mandate does not permit the person to apply for a new position before the theoretical end of the mandate.
If successfully elected for a new position, it is assumed that candidates should stand down from their previous positions at the General Assembly.
4. Candidates for elected or nominated positions must be ICU professionals who devote most of their clinical, research and educational time to intensive care medicine.
5. Candidates for elected or nominated positions are expected to read and accept both the prerequisites to stand and the job descriptions.
6. Candidates for elected or nominated positions should have filled in and signed the ESICM Conflict of Interest Form.
7. Candidates for both nomination and election must serve the interest of ESICM and therefore must respect a framework of principles and rules that govern their conduct regarding ethics and integrity. They are expected to sign the ESICM Code of Conduct AND the specific Code of Conduct for ESICM Elections when standing for an elected position.
8. To apply to an elected position, candidates cannot place themselves under any obligation or time constraint to any international organisation which might affect their ability to act impartially and objectively as ESICM Officers in the best interest of ESICM members, as long as the ESICM mandate or election period is running
9. Candidates for an elected position commit to devoting the necessary time to the organisation and smooth running of tasks within the Committee or Section they apply for.
10. All elected officers can hold positions once, except the ICM & ICMx Editors-in-chief
11. All nominated positions will be for two years, renewable once.
12. No one who has already held two different elected positions in the Executive Committee can stand for further election within 6 years from the end of their last mandate, except the Presidency
13. No one who has already held an elected position in the Executive Committee can apply for any elected position outside the Executive Committee.
14. The ballot shall be open only if there are two or more candidates for an elected office
15. The EC is responsible for monitoring the election process to guarantee diversity and inclusiveness among all candidates.
current applications. Examples of this, but not limited to, are situations in which there is only one candidate for several elected positions. If no eligible candidate stands, the Executive Committee will nominate a member from the (Sub-)Committee ad interim until a candidate comes up.

The Executive Committee shall review the application criteria and decide upon the eligibility of each candidate.

Chairperson of the EDIC Examinations Sub-Committee

Prerequisites for Candidates

Profile

- Candidates must be an ESICM Ordinary member or Honorary member
- Candidates must be working in Europe

They are expected to

- Be an EDIC diploma holder or possess an equivalent national exam.
- Be an established specialist in current practice Intensive Care Medicine with at least four years of experience after board examination and practising in Europe
- Have an established track record in post-graduate training in Intensive Care Medicine
- Have an established track record of creation, evaluation and validation of OSCE-type exams, such as a history of being an EDIC Committee Member
- To be or to have been an examiner for EDIC exams in the last 5 years
- Be able to allocate at least 20 to 25 working days during a year to prepare and attend meetings for the preparation, the key validation and the execution of EDIC Part I and II

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 Council section for election.

Election and term of office

- The Council shall decide by election, the winner being the candidate with the majority of votes. In the case of an equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Chairperson will serve for a single two-year term of office.
- Election details and term of office are explained in the General SOPs

Job description

Background information

The EDIC Examinations Sub-Committee is a permanent sub-committee of the Education and Training Committee, responsible for organising and delivering the EDIC Part I and II examinations.

Responsibilities

- The Chairperson is a member of the Council
- The Chairperson has to nominate, with the approval of the Executive Committee, the 10 members who will compose the EDIC Examinations Sub-Committee.
- The Chairperson is committed to maintaining and further developing the EDIC examinations which imply the creation of multiple-choice questions for EDIC Part I and clinical case and computer-based scenarios for EDIC Part II.
- The Chairperson and the Sub-Committee members must attend more than 70% of the Committee meetings. The meetings are organised regularly every six to eight weeks (10-12 days/year). Furthermore, the Sub-Committee members are expected to allocate enough time between the meetings to create and review multiple-choice questions for EDIC Part I, the clinical case scenarios and computer-based assessments for EDIC Part II. The time needed for these tasks is at least two to four working days a year, in addition to the time spent at meetings.
- The Committee members are expected to attend the EDIC Part I and II examinations as examiners, exam supervisors, or observers (5 days/year).

Reporting relationships:

The Chairperson of the EDIC Examinations Sub-Committee reports to the Education and Training Committee.