

# 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

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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 NEXT Committee

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## Prerequisites for Candidates

### *Profile*

- Candidates must be ESICM Ordinary members or Honorary members
- Candidates must be working in Europe

### *Eligible candidates must be*

- Members of the Society  $\leq 37$  years of age.

AND

- Present or past Elected Members of the NEXT Committee

### *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 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 NEXT Committee aims to reinforce the young physicians' participation within ESICM, foster better integration and develop their role in the different activities of ESICM.

### *Responsibilities*

The Chairperson of the NEXT Committee is a

- Member of the Council
- Non-voting Ex-officio member of the Executive Committee
- Member of the Congress Committee
- Member of the Diversity and Inclusiveness Monitoring Group
- Member of the European Board of ICM (EBICM)

### *Specific responsibilities include (non-exhaustive):*

- To coordinate the activities of the NEXT Committee
- To coordinate the participation of this Committee in the other ESICM Committees in which it must be represented, i.e. Education and Training Committee, Social Media and Digital Content Committee, Congress Committee, Research Committee, Methodology Committee, Clinical Training Sub-Committee, E-learning Sub-Committee, EDIC Examinations Sub-Committee, and Diversity & Inclusiveness Monitoring Group
- To attend the Council meetings and the Executive Committee meetings.

The functions and responsibilities of the NEXT Committee Chairperson may change from time to time at the behest of the Executive Committee, Council or General Assembly.

The job descriptions are a guide to areas of responsibility. The intention is to provide incumbents with a guide via which they can develop and evolve an optimum plan and approach to progress within the NEXT Committee during

their term of office. The Committee Chairperson is requested to keep this job description under review and make proposals to the Executive Committee on its evolution during, or at the end of, their term of office.

*Reporting relationships:*

The Chairperson of the NEXT Committee will report to the Executive Committee, the President, the Council and the General Assembly.