



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES

EUROPEAN UNION OF MEDICAL SPECIALISTS

U.E.M.S.

European Training Charter for Medical Specialists, UEMS 1995

for French translation: [Traduction française](#)

OTO-RHINO-LARYNGOLOGY

Chapter 6, CHARTER on TRAINING of MEDICAL SPECIALISTS in the EU

REQUIREMENTS for the SPECIALTY OTO-RHINO-LARYNGOLOGY and CERVICO-FACIAL SURGERY

Article 1.

CENTRAL MONITORING AUTHORITY for OTO-RHINO-LARYNGOLOGY at EU LEVEL

1.1. The central monitoring authority for the specialty will be the European Board of Otorhinolaryngology, which has been constituted from the members of the UEMS specialist section. The European Board consists of 2 members of each of the EU countries and from the EFTA countries, appointed by the national ORL authorities of the participating country. The Board Members must be members of the professional organization of the specialty and represent universities or other recognized teaching bodies or institutions and ORL practitioners of the profession on equal footing.

1.2. The standards for recognition of training institutions and teachers follow the rules of training by the National Boards. The European Board will review the rules of training of the separate countries and make recommendations for the minimum requirements to be met in order to receive confirmation as an European Institution for training in Oto-rhino-laryngology and cervico-facial surgery. The European Board will issue certificates of European recognition for training institutions.

1.3. The European Board will create a programme for quality assurance of training in the specialty. This will include a programme for inspection of training institutions and will be monitored by a Quality Assurance Committee to be set up by the European Board.

1.4. The European Board will deliver a certificate of recognition of quality of training, herein called RQ. This RQ will give the candidate the right to the title of "Fellow of the European Board of ORL".

The RQ is optional and will not place a condition on movement to countries with mutual recognition of training for the specialty (See article IV Recognition of Quality of the Statements of the European Board).

1.5. Manpower planning will be dealt with by a separate manpower committee instituted by the European Board.

Article 2

GENERAL ASPECTS of TRAINING in the SPECIALTY

2.1. Candidates for training in the specialty must hold citizenship in an EU/EFTA country and should have completed the study in medicine at one of the universities of the EU or one of the associated countries. This should be followed by at least one year of practical training as an intern, house officer, doctor in practice or whatever training is demanded by that country to be qualified as a physician. This practical training should at least comprise training in surgery and internal medicine. Adequate documentation of qualification should be provided. Further requirements for access to a recognized training programme in the specialty is the primary responsibility of the training institutions.

2.2. The minimum duration of training will be 6 years. During this period training of candidates can take place in different institutions if they are recognized nationally as a training institution with confirmation by the European Board (see also 2.7.).

2.3. The training programme can include not more than one year of flexible training (eg. research or other related subjects to be approved by the head of training). The last year of training can be spent as an introduction to one of the following: Pediatric Otolaryngology, ORL regional plastic surgery, Neuro-otology, Head and neck and skullbase oncology, Phoniatrics and audiology.

2.4. The content of the training programme is the prime responsibility of the National Boards. The training programme will be in line with the recommendations of the European Board and will consist of theoretical instruction in the basic and clinical sciences to ORL and cervico-facial surgery as will be specified in the document on "Content of Training".

Furthermore the training programme will consist of graded periods during which practical training is gained in the most common diagnostic and surgical procedures of the ear, nose, throat, head and neck. As training progresses there should be an increasing level of responsibility. This will be achieved by adequate periods of training in an out-patient department, clinical wards and operating theatres.

2.5. There will be an annual assessment of the progress of the trainee by the head of the training programme. The head of training should advise the National Board if a trainee is considered unsuitable for training. If the National Board deems it appropriate, progress can be further evaluated by a national examination. The training programme will be assessed at least every 5 years by the National Board. This will be monitored by the European Board.

2.6. The number of trainees should not exceed the number of approved posts in a training programme. The European Board will give guidelines for the number of trainees in a programme in relation to the facilities in terms of staff and equipment available in a training programme.

2.7. The European Board will stimulate the exchange of trainees between EU and associated countries with approved training programmes. There will be recognition of periods of training spent in institutions of those countries.

Article 3

REQUIREMENTS for TRAINING INSTITUTIONS

3.1. Training institutions should receive official recognition by the National Boards responsible for the training in Oto-Rhino-Laryngology and Cervico-Facial Surgery. The European Board will receive a list of training institutions issued by the National Boards. If

this meets the requirements set out by the European Board, they will be conformed as a European Institution for the training in Oto-Rhino-Laryngology and Cervico-Facial Surgery.

3.2. Training institutions should be placed within university hospitals or major general district hospitals with adequate supporting services to provide an optimal training climate. This includes the presence in the hospital of training programmes in other specialties. Furthermore there should be the possibility for direct consultation with other specialty services. The institution should possess a library with bibliographic facilities and access to the international medical and specialty journals.

The training department will have as a minimum the following facilities:

- a. A fully equipped out-patient department for consultation with ORL patients, including emergencies. Equipment should be available for microscopic and endoscopic examinations.
- b. Facilities for audiologic examination including audiometry, speech audiometry, and electro-physiology.
- c. Facilities for vestibular examination including electronystagmography.
- d. Facilities for phoniatrics, including stroboscopy and phonatography.
- e. A clinical ward for in-patients and day-care facilities for diagnostic and surgical procedures.
- f. At least one operating theatre at full time disposal with specialized equipment for common procedures in ORL training including an operating microscope, modern endoscopic equipment and TV- VCR facilities.
- g. Facilities for anatomical dissection with microscopic and endoscopic instrumentation.
- h. A conference room for deliberation and tutorial sessions.

For the special category of monospecialist institutions requirements will be formulated by the European Board. In general these will be recognized for limited periods of training only.

3.3. The training institution will set up a quality assurance programme.

Article 4

REQUIREMENTS for TRAINERS within the SPECIALTY

4.1. The head of training should have been practicing the specialty for at least 5 years before appointment. He/she should be a suitably qualified specialist with a commitment to training and be recognized by the National Board. He/she should have experience in research and postgraduate education. There should also be a staff of well-qualified specialists who participate in the training programme and who can guarantee that the full range of the specialty is covered.

4.2. The head of training will be responsible for a training programme for each trainee in accordance with national rules and the recommendations of the European Board for training programmes in Oto-Rhino-Laryngology and Cervico-Facial Surgery.

4.3. The teaching staff will be sufficient in number and correlate with the number of trainees in the programme in order to guarantee adequate supervision of the trainee in the programme.

Article 5

REQUIREMENTS for TRAINEES

5.1. Trainees will build up experience in the specialty by following theoretical courses and by self study of basic and clinical sciences. They will complete this by practical and anatomical exercises eg. temporal bone and cadaver dissections. They will take part in examinations required by the National Board. They will gain experience in the most common diagnostic and surgical procedures of the specialty according to the syllabus of "Content of Training" edited by the Board. Their competence should be adequately shown at the end of the training period by presentation of a list of operations performed and a letter from the head of training confirming the completion of satisfactory training. For those training in several centres this responsibility will be borne by the head of training of the last period before certification.

5.2. The trainee should have sufficient linguistic ability to communicate with patients and colleagues in the country of training. He/she should be conversant with international literature.

5.3. The trainee should keep a personal log-book or equivalent of his/her training activities and present this before certification.

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ANNEX

TRAINING PROGRAMME OTO-RHINO-LARYNGOLOGY

As proposed by the European Board of Otorhinolaryngology
Document UEMS Specialist Section Oto-Rhino-Laryngology, July 1997

Introduction

The European Board of Otorhinolaryngology (Scientific Committee) has formulated a proposal for a desired European Training programme in this specialty. This training programme will serve as a guideline for the training centres, which want to meet the European standard as set out by the European Board of Otorhinolaryngology.

Regulation with respect to the European Training Programme will regard the following items.

1. Training institution
2. The training master (director) and the staff
3. The trainee
4. The content of the training programme
5. Examination

General

Otorhinolaryngology - Head and Neck Surgery is the specialty which deals with the diseases and disorders of the ear, nose and throat/head and neck and adjacent structures.

The official training programme has been fixed at 6 years (the present official minimum is 4 years). The training can be spent in different training centres provided these centres have approval as a training centre for the entire or for part of the training programme. However the training programme of one candidate will never be spread over more than 2 or 3 training centres. The training programme will always be the equivalent of a full time programme. The training programme will provide both theoretical instruction and time for selfstudy as well as practical training in the most common diagnostic, therapeutic and rehabilitative procedures (see later). An examination will form part of the training programme. Through this the theoretical knowledge of the candidate can be tested at an appropriate time during his training.

The candidate meeting all the requirements, set out by the Board, will receive the European Certificate and become a Fellow of the European Board of Otorhinolaryngology.

The training programme of the European Board of Otorhinolaryngology prepares the candidate to become a general otorhinolaryngologist who is capable of performing the most common diagnostic and operative procedures in this field (see further). Subspecialisation in different fields of the specialty is becoming more common and is necessary to deal with the more rare pathology and an expert level. Although during the training programme an initial

training in one of the subspecialties may be included, the European training scheme will be focused on the general Otorhinolaryngologist.

1. TRAINING INSTITUTION

The hospital which provides training places in otorhinolaryngology/head and neck surgery will have to meet the requirements set out by the European Board. These regard the availability of budgets for personal and materials.

Ideally the training instruction should be a large hospital with training facilities for more specialties in order to provide a wide exposure to pathology and the possibility of interdisciplinary cooperation. In exceptional cases mono-specialistic clinics can be designated as an approved training centre provided they meet the other requirements for a training institution. These should only be approved for a certain period of the training. The training institutions may have affiliation with other hospitals which can participate in a training programme on a rotational base.

a. Personnel facilities:

In a training institution enough medical, nursing, technical and rehabilitation staff should be available to support the training of residents. In general, in order to maintain the quality of training, the number of training places will not exceed the number of staff attached to the clinic on a full-time base.

b. Material facilities:

The Institution should possess a library with bibliographic facilities and access to the international medical and specialty journals.

The training department will have as a minimum the following facilities:

- a. A fully equipped outpatient department for the consultation with ENT patients. Equipment should be available for microscopic and endoscopic examinations.
- b. Facilities for audiological examination including audiometry, speech audiometry and electro-physiology.
- c. Facilities for vestibular examination including electronystagmography.
- d. Facilities for phoniatic-examination including voice, speech, language and swallowing assessment.
- e. A clinical ward for inpatients and daycase facilities for diagnostic and surgical procedures.
- f. At least one operating theatre at full time disposal with specialized equipment for common procedures in ENT training including an operating microscope, modern endoscopic equipment and TV-VCR facilities.
- g. Facilities for anatomical dissection with microscopic and endoscopic instrumentation.
- h. A conference room for deliberation and tutorial sessions.

2. THE TRAINING MASTER AND THE STAFF

The responsibility for the training will be delegated to one of the senior staff members preferably the head of the department. He will be in charge to supervise the quality of the training programme on a regular base. He will communicate with the individual trainees at regular times about their progress and attitude, both personal and professional.

The training master will in general be nominated by the national authorities, but for the European training programme he will need approval by the European Board.

The following requirements should be met by the training director:

- a. He must be a fully qualified otorhinolaryngologist, respected by his colleagues through his professional standard.
- b. He should be a good clinician with surgical and teaching abilities. He must have been working as a respected qualified specialist for at least five years.

c. He should have interest and experience in basic or clinical research, evident from a list of publications.

d. He will preferably be head of department with a fulltime appointment.

3. THE TRAINEE

The trainee should be qualified to practise as a doctor with a diploma from one of the E.U. countries. He should qualify for a training post by open competition. To acquire the European certificate in Otorhinolaryngology/Head and Neck surgery, he should spend six years in a training programme approved by the European Board. He will have to pass the examinations designated by the European Board. He will be supervised by the training master and at the end of the training show evidence of adequate theoretical and practical knowledge by a written report on his training including a logbook of the procedures performed during this period. The trainee should not rotate through more than 3 training institutions approved by the European Board.

4. THE TRAINING PROGRAMME

The training programme will consist of the following elements.

- a. Acquisition of the principles of surgery in general and theoretical knowledge of anatomy, physiology, pathology, aetiology and symptomatology of the diseases of the ear, nose, paranasal sinuses, pharynx, larynx, neck and salivary glands. Special attention should also be given to the theoretical foundations of audiology, phoniatics, vestibulology, allergy and immunology, oncology and the basic principles of plastic and reconstructive surgery.
- b. Trainees should have access to a temporal bone laboratory and a dissection room to familiarize them with the basic techniques of operation on the ear, nose and paranasal sinuses, larynx, salivary glands and the neck.
- c. A graded increase in clinical responsibilities and surgical experience in the most common procedures of the specialty.

An exhaustive list of diagnostic procedures (A), conservative management (B) and operative therapy (C) has been prepared by the scientific committee of the European Board and is outlined in page.....

For the European training programme these levels of skills are recognized and specified: I = independently performed, S = performed under supervision, A = training by assistance.

The programme will provide an introduction to sub-specialisation.

5. EXAMINATION

Examination of the theoretical knowledge of the candidate will be included early in the European Training programme. Failure to pass the examination can be reason for exclusion of the training programme.

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See for further information the Internet websites of the:

International Federation of Oto-Rhino-Laryngological Societies: [IFOS](#),

e-mail IFOS: ifos@uia.ua.ac.be

European Academy of Otology and Neuro-Otology: [EAONO](#)

e-mail EAONO: eaono@uia.ua.ac.be

Dutch ORL Society: [KNO](#),

This website is in the dutch language mainly.

e-mail Dutch ORL Society: kno.vereniging@pi.net

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