



***Criteria and Procedure of Visitation
for approval as an
UEMS - EBN Board Certified Neurological Department
for Specialist Training in Neurology***

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1. Criteria for Certification as a Neurological Department for Specialist Training in Neurology and a Trainer in Neurology

A. Criteria for a Neurological Department for Specialist Training in Neurology

- A neurological department must be recognised as a training facility for neurology by the national authority responsible for this purpose in the country.
- The department offers a well-structured training programme that should be in accordance with the rules of the national authorities and be based on article 3 of Chapter 6 (see www.uems-neuroboard.org), that defines the requirements for training in Neurology.
- The hospital is qualified for training in at least two other medical or surgical disciplines.
- The department has a patient population that covers the whole spectrum of neurology. If certain parts of neurology are not available in the unit there should be arrangements for training in other units.
- The number of admissions and patients seen in the outpatient clinic permits the trainees to acquire enough experience.
- The number of trainees in any one unit does not exceed the number of specialists in neurology or related disciplines (e.g. neurosurgeons)
- The department has access to departments of neurosurgery, intensive care, emergency care, radiology, pathology, microbiology and chemistry
- The hospital contains facilities to perform diagnostic assessments, functional investigations, and treatments relevant to the discipline of neurology.
- The department has sufficient educational tools, particularly a library stocked with up to date texts and periodicals as well as easy access to internet.

B. Criteria for trainer

- The trainer is a specialist in neurology for at least 3 years and/or is recognised as a trainer in neurology by the national authorities.
- He/she works in the department for at least 80% of the time.
- He/she is responsible for a team comprising at least one other specialist in neurology as well as physiotherapists, occupational and speech therapists, psychologists, social workers etc. They work together harmoniously with unity of approach to the diagnosis and treatment of neurological diseases.
- He/she has proven didactic, organisational and scientific qualities. He/she and/or members of his/her team had 3 publications in peer reviewed or nationally recognized journals during the last 5 years.
- He/she assesses the trainees at least once a year, especially during the first year of training, and these assessments are documented.
- He/she provides his trainees with a trainings schedule for the whole trainings period.
- He/she and his/her trainings team provide adequate supervision of the trainees in the outpatient clinic as well as on the neurological wards.
- He/she assures that the working hours of the trainees are according to the European working time directive for doctors.



2. Procedure for approval

A service can be recognized as a trainings centre by the European Board of Neurology only if the country is member of UEMS - EBN.

The applicant completes the Board's electronic application form for Neurological Department for Specialist Training in Neurology Approval and sends the additionally required documents either electronically or by fax or by mail to the UEMS – EBN secretariat and pays the registration fee in Euros by Euro cheque or Bank Credit transfer.

The visiting group consists of one representative nominated by the UEMS - EBN Visitation Committee. A Board Visitor should be a certified trainer in neurology and have experience in the visitation process. He/she will be the team leader. The second visitor will be from a unit in the host country nominated by the responsible national body.

At the end of the visitation the leader of the visitation team should give feedback on his/her impression of the visitation and discuss it with the head of training and his/her staff. The leader prepares a full report of the visitation with clear conclusions and recommendations and sends this report to the UEMS - Visitation Committee within one month after the visitation. After receiving the report, this committee communicates its decision to the training centre and the national authorities within 2 month via the UEMS - EBN secretariat. The final document has to be signed by the UEMS - EBN Visitation Committee Chair and the UEMS - EBN President.

This decision may be approval and Board Certification. Board Certification is awarded for a period of 5 years.

In case of a negative decision, written material with the analysis and the comment of the visitation board will be supplied including a report of necessary changes. Minor changes can be implemented within reasonable time; major changes will require a follow up visit. The visitation committee will decide on the extent of necessary changes. If the centre does show potential to become an approved department, a second visit following denial of Board Certification should be arranged within a maximum of 2 years, with full financial obligation.

The name of centres that receive Board Certification will be announced on the website of UEMS - EBN.

Joseph Th. J. Tans
Chair Visitation Committee

Wolfgang Grisold
President