

## UEMS MJC on SPORTS MEDICINE ACTION PLAN 2009 - 2012

The MJC on Sports Medicine, following the current UEMS rules of procedures article for MJC's:

*(VI.10. Multidisciplinary Joint Committee: The Council can, on the request of a Section or on its own initiative, ask one or more Sections to create a Multidisciplinary Joint Committee (MJC) for competences or spheres of activity belonging to several disciplines. Such a joint committee must be open to members of any Section wishing to participate. The daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such MJC must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council),*

sets up the following internal rules of procedures for its function:

### GENERAL STRUCTURE:

The MJC on Sports Medicine is consisted by 1 or 2 delegates from any interested UEMS Section and members from the EFSMA (European Federation of Sports Medicine Associations). It includes a President, Vice-President, a Secretary, Deputy Secretary, a Treasurer and a Deputy Treasurer. **Each mandate lasts for four years** and may be renewed twice, except that of the President, who may only be re-elected after an interruption of four years, the President and the Secretary being elected with an interval of two years. For this reason, the mandate of only the first president is extended for 2 years. Any person who holds a mandate cannot be changed by its nominating Body until the completion of his/her term. The Members of the MJC can be chairpersons of the Sub-Committees or of the Working Groups as well. Experts are designated by the MJC and they are mandated for a defined mission and a defined duration, which can be expanded by the decision of the MJC. The conditions for someone to be an expert are: (a) To be Sports Medicine Board certified, (b) To have recognized knowledge and skills in the field of his/her mission. Experts are associated to the activities of a dedicated Working Group and are responsible to the head of their group. Experts are voluntary. They can be reimbursed travel and secretarial expenses after completion of the annual report of the activity of their working group.

The elections of the first MJC were done on the 30<sup>th</sup> of September 2006 and the elected persons were the following:

President:	Prof. Nicolas Christodoulou	UEMS Section
Vice-President:	Prof. Norbert Bachl	EFSMA
Secretary	Dr. Andre Debruine	EFSMA
Deputy Secretary	Prof. Guy Vanderstraeten	UEMS Section
Treasurer	Dr. Alfonso Negri	UEMS Section
Deputy Treasurer	Prof. Fabio Pigozzi	EFSMA.

The MJC meets twice annually and deals with all the affairs concerning Sports Medicine in Europe (i.e. Educational, Professional Practice and Clinical Affairs). The venue of the meeting can take place anywhere in Europe and is decided by the MJC.

## **A. RULES OF PROCEDURES for EDUCATIONAL AFFAIRS:**

It is the responsibility of the MJC to define in clear terms "European Standards", i.e. the basic elements for a European training programme, the opportunities and conditions for training rotations / attachments, and the average level of required knowledge and technical competence. More specifically, the aims are to harmonize the training in E.U. so as to ensure optimal sports medicine care for patients in the countries of the European Union through the following measures: a. drawing up basic standards for a joint training programme; b. relating to training periods needed for the training of future specialists.

In addition, the MJC will pursue the objectives of the UEMS in so far as they apply to Sports Medicine:

- to protect the international standards concerning the entitlement of specialist status in Sports Medicine, and its professional status in society .
- to monitor, promote and protect the highest standards of care applied equitably to all patients in Europe in the field of Sports Medicine .
- to establish close ties between the national profession associations of specialists in Sports Medicine with a view to coordinating and supporting of their activities .
- to contribute towards creation and maintenance of a common purpose among the European specialists in Sports Medicine.
- to monitor, promote and protect the free movement and moral and material interests of European specialists in Sports Medicine, across international boundaries .
- to cooperate with the European medical Community, in particular with the Standing Committee of European Doctors, with the UEMS and with the European Federation of Sports Medicine Associations.
- to organize the exchange of information on subjects concerning Sports Medicine and its practising physicians.

### 1.1 - Board Certification of Sports Medicine Specialists:

- 1 - by Examination, for Young Sports Medicine Doctors (and final-year trainees);
- 2 - by Equivalence;

### 1.2 - Board Certification of Trainers

### 1.3 - Board Accreditation of Training Centres

The activities related to Board Certification of Sports Medicine Specialists and Board Certification of Trainers are carried out by the sub-committee for Board Certification of SM Specialists and Trainers. The sub-committee for Board Certification of SM Specialists and Trainers is helped in its duties by the National Managers of the countries where Sports Medicine is recognised as a full specialty. The National Manager is the National Delegate in charge of the organization of, and has responsibility for the Examination in his country, has the responsibility for validating all the files of his

national colleagues and manages all certification procedures in his country. The National Manager should be nominated to the MJC by the Sports Medicine national Association and should be (or become) Sports Medicine European Board Certified.

The activities related to Board Accreditation of Training Sites are carried out by the sub-committee for Board Accreditation of Training Centres.

The decisions about the results of all the Board Certifications and Accreditations are performed by the Jury for Board Certification and Accreditation, composed by members of the MJC.

### 1.1 - Board Certification of Sports Medicine Specialists

According to the Glasgow declaration the MJC on Sports Medicine agrees regarding these general rules:

1. The role of European Board Examinations is complementary to National Examinations where they exist.
2. Countries which do not have their own examination are encouraged to consider using the appropriate European Board Examinations.
3. European Board Examinations are regarded as a quality mark at the end of specialist training.
4. All European Board Examinations shall publish both a syllabus and minimum requirements for examination.
5. Candidates for the final part of a European Board Examination should either be trainees in the final year of training in a UEMS member country or be certified Sports Medicine specialists.
6. Candidates of any nationality who are certified specialists in Sports Medicine in a UEMS member state shall be eligible to sit the European Board Examinations.
7. Individuals who are certified specialists in an EU/UEMS member state and become European Board Certified may call themselves “**Fellow of the European Board of Sports Medicine**”.
8. Trade sponsorship should not be used to subsidize the examination.

#### 1.1.1. Board Certification for young Sports Medicine Doctor (by Examination)

##### A - *Conditions of appliance*

The applicants must be physicians who have had their training in Sports Medicine in UEMS member countries and the associated countries participating in the UEMS MJC on Sports Medicine. Two situations are considered:

- **Qualified Sports Medicine specialists:**

They must show proof that they are fully certified in Sports Medicine in their own country (National Certification in a UEMS member country or associated country) and present their professional curriculum vitae to the National Manager (the National Manager is the National Delegate in charge of the organization of, and has responsibility for the Examination in his country, has the responsibility for validating all the files of his national colleagues and manages all certification procedures in his country).

- **Final-year trainees :**

They are allowed to sit the Board Examination before the completion of their training in their own country. Even if they pass the Board Examination, they will not be Board Certified 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. This process is the responsibility of the National Manager and the MJC Secretary.

### ***B - General scheme***

The MJC Secretary is responsible for the practical management of the Board Certification examination. She/he coordinates the action of all the National Managers (see below) without having any direct contact with the applicants.

Every country is requested to organize the Board Examination, without consideration to the number of applicants.

Before the Spring MJC meeting of each year, each country must propose:

- The name of its National Manager.

The examination should take place at the National Manager's usual location. Should it be necessary to change this, the costs will be borne locally.

The MJC meeting will validate these proposals as well as the date of the Examination.

The National Manager will sign a written declaration taking responsibility for the general management of the Examination (including local organization), its promotion in his country, and the management of the candidates before and after the examination. She/he must also keep the questions an absolute secret.

### ***C - Public information***

The following information will be updated on the website of the UEMS MJC on Sports Medicine after the Spring General Assembly every year:

- Organization chart of the Board with :
- Board Certification Director and Board Certification Secretary with addresses;
- Composition of the jury for Board Certification (4-6 members of the MJC on Sports Medicine)
- List of National Managers;
- The Question Bank Group and the sub-Committee for Curriculum and Logbook updating (chairman and members);
- Date of the Examination and registration deadline;
- Conditions for appliance;
- Updated Log book ready to be downloaded;
- Registration and payment procedure.
- Examples of previous questions.

### ***D - Registration process***

The candidate who wishes to sit Board examination must proceed in the following order:

Step 1: Payment of Registration Fee

Step 2: Registration – Application:

The registration - application to sit Board examination is submitted online. After a successful submission, a confirmation message 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.

### Step 3: Validation of the Registration File

The candidate must contact his/her National Manager, in order to submit the registration file for validation. The National Manager 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 candidate's 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 National Manager for validation within the deadline (see 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 candidate's 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 – DOWNLOADED from website
- National Sports Medicine Qualification (for Sports Medicine qualified doctors)

Registration to the Board is the first compulsory step in the procedure of certification.

Board Registration payments are managed by the Treasurer. The registration fee is decided each year by the Spring MJC meeting. The fee will be directly paid to the Treasurer in euro (either by credit transfer or banker's draft). A copy of the payment receipt has to be sent at the same time with the Registration Form and Files to the National Manager.

The Treasurer will inform the Board Certification Secretary (MJC Secretary) and the National Manager of each payment.

**Any registration without full payment of the fees will be rejected and the applicant will not be allowed to take the examination.**

The closing date for Registration is September 30<sup>th</sup> each year. Registration files and payments must be sent before this date. Online registration submission timestamp, postmark and bank traces will be accepted as proof of receipt of this deadline.

The Registration Files are gathered by the National Managers who:

- Check the suitability of the applicants and their completed application.
- After the closing of registration procedure, reply to Board Certification Secretary regarding the list of applicants from their country, certifying that each candidate fulfils the conditions for appliance, including the validation of the Logbook or of the professional curriculum vitae (including National Certification).
- Send a random sample of the Logbooks on request to the Jury's meeting, and returns them to the candidates after the Jury's deliberation.

Immediately after the closing of registration procedure, Board Certification Secretary sends the list of candidates (based on online registrations) to National Managers and the Treasurer in order to validate the eligibility of candidates to sit the exam. They are requested to reply to Certification Secretary, the latest within 7 working days from the date the lists were sent to them. Board Certification Secretary gathers the lists with candidates eligible to participate in Board exams,

validated by the treasurer and National Managers and sends the final lists back to National Managers, in order to inform candidates and prepare the exams.

#### ***E - During the Examination***

National Managers are requested to:

- arrange a suitable room for the Examination;
- set up easily-seen information signs;
- arrange beverages to welcome the applicants;
- select the appropriate number of persons to supervise the examination;
- collect the Logbooks;
- adhere strictly to the exact starting and finishing time of the examination (starting time is 08.30 am, Greenwich time).

Each applicant must sign the applicant list validated by the National Manager. No additional applicant will be allowed to take the examination.

#### ***F - Process after the examination***

The National Manager keeps a copy of the answer sheets and signs the applicant list.

Answer sheets with the signed applicants list are put in a sealed envelope, signed by the National Manager, and sent, by registered mail to the place where they are corrected. The National Managers keeps one single copy of the list of applicants and the answer sheets.

#### ***G – Meeting of the Jury for Board Certification***

A Jury meeting will take place in a short time after the examination for Board Certification for young Sports Medicine Doctors. The Jury will only consider those candidates who have fully completed their registration and payment before the examination. The Jury checks some of the Logbooks at random and the result of the examination sheets, and then determines if each candidate have passed or failed the examination. The Jury's decision on the Examination results is final.

#### ***H - The rules of Jury's deliberation***

- Identification of the questions causing problems.
- Critical analysis of the problems.
- Adjustment of a critical level to define a minimal score for success.
- Establishment of a list for the results of the examination.
- Identification and discussion of individual cases.
- Establishment of the final list for the results of the examination.

#### ***I - After the Jury Meeting***

The candidates' results are presented to the members of the MJC for confirmation. Then, results of the examination (passed or failed) will be sent by email by the Secretary to each National Manager. The National Managers in turn notify the candidates of their results by telephone and request a copy of their National Certification in Sports Medicine to the final year trainees who passed the examination. A copy of this certificate, signed by the National Manager, is sent to the Board Certification Secretary General. The National Managers will retain the Diploma of the final-year trainees until they receive the copy of their National Certification.

The list of new Board Certified Specialists is sent by the Board Certification Secretary to our Web Master for display on our website. Only candidates who successfully passed the Board Examination AND have been qualified as Sports Medicine Specialists in a UEMS member country will be listed on the website.

The Treasurer sends the Board Certification Diplomas to each National Manager just after the Spring MJC meeting each year. This Certificate does not confer the right to practise Sports Medicine, since this is under the control of national structures. It is an attestation that the specialist has attained the European standard in Sports Medicine.

#### ***J – Fellowship Diplomas for Board Certification***

##### **CERTIFICATE OF FELLOWSHIP**

Hereby certifies that ----- Dr YYY ----- has attained the European standard for the Fellowship in Sports Medicine.

This certificate is valid until ....

Date

Signatures : President and Secretary of the UEMS MJC on Sports Medicine

### **1.1.2. Board Certification by Equivalence**

#### ***A - Conditions of appliance***

Certificate by equivalence is opened 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,
- 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:
  - either 2 peer-reviewed papers published in SM international journals (ie indexed in one of the main scientific databases: Pubmed/Medline, ISI-SCI, Excerpta Medica) within the previous 10 years,
  - or 5 peer-reviewed papers in SM subject published at least in national peer-reviewed medical journals within the previous 10 years,
  - or 1 peer-reviewed paper published in SM international journal (ie indexed in one of the main scientific databases: Pubmed/Medline, ISI-SCI, Excerpta Medica) within the previous 10 years, and at least 3 peer-reviewed papers in SM subject published at least in national peer-reviewed medical journals within the previous 10 years.

#### ***B - Registration process***

The senior Sports Medicine 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 (either by credit transfer or banker's draft)
- c) Submits a file with all necessary documents first to the National Manager of his /her country who will validate them and
- d) then sends the file together with the payment receipt to the subcommittee of the Board Certification by Equivalence Secretary.

The Secretary of the Board Certification by Equivalence subcommittee checks if the files received are competent to the rules and sets up a list of the candidates for the Jury with a positive or negative proposal for each candidate ( in case of a negative proposal the reasons should be analysed).

### ***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 analyzed. The Jury will only consider those candidates who have fully completed their registration and payment before these meetings. The Secretary of the subcommittee of the Board 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 of the subcommittee of the Board Certification, with the candidates and their results (either by examination or by equivalence).

The Secretary of the Board Certification subcommittee will give the results to the NM by Email or post.

The Treasurer presents the Board Certification Diplomas (to be forwarded the National Managers) during the Spring MJC meeting each year.

## **1. 2 - 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 sports medicine 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, which can be downloaded by the website;
- 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 Secretary of the subcommittee of Board 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 Jury.

### ***C – Meeting of the Jury for Board Certification***

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

## **1. 3 - Board Accreditation of Training Centres**

### ***Conditions of appliance***

The conditions to be a Board Accredited Training Site are as follows:

- Be recognised as a training facility in Sports Medicine by the responsible national authority for this purpose in its Country.
- Be directed by a doctor, who is:
  - a specialist in Sports Medicine, European Board Certified and recognised as trainer by the UEMS MJC on Sports Medicine,
  - responsible for a team comprising: one other specialist in Sports Medicine, professionals allied to medicine, as well as a cadre of other personnel.
- Contain the facilities to perform diagnostic assessments, functional investigation and measurement, and treatments relevant to the discipline of Sports Medicine.
- Maintain a network of contacts among clinical colleagues and professionals allied to medicine in hospital services and sports centres for the needs of sports medicine patients.
- Show training activity :
  - in clinical domains through organising of case presentations, symposia, staff meetings and journal club meetings
  - in research work by trainee participation in the research activities of the unit,
  - in the domain of teaching in the availability of the requisite educational tools, particularly a library sufficiently stocked with Sports Medicine texts and works, which are kept up to date as well as audio-visual aids for teaching.

- NB - It is recommended that the number of trainees in any one unit does not exceed the number of available specialists in Sports Medicine for training.

### ***B – General scheme***

If a service wishes to be recognized as a Sports Medicine training centre by the UEMS MJC on Sports Medicine, registration to the MJC is the first compulsory step. The form can be found on the website of UEMS MJC on sports Medicine and should be sent by regular mail: (a) to the Secretary of the Site Visits Accreditation subcommittee, after verification of the files by the national manager and (b) to the MJC Treasurer, who will check the registration forms and payments.

Registration fees will be directly paid to the MJC Treasurer in euro (either by credit transfer or banker's draft), at the same time as the registration file is sent.

Files and payment should be arranged before the visit. No visit will be done before receipt of full registration payment and of synthetic form.

In case the Head of the Dept. to be visited is not Board Certified, he/she has to include the application form for Board Certification by Equivalence as well as the application form for Board Certification as Trainer. There will be no visit unless the Head of the Department is Board Certified.

After the visit and the decision of the Board Jury, certification is often given for 5 years. If there are any recommendations, restricted certification is given. Recommendation should be followed by the local visitor in the appropriate period. If recommendations have been applied the full time-certification is attributed by the Jury. If the recommendations are not implemented within the provisory period the Jury has to decide for further procedure.

If an already accredited Sports Medicine training centre changes its Chief of Department, it is required to make a new application for accreditation. It is preferable that two of the trainers in a unit are EB-certified specialists in Sports Medicine, the Chief and another trainer. In case the new Head of the Dept. is the successor of the former and he/she is B.C. and trainer and the Service has not changed, the re-accreditation process will be on file.

### ***C - On site visit of the Centre***

Before the Site visit, the National Manager is informed and should give information about the centres which wish to be visited for Board accreditation.

A Site Visit subcommittee is responsible for the management of visits to the Training centres that have applied for Board accreditation. The visit should be organized by the Secretary of the subcommittee of Accreditation of Training Centres.

The site visit will be made by two persons:

- a) the Secretary of the site visit subcommittee (where impossible, a member of the UEMS MJC on Sports Medicine will be selected);
- b) the National manager of the country where the site visit takes

When the date of the visit is agreed upon, the two representatives nominated by the subcommittee for the Accreditation of training Centres will evaluate the training programme of the centre. The programme has to be accordance to the UEMS Chapter 6 on Sports Medicine and to the sports medicine curriculum approved by the MJC at its meeting on the 25.10.2008. They meet with the trainers who will describe the centre, explain its organization and the training they offer the trainees. The facilities of the centre are inspected. Some of the administrators are seen and all trainees are interviewed. A synthetic

form describing the service has to be presented by the applicant to the visitors on the day of the visit. They check it and after approval for accreditation, it is sent by Email to the MJC Secretary.

At the end of the visit, the provisional conclusions are presented by the visitors to the Chief of the training centre.

***D – Process after the site visit***

A report of each on-site visit is sent by the Site Visit Team Leader to the MJC Secretary of the MJC for discussion and decision during the next Jury meeting.

An activity report has to be written by the Secretary of the subcommittee for Training Centres Accreditation and presented during each MJC meeting. It will be added to the minutes of the MJC meeting.

***E – Meeting of the Jury.***

The Jury for Board Accreditation of Training Centres read the confidential report, discuss it, ask for further information and decide for approval.

***F - After the Jury Meeting***

After validation by the Jury, the list of Board Accredited Training Centres and the full reports (with the synthetic forms) will be sent by the Secretary of the Accreditation of Training Centres to the MJC Secretary for display on the public website. The MJC president notifies the applicants.

Treasurer posts the Board Accreditation Diploma to the head of the Centre.

The MJC Secretary and the Secretary of the subcommittee for Training Centres Accreditation check the existing list of accredited Training Sites twice a year and then the Treasurer puts the updated list on the website (on April and October).

***G - Diplomas for Board Accreditation of training centres***

Hereby certifies that ----- XXX under the direction of Dr YYY -----  
Is accredited as a training centre in Sports Medicine.  
Date ... VALID until ...

Signatures : President of the UEMS MJC on SM, Secretary of the UEMS MJC on SM.

**B. Rules of Procedures for the Professional Practice Affairs**

**C. Rules of Procedures for the Clinical Standards Affairs**