

UNION EUROPEENE DE MEDICINE SPECIALISTES (U.E.M.S.)

MULTIDISCIPLINARY JOINT COMMITTEE ON SPORTS MEDICINE

THE DUTIES OF THE NATIONAL MANAGERS

Prof. Dr. Nicolas Christodoulou,
MD, PhD, SPRM(GR), Life Fellow EBPRM,
President of the UEMS MJC on Sports Medicine,

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1. Duties of National Managers (NMs)

A. The National Manager **should be (or become) European Board Certified on Sports Medicine** and should participate – as much as possible – in the meetings of the Board (that are National Managers meetings) organized by the MJC, as well as in the exchange of information with the Board between the meetings. He/she is nominated every four years by the National Sports Medicine Association (member of EFSMA) and approved by the UEMS MJC on Sp. Med.

A. The National Manager is the national delegate who in his/her country:

- is in charge of the organization of the annual EB Examinations (when they will start);
- has responsibility for validating all the files of his/her national colleagues and for the EB Examinations;
- manages all certification procedures;
- helps the Chairperson of the Certification of Training Centres in the site visits, when needed.

2. Information given by the NMs

A. NM should give information to his/her colleagues in their own language by email and/or by means of their National Society (using also their National web-site and Journal):

- After each MJC or Board meeting, with the report;
- Before the EB Sports Medicine exam;
- Also by oral communication at National Congresses, Professional and Scientific Meetings, and wherever the colleagues come together.

NM should be in close contact with his/her colleagues and must give a phone number as well in addition to his/her mail address, so that they will easily get in touch with their NM.

NM should always enlighten and encourage his/her colleagues for “EB Sports Medicine” certification to be called “Fellow of the European Board of Sports Medicine” (see point 3).

B. The National Managers have to send once a year a report describing their activities within their country, concerning Board Certification of individuals by Examinations or by Equivalence, the Certification of Trainers, the site visits for Accreditation of Training Centres, communication with people etc. This report will be sent to the Secretary of the MJC on Sports Medicine.

3. Explanations given by NMs

NM should always enlighten, encourage and increase the number of his/her colleagues for BC, and will give information about BC and should explain the “importance of Board Certification” to his/her colleagues telling them that:

- BC does not give an academic qualification but it means that the candidate has reached the European standards of competence in Sports Medicine;
- BC is a seal of Excellence;
- Certification and Accreditation are the basis for a European network, for intellectual exchanges and fellowship and for the clarification of the structure and activities of Sports Medicine for both Public Authorities and the general public.
- There are the following routes to seek the Certification by the Board:

a. BC by Examinations (when they will start)

Final Year Trainee or a Young Sports Medicine Doctor, less than 10 years, needs to sit the Examination, which is organized every year, in November, by the Board. NM should tell their colleagues the procedure to sit the Board examinations.

b. BC by Equivalence

Practicing Sports Medicine, as a licensed specialist for 10 years or more, can apply for BC by Equivalence.

4. Examination of young Sports Medicine doctors for BC

Every country, which is a member of UEMS, can participate in the organization of European Board Examination. **The applicants must be physicians who have had their Sports Medicine training in UEMS member countries or associate countries.**

Two situations are considered:

- **Qualified Sports Medicine specialists (less than 10 years):** They must show proof that they are fully certified in Sports Medicine in their own country (National Certification in a UEMS member country) and present their professional curriculum vitae to the NM.
- **Final-year trainees:** They are allowed to sit the Board Examination before the completion of their training. Even if they pass the Board Examination, they will not receive the Board Certificate until they will be officially certified in their own country. Final year candidates will be registered on a special list and their certificates will only be given on proof of their certification recognised in their country.

The role of European Board Examinations is complementary to National Examinations where they exist. Countries which do not have their own examination are encouraged to consider using the appropriate European Board Examinations. European Board Examinations are regarded as a quality mark at the end of a specialist’s training.

5. The procedure to sit the Board Examination

The candidate who wishes to sit for Board examination must proceed as follows:

Step 1: Payment of Registration Fee

Board Registration fee for Certification by Examination: 300 (three hundred) euros (payment by bank, in EUROS to the Treasurer).

Step 2: Registration - Application

The registration - application to sit Board examination is submitted online. After a successful submission, a confirmation message will appear on screen. Registration number and a full copy of registration form will be sent to the candidate by email. The candidate should print confirmation of registration sent by email and proceed to Step 3.

After clicking what will be seen?

Registration – Application for Board Certification by Exam

Instructions

- *Fields marked with star are mandatory.*
- *Names, Country and Nationality should be written with Capital (Uppercase) letters, Dates in dd/mm/yyyy format, and Years in yyyy format.*
- *Please pay special attention, as the name submitted through this form will be printed on all official documents (including diplomas) issued by the Board.*
- *Certification Fee Payment has to be completed before submitting this form.*
- *Candidates who failed previous years and wish to sit for the current year's exam do not have to pay the certification fee again. They should submit this form and fill in payment field with their initial payment details.*
- *To help Board Treasurer retrieve the individual's payment, detailed payment information should be provided through this form. In case sender's name is different than candidate's name, it MUST be declared in payment details field of this form.*
- *After a successful submission, a confirmation message will be displayed on the applicant's screen. An email will be sent to the applicant shortly with his/her Registration Number.*
- *In case of encountering problems with the online submission for registration, the web administrator must be contacted.*
- *Last Name (Family Name) First Name Sex Date of Birth (dd/mm/yyyy) Nationality Email Confirm email Postal Address Postal Code Town Country Telephone Telephone 2 Qualification Status Country of Training Starting year of your PRM Specialist training (yyyy) Year of National Qualification in PRM / Expected year for trainees (yyyy) Training Centre Postal Address of the Training Centre (Full address, including Country) Director/Responsible of Training Email (Director/Responsible of Training) Telephone (Work Tel - Director/Responsible of Training) Is this your first time to sit the Sports Medicine Board Exam? Paid Certification Fee (Euros) Payment Details (Senders Name, Transaction Number, Bank, Country) Comments*

Terms and Conditions

You declare that you are a medical doctor (last year trainee or specialist in Sports Medicine) and that all data provided through this form are accurate. UEMS MJC on Sports Medicine reserves the right to verify your data submitted through this form.

Some identification data (name, country, email) may be sent to educational event organizers (for events under auspices of UEMS MJC on Sports Medicine), in order to grant you low cost participation benefits.

You accept to receive emails from UEMS MJC on Sports Medicine.

Your director/responsible of training has granted you the right to submit his/her data requested for your registration.

Data submitted through this form are stored in a database according to the Privacy Policy of this site. These data will be used for Board examination administration purposes, to define Sports Medicine Board's policy regarding education, to grant you low cost participation in educational events and to inform you about actions related to the UEMS MJC on Sports Medicine.

It is your responsibility to contact your National Manager and validate your Registration File as described in Certification webpage of this site. Please pay special attention to the deadlines. Applications without complete payments or lacking the National Manager validation will be rejected.

Examination date, time and place will be announced through the official website and NMs. UEMS MJC on Sports Medicine reserves the right to publish on the official website the list of candidates who passed the Board Certification exam (First Name, Last Name, Country, Year of National Qualification, Year of Board Certification).

Step 3: Validation of the Registration File

The candidate must contact his/her NM, in order to submit the registration file for validation. The NM will examine the registration file and certify that training and National qualifications have been done according to National and European standards and criteria. It is therefore not necessary to translate and legalize documents that are written in your official National language. The registration file will be returned to candidate after completion of certification procedure. It is the sole responsibility of the candidate to submit the registration file to NM for validation within the deadline given below. Candidates are encouraged to apply early in the application period.

The Registration File consists of the following documents:

- Copy of fee payment receipt, issued by your bank
- Copy of the registration - application (sent to the candidate by email at Step 2)
- Logbook duly completed and signed by the local Director of Training
- National Sports Medicine Qualification (for Sports Medicine qualified doctors)
- **Important Notice - The procedure, including validation by National Manager must be completed 2 months before the Examinations date.**
- No applications will be accepted after this date. It is the sole responsibility of the candidate to be aware of and comply with application deadlines. After the closing of the procedure, all submissions will be verified for fee payment and validation granted by NM.
- Applications without complete payments and those not validated by National Managers will be REJECTED.
- Details regarding date, place and time of the Examinations will be announced through the official website of the MJC.
- Results are announced in the form of pass/fail, by NM, after Jury Meeting.
- Candidates who failed can sit next year's EB Exams, without paying again the certification fee. They are requested to fill in the registration form for the year they wish to sit the exam (step 2, see procedure mentioned above) and contact their NM for the revalidation of their registration file (step 3).

6. Board Certification by Equivalence

A – Criteria of Eligibility:

NM should explain the rules of BC by Equivalence to his/her colleagues by sending them e-mails as follows.

Certificate by equivalence is open to senior Sports Medicine doctors in Europe (including new coming countries) under the following criteria:

- 10 years of certified specialised Sports Medicine practice in their country (for transient period till 31/12/2020 the Jury will decide on individual basis);
 - to practise Sports Medicine within a multi-disciplinary Sports Medicine team for at least 80% of his or her time during the last 10 years;
 - published papers:
 - a. **either** 2 peer-reviewed papers published in Sports Medicine international journals (ie indexed in one of the three main scientific databases: Pubmed, ISI-SCI, Excerpta Medica) within the previous 10 years, **or**
 - b. 5 peer-reviewed papers in Sports Medicine subject published at least in national peer-reviewed medical journals within the previous 10 years, **or**
 - c. 1 peer-reviewed paper published in Sports Medicine international journal (ie indexed in one of the three main scientific databases: Pubmed, ISI-SCI, Excerpta Medica) within the previous 10 years, **and** at least 3 peer-reviewed papers in Sports Medicine subject published at least in national peer-reviewed medical journals within the previous 10 years.
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Finally, NM will receive the European Board Certificates of his/her colleagues, from the Examination Secretary, in order to prevent any delivery problem and will give them at a National Meeting.

This is very important, thus certificate and information is being given and the attention of the other colleagues is attracted to the Uems MJC on Sports Medicine.

B - Registration process

The senior Sp. Med. specialist, interested to become E. Board certified by equivalence, who fulfils the criteria

- a) Fills an application for Certification by Equivalence, which can be downloaded by the website.
- b) Pays directly to the Treasurer the fees in euro by credit transfer (300 euro). The applicant's name on the bank proof must be clearly written.
- c) Submits a file with all necessary documents together with the copy of the bank proof in electronic form to the National Manager of his /her country, to the Chairperson of Certification by Equivalence and to the Treasurer and
- d) The National Manager validates documents and sends them in electronic form to the Chairperson of Certification by Equivalence and to the Treasurer, no later than 14 days before the Jury meeting. The UEMS

MJC on Sp. Med. approves that email address of the National Manager from which sending was made serves as proof (e.g. digital signature).

e) The Chairperson of Certification by Equivalence checks if the files received are competent to the rules, if each file is accompanied by a bank payment proof, validates all submitted documents, prepares the List for the Jury with a positive or negative proposal for each candidate (in case of a negative proposal the reasons should be analysed), and sends it to the President, the Secretary General and the Treasurer who does the final check.

If an applicant has not sent the payment bank proof, the file is pending, its case is not included in the list and he/she is informed to submit the bank proof, by the Chairman of Certification by Equivalence.

C – Meeting of the Jury for Board Certification

A Jury meeting takes place twice a year. In these meetings the requests for Board Certifications by Equivalence are analysed. The Jury will only consider those candidates who have fully completed their registration and payment before the examination. The Chairman of Certification by Equivalence presents them to the Jury the files with a positive or negative proposal. The Jury listen to the proposals, check the files of the candidates and decide. The Jury's decision is final.

D - After the Jury Meeting

A list is created by the Secretary General of the MJC with the candidates and their results.

The Board Certification Secretary General will give the results to the NM by Email or post. The Treasurer hands the Board Certification Diploma to the National Managers during the following meeting.

E - Diplomas for Board Certification (specimen):

UEMS MJC ON SPORTS MEDICINE
EUROPEAN BOARD
Logo
CERTIFICATE OF FELLOWSHIP
----- Dr YYY -----
HAS ATTAINED THE EUROPEAN STANDARD FOR THE FELLOWSHIP IN
SPORTS MEDICINE
This Certificate is valid until
Signatures: President and General Secretary of the MJC on Sp. Med.
Certificate number..... Date.....

7. Certificate of Trainers:

First Board Certification of Trainers

A - Conditions of appliance

The conditions to be a Board Certified Trainer are as follows:

- To be recognised as a Trainer in Sports Medicine by the responsible national authority in their own country.
- To be a Sports Medicine Board certified physician.

- To have practiced Sports Medicine for five years within a multidisciplinary rehabilitation team, in a recognised Training Centre by the national responsible authority, for at least 80 % of his or her time.
- To be actively involved in training and research in Sports Medicine.
- To have published at least one paper in journals indexed in Medline or Current Contents within the last five years.

B - Registration process

The Board Certified Sports Medicine specialist, interested to become E. Board certified Trainer:

- fills an application for Trainer Certification (see ANNEX 1),
- submits a file with all necessary documents first to the National Manager of his /her country who will validate them;
- sends the file to the MJC Board Secretary responsible for the Certification of Trainers.

The Secretary checks if the files received are competent to the rules and sets up a list of the candidates for the Board.

C – Meeting of the Board for the Certification

In the Board meetings, the procedure for Board Certification of Trainers is the same as for the Certification by Equivalence.

D - **APPLICATION FORM FOR CERTIFICATION AS TRAINER**

ADMINISTRATIVE DETAILS

Name: _____ Forename: _____
 Date of birth: _____
 Professional address: _____
 Title of post: _____
 Tel: _____ Fax: _____
 E-mail: _____
 Private address: _____
 Tel: _____ Fax: _____
 E-mail: _____
 Date of specialist Certificate in Sports Medicine in your own country: _____
 National responsible authority for specialist qualification: _____
 (please attach photocopy of specialist Certificate)
 Date of European Board Certificate: _____
 Date of approval as a Trainer in Sports Medicine in your own country: _____
 National responsible authority for this approval: _____
 (please attach photocopy of documents, if relevant)

PROFESSIONAL ACTIVITY

· Actual professional work:
 Function of service in which you work:

Your clinical activity in Sports Medicine in your unit (hours/week):

Your other activities (hours/week):

Date of appointment to this unit:

Are you responsible for the medical team? Yes / No

If yes, composition of team:

· Professional activity during last 5 years:

Year / Function of service / Your clinical activity in Sports Medicine in the unit (hours/week) /

Your other activities (hours/week)

RESEARCH ACTIVITY

Do you regularly publish referenced journal? Yes/no

If yes:

1) Give brief description of main themes

2) Attach a list of publications from last 5 years

Date:

Signature:

E – Certificate of Trainer (specimen):

UEMS MJC ON SPORTS MEDICINE
EUROPEAN BOARD

Logo

CERTIFICATE OF TRAINER

----- Dr YYY -----

HAS ATTAINED THE EUROPEAN STANDARD FOR TRAINER IN
SPORTS MEDICINE

This Certificate is valid until

Signatures: President and General Secretary of the MJC on Sp. Med.

Certificate number.....

Date.....

8. Site Visit of Training Centres

National Manager is informed before the Site visit, and should give information about the Centre which wishes to be visited for Board certification.

The NM has also to check the files with the lists of the Certified Training Centres.