

# 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.  
The EC can extend the candidature period if diversity and inclusiveness are not reflected in the 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 CoBaTrICE & Curriculum Development Sub-Committee

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## Prerequisites for Candidates

### *Profile*

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

### *They are expected to*

- Hold a university or university-affiliated position
- Be an experienced and (inter-) nationally recognised specialist in clinical Intensive Care Medicine with at least four years of experience after board examination, and practising in Europe
- Have an established track record in developing graduate and post-graduate training programs in Intensive Care Medicine, specifically formulating learning goals and EPA development
- Be experienced and competent with medical administrative and political responsibilities
- Have the attitude and behaviour appropriate for a leadership position
- Be in a position to sustain reliable, especially email, communication with the Brussels Office

### *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 Executive Committee for nomination.

### *Election and term of office*

- The Council shall decide by election, and approved by the Education & Training Committee and by the Executive Committee, 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 Chairperson will serve for a single two-year term of office.
- Nomination details and term of office are explained in the General SOPs

## Job description

### *Background information*

The CoBaTrICE & Curriculum Development Sub-Committee is a permanent sub-committee of the Education and Training Committee and aims to develop, maintain, align and promote the curriculum on behalf of ESICM, using the CoBaTrICE programme as the core curriculum and expanding from there.

### *Responsibilities*

- The Chairperson is a member of the Council and the European Board of Intensive Care Medicine (EBICM)
- To develop, maintain and align the various parts of the Society's Curriculum. This includes the CoBaTrICE curriculum, the ICF curriculum (in liaison with the ICF Board), the curriculum for advanced echocardiography (in liaison with the EDEC Sub-Committee) and the General Intensive Care Ultrasound curriculum (in liaison with the GENIUS group).
- To define criteria for approval of the training programmes at the national level
- To map the educational offer of the Society against the curriculum
- To liaise with the EDIC Examinations, Academy and EDEC Curriculum Sub-Committees, to harmonise education and training goals

### *Reporting relationships*

The Chairperson of the CoBaTrICE & Curriculum Development Sub-Committee reports to the Education and Training Committee.

