



## **Focused Transesophageal Echocardiography (fTOE)**

### **Joint Accreditation Committee**

### **The Intensive Care Society (the Society) and the Association of Anaesthetists (the Association)**

## **fTOE COMMITTEE ROLE PROFILES**

### **Committee Purpose**

The fTOE Committee provides governance and expert oversight for the fTOE accreditation pathway, ensuring its alignment with the objectives of both the Society and the Association. It supports quality assurance, candidate experience, and the advancement of best practice in Transesophageal Echocardiography (TOE).

### **1. Co-Chairs (x1 Society candidate)**

#### **Role Summary**

Co-Chairs lead the fTOE Committee, ensuring strategic direction, effective governance, and collaboration between the Society and the Association.

#### **Essential Criteria**

- Co-Chairs should possess significant levels of TOE expertise and experience.
- Involvement in chairing a committee and/ or an understanding of committee governance.
- A commitment to overseeing all related responsibilities for at least one full term.
- Should be a holder of a TOE accreditation or experience in teaching TOE would be advantageous.

#### **Key Responsibilities**

- Provide leadership and strategic oversight of the fTOE accreditation pathway.
- Ensure all decisions align with both organisations' strategic objectives for this accreditation pathway.
- Plan meetings and decide on agenda items to be included



- Chair committee meetings and facilitate decision-making.
- Oversee and authorise significant decisions and/ or changes to accreditation content, assessment, and processes; utilising the expertise of co-opted members where clinical knowledge is required.
- Represent the committee in reporting to the Society and the Association.
- Manage committee membership, including removal of members (by mutual agreement) for non-contribution or detrimental conduct.

### Appointment and Term

- **The Society Co-Chair:** Recruited via advert. Must be an ICS member. Position to be approved by Exec and the Chair of the Learning Division on behalf of Council.
- **The Association Co-Chair:** Nominated by the Board of Trustees via the Honorary Secretary. Must be an Association member but need not sit on the Board.
- **Term:** 3 years, renewable up to 2 terms.

## 2. Committee Members (x2 Society candidates)

### Role Summary

Committee Members contribute to the development, delivery, and quality assurance of the fTOE accreditation pathway.

### Essential Criteria

- Members should possess relevant ultrasound educational experience and suitably relevant clinical expertise.
- Should be a holder of a TOE accreditation and/ or significant experience in performing TOE would be advantageous.

### Key Responsibilities

- Oversee the delivery and integrity of the accreditation pathway.
- Contribute to the development and maintenance of accreditation processes, resources, and documentation.
- Support the review of eLearning materials.



- Support the ICS Learning team where extension requests require escalation due to complex circumstances.
- Promote the accreditation and engage with potential supervisors.
- Help identify and secure qualified examiners for practical assessments.
- Ensure the pathway reflects the evolving needs of candidates.

### Appointment and Term

- **Association Representatives:** 12-month term, renewable up to 4 terms.
- **Society Representatives:** 12-month term, renewable up to 4 terms.

## 3. Co-opted Experts (x1 Society candidate)

### Role Summary

Co-opted Experts are invited to provide specialist input on specific areas of the accreditation pathway, such as clinical practice, assessment, or educational design.

### Essential Criteria

- Co-Opted experts are expected to possess significant levels of TOE expertise and experience.
- Involvement in teaching TOE would be advantageous.

### Key Responsibilities

- Provide expert advice on specific topics as requested by the committee.
- Support the ICS Learning team in their responses to delegates undertaking the accreditation and other stakeholder queries, where expert advice is required.
- Contribute to the development and review of accreditation content, assessments and processes, within their area of expertise. This would also include the development of MCQs, reviewing logbooks and examining practical assessments as part of the end point examination.
- Attend meetings or working groups as needed (*without voting rights*).

- Support quality assurance and innovation in the accreditation pathway.

**Appointment and Term**

- Co-opted on an ad hoc basis by mutual agreement of the Co-Chairs.
- Term and scope of involvement defined by the nature of the contribution required.

**Committee Meetings**

- Held at least twice a year.
- Duration: No longer than two hours.
- Format: Virtual meetings are the default to maximise attendance and minimise costs.