



# ETAP

*European Training  
Assessment Programme*

A joint project of the  
European Board of Radiology (EBR)

and

the Radiology Section of the  
Union Européenne des Médecins Spécialistes (UEMS)



# Terms and Conditions for the European Training Assessment Programme 2.0

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## **I. GENERAL STATEMENT**

1. The European Union of Medical Specialists (henceforth, UEMS) is a non-governmental organisation representing national associations of medical specialists in the European Union and in associated countries.
2. The European Board of Radiology (henceforth, EBR) is an organisation dedicated to the investigation, development and implementation of certification and accreditation activities and programmes, including examinations and other instruments of qualification certification for general and sub-specialised physicians, programme evaluation and accreditation of continuing medical education activities, accreditation of training institutions and similar organisations, as well as monitoring and harmonising qualification and training standards in the field of radiology and imaging diagnosis in Europe.
3. The Section of Radiology of the UEMS and the former European Association of Radiology (EAR) were cooperating since 2001 in a joint initiative equally funded by both partners with the aims of:
  - a. Improving and harmonising the standards of radiology training in Europe based on the ESR European Training Curriculum for Radiology (ETC)
  - b. Providing institutions that offer postgraduate radiology education with objective assessment of their training programmes by assessors (ETAP Committee members) in the ESR Institutional and associate member countries.
  - c. Developing assessment systems and guidelines for use by postgraduate education authorities at a national level.
4. In March 2016 it was agreed to shift the project from the ESR to the EBR. Its specialist body, in charge of the undertaking of the aforesaid aims in collaboration with the UEMS Radiology section is called European Training Assessment Programme (hereafter, ETAP). The UEMS Section of Radiology and the EBR, hereinafter are referred to as UEMS/EBR.
5. As a result of the aforementioned, UEMS and EBR have implemented and approved these Terms and Conditions that describe the criteria and mechanisms for the ETAP assessment and certification of radiology training departments.



6. The scope of the accreditation granted accordingly to these Terms and Conditions is limited to:
- The structure and management of the training programme
  - Delivery of training
  - Delivery of education
  - Radiology training facilities and resources
  - Research, audit and examinations
  - Conclusions and recommendations
  - Accreditation of compliance with the [ESR European Training Curriculum for Radiology \(ETC\)](#), endorsed by the UEMS as UEMS2013.26\_Radiology\_European Curriculum
7. These Terms and Conditions contain the updated criteria and mechanisms applied by UEMS/EBR during the assessment process and serve as a binding contract between the UEMS/EBR and the applicant institution for the ETAP assessment.
8. All applicant institutions must familiarize themselves with these Terms and Conditions before applying for the ETAP assessment.
9. By paying the accreditation fee established in section II.4 of this document, the applicant institution agrees to these Terms and Conditions.
10. The UEMS/EBR reserves the right to make the final decision in all matters relating to the ETAP assessment and certification, including the final decision on the compliance with the eligibility criteria of the applicant institutions.
11. Previous and mandatory step before application
- i. Before the beginning of the formal application process, the Applicant Institution must complete the online application form available on the EBR website and send the application form and any additional required documents to the EBR Office.
  - ii. Once the application form and its additional documents have been fulfilled and submitted by the Applicant institution, the ETAP Scientific Committee will review the compliance with the [eligibility criteria](#) and issue a decision concerning whether the applicant



Institution qualifies for the assessment and inform the Institution about the results of the aforesaid evaluation.

- iii. If the Applicant Institution is eligible for the assessment, it will receive from the EBR/ETAP office the instructions to formally begin the application process via its online platform.

The Applicant must not use the model forms attached to these Terms and Conditions, which are only for information purposes. The ETAP will not accept any application or document presented in any other way than the one described.





## **PART II.- SPECIFIC PROVISIONS FOR THE ASSESSMENT AND CERTIFICATION BY THE EUROPEAN TRAINING ASSESSMENT PROGRAMME**

### **II.1 REQUIRED DOCUMENTATION**

1. In order to have an application for the ETAP assessment considered by EBR/UEMS, the applicant institution must submit via the [ETAP platform](https://etap.myebr.org), fully completed and submitted in English, as well as all documents provided by the centre, the following documents at different stages:
  1. The application form to be completed online: <https://etap.myebr.org/apply/>
  2. Once the decision on the eligibility and confirmation of the applicant institution has been made, the following documents will be required:
    - ii. ETAP Centre assessment questionnaire (Annex 1)
    - iii. ETAP Junior staff questionnaire (Annex 2)
    - iv. A video of its facilities and equipment following the instructions of the “Video features” document (Annex 3)
    - v. Completed table about the Institution’s equipment and required information including brands, models, years, pictures, etc. (table and required information will be fulfilled in the ETAP Centre assessment questionnaire)
    - vi. Any required legal documents, if necessary, including the Confidentiality Agreement (Annex 4)
2. The applicant has to ensure that suitable responses have been provided for each section of all above mentioned documents.
3. The only application form that will be accepted is the one made available at the EBR website: <https://etap.myebr.org>.
4. No applications sent on paper or by email will be considered. As applications can only be received in English, applicants will be responsible for the translation of all submitted materials, if necessary.
5. Applicant institutions are responsible for the validity of all documents and application data.



6. The EBR will provide the applicant institution with a document containing rules and suggestions regarding:

(a) The confidentiality agreement to be signed between the Institution and EBR: The EBR will not publish any of the contents received from the applicant institution, since the aforesaid material will only be used for internal certification purposes; the document will be provided to the Institution via email once the Institution is given access to the platform. The document has to be signed within four (4) weeks, from the moment it has been provided to the Institution;

(b) These ETAP Terms and Conditions.

## II.2 ELIGIBILITY CRITERIA

Your institution:

1. Must be in one of the ESR institutional member countries or ESR associate member countries
2. Offers full post-graduate radiology residency training, i.e. full training in all aspects of radiology. The training can be performed in the main centre and also associated centres
3. Should have at least 2 residents per year
4. Should offer a minimum of 4 years of training (institutions with 3 years of training please contact the ETAP office)

## II.3. APPLICATION AND ASSESSMENT STEPS

### 1st. Stage

- a. The Application form is sent to the EBR Office via the [ETAP platform](#) on the EBR website.
- b. The ETAP Committee evaluates the application and the EBR/ ETAP office informs the Institution about the result of the evaluation, whether the centre is eligible or not.
- c. EBR provides the Institution with a login and password to access the ETAP platform once the payment of the established fee has been made.
- d. The Institution is asked to send several days and time slots (each interview lasting for 15 minutes) in which the online interviews could take place. All interviews are normally held in one morning, i.e. 2-3 hours depending on the number of people to be interviewed.



- e. The date and time slot of the interviews are fixed and a team of three assessors is appointed by the chairperson of the ETAP: an assessor who leads the team and a co-assessor (one from the ESR/EBR and one from the UEMS on a rotative basis) and a third junior assessor from the ESR Radiology Trainees Forum (RTF) or the European Junior Doctors (EJD) radiology representative to the UEMS to include the perspective of a trainee.

### 2nd. Stage

- a. From the moment the institution has access to the platform, it has to complete the centre assessment questionnaire and a separate questionnaire for the Institution's present trainees via the ETAP platform will be provided (to the trainees only), which must be both completed within four (5) weeks from the date in which access to the platform has been provided to the Institution. At least 50% of the trainees shall respond to the questionnaire in order to have a more complete picture of their view.
- b. The Institution uploads the video (s) of the facilities to the ETAP platform, following the instructions of the "Video features" document, within five (5) weeks.
- c. All completed questionnaires and the video will be made available to the assessors.

**Note:** The aim of this process is to allow the assessors to scrutinise the submitted documents and to come to an initial view as to the qualities of the training Institution in preparation of the assessment itself and the online interviews.

### 3rd. Stage

The lead assessor reviews with the assessors the documents and the video of the facilities on the ETAP platform within two (2) weeks. Preliminary evaluation, preparation and holding of online interviews.

The online interviews take place according to the date and time slots agreed and taking into account the established deadlines. The assessors should meet and have discussions with (to be adapted to each institution depending on its training department structure):

- Head of the radiology department or a deputy
- Head of the education programme
- One of the trainees' tutors





- One attending involved in the training programme or a deputy involved in the training programme
- Head of the trainees
- Two trainees (ideally one junior trainee and one senior trainee), with the possibility of interviewing a third trainee if the assessors consider it necessary.

- 4th. Stage      The lead assessor drafts a report, together with the co-assessor and the third junior assessor based on the institution assessment questionnaire and video features and the notes made at the time of the online interviews including recommendations. The report and final decision on the certification is then sent to the ETAP chairperson for consensus and ratification before being communicated to the assessed institution.
- 5th. Stage      The ETAP Certificate of Excellence will be made available for its download at the user area of the certificated institution.
- 6th. Stage      The EBR Office makes available a feedback form for the Institution, attached as Annex 5, which should be completed for a short-term follow-up of the assessment.
- 7th. Stage      Six (6) months after having sent the final report and decision on the certification, the EBR Office makes available another feedback form to the Institution and/or asks to provide a follow up to get insight on the long-term results of the assessment.

## II.4. FEES, COSTS AND PAYMENT POLICY

### Fees:

The fee for an application to the EBR/ UEMS for the accreditation of the Institution under these Terms and Conditions is determined in accordance with the following scale of fees per assessment:

- For institutions from ESR Institutional member societies countries: 950.- €
- For ESR Associate Institutional member societies countries: 1,500.- €

As with any contractual agreement, all invoices that will be issued by EBR must be paid by the applicant.



UEMS/EBR reserves the right, at its sole discretion, to change the fees at any time. Applications already submitted will be charged at the rate applicable at the time they were made.

### **Payment Policy:**

1. Full payment must be received by the deadline indicated by the EBR office.
2. Only applications for which full payment has been received will be accepted. The assessment process will be started and access to the platform will be provided once the full payment of the application fee has been received.
3. No refunds can be provided for incomplete applications. No refunds shall be provided if an applicant withdraws their application.

## **II. 5. SCORING AND CERTIFICATION**

The Certification will be granted after successful assessment of the radiology training programme. The ETAP certification expires after 5 years.

The scoring is only a guidance for the assessors and in any case the scoring will determine the type of certificate. The ETAP is a Certificate of Quality Radiology Training that aims to set a standard of training in Radiology based on the ESR European Training Curriculum:

•ETAP certifies that the assessed training programmes have training standards according to the principles established in the ESR ETC (European Training Curriculum) and cover all aspects of education with all modalities of imaging.

### **Areas of Evaluation:**

- **Structure and Management of the Training Programme**
  - Overall management of the programme
  - Conformity with the ESR European Training Curriculum for Radiology (ETC)
  - Trainee support/counselling/appraisal arrangements
  - Balance between service commitments and training
- **Delivery of Training**
  - Quality of Year 1-3 rotations
  - Quality of Year 4-5 subspecialty options (including flexibility of arrangements)
  - Clinic-radiological meetings
  - Training in management of radiology services



- **Delivery of Education**
    - Tutorial/lecture programme general radiology
    - Tutorial/lecture programme sub-speciality option
  
  - **Radiology training facilities and resources**
    - Book/journal library
    - Film/computer based library
    - Seminar/lecture/tutorial facilities (including audio-visual aids)
    - Personal space for trainees
    - Equipment in maintaining imaging departments
- 5. Outcomes**
- Research training/supervision/facilities
  - Research and audit output
  - Examination results (if applicable)

### **Assessment criteria:**

The evaluation of the different areas is the result of the assessment, based on the ESR European Training Curriculum (ESR ETC). The information given in the questionnaire, which is afterwards ratified in the interviews and the video of the facilities, determines the suitability of the assessed training programme with the ESR ETC.

A minimum threshold has been established for the certification of a training programme. The Applicant Institution would fail the certification if the scoring obtained is under 60%.

Following the weights given to each component of the assessment programme, the formula to obtain the final result that determines the percentage reached would be as follows:

- Phase 1: Centre submission questionnaire (70%)
- Phase 2: Video material submitted by the applicant (5%);
- Phase 3: Interviews between assessors and relevant members of the training institution (25%)

## **II.6. REASSESSMENT PROCESS**

1. Section II.4 and III.3.4.a) indicate that ETAP certificates will expire after five (5) years. Consequently, EBR will inform the centres of this expiry one (1)



month before the expiry date, in order to give the centre, the possibility to carry out the reassessment process.

The centre shall communicate its reply (affirmative or negative), regarding its willingness to renew the ETAP certificates and its intention to carry out the reassessment process.

2. In the event that the centre expresses its acceptance, EBR will issue the corresponding invoice for the amount of SEVEN HUNDRED AND FIFTY EUROS (750.00€), for ESR Members from Europe, and THOUSEND FIVE HUNDRED EUROS (1.500€) for ESR Members from outside Europe, which must be paid by the centre within thirty (30) days from the date of issue.

Once the amount has been paid, the centre will receive access to the reassessment questionnaire, which will not be scored, to be completed by the centre within four (4) weeks.

3. Within the four (4) weeks indicated above, the ETAP will send the anonymous residents' questionnaire to the trainees.
4. The team of assessors will have one (1) week to review the information provided in the ETAP reassessment questionnaire from the date of receipt of the information.
5. Once the information has been reviewed, the ETAP office will contact the centre to organise interviews, which will last fifteen (15) minutes. These should be held with the head of department, the head of trainers and one or two trainee residents (preferably at least one senior resident).
6. Once this process has been completed, the assessors will decide on the final outcome and will draft the final report (containing a SWOT analysis).
7. If the centre is successfully reassessed, it will be granted the ETAP Quality Training Certification for a further period of five (5) additional years from the date of reassessment.



## II. 7 APPEAL PROCESS

An institution, or any person on behalf of that institution duly authorized, wishing to appeal any aspects of an ETAP procedure, should address such appeal to the Chairman of the ETAP Appeals Committee, in writing.

1. The ETAP Appeals Committee will have a formal procedure in place to deal with the request of an assessed institution for appeal against the assessment results as outlined hereunder.
2. The ETAP Appeals Committee shall be composed of a chairman and 2 judges co-opted by the ESR and the UEMS. The members shall include two appointees from the ETAP Scientific Committee, with recognized expertise in the ESR European Training Curriculum of Radiology; and the current Scientific Director of the ETAP Scientific Committee in the position of chairman. Function period comprises two years. For each member of the ETAP Appeals Committee a substitute has to be nominated by the respective body.
3. The ETAP Appeals Committee will consider every request for appeal formally made regarding the Assessment procedure. Should the evaluated institution have initiated legal proceedings (before judicial authorities or any other governmental authority), the Appealing Process may not be invoked under any circumstances.
4. According to the aforementioned, institutions may not appeal against the academic judgment of the assessors. However, appeals will be considered when an institution has reasons to believe that:
  - a) There may have been an error in the collation of the evaluation (example: the assessor rejected a correct answer).
  - b) There may have been an irregularity in the conduct of the evaluation (example: incorrect documentation).
  - c) The ETAP Scientific Committee may have failed to take into account extenuating circumstances of which it had been informed prior to the evaluation.



- d) The ETAP Scientific Committee may have failed to make allowance for unusual evaluation conditions.
- e) Unlawful discrimination against the institution may have occurred.
- f) Malpractice in the marking of the institution's evaluation may have occurred.

**5. The appeal process will proceed in three stages:**

**5.1 Submission of request for appeal**

**5.1.1** Formal requests for appeal must be submitted, in written, to [etap@myebr.org](mailto:etap@myebr.org) by the institution to whom the request relates within two (2) weeks after having received the results of the evaluation in question. Forms should be submitted to the ETAP Appeals Committee Officer.

**5.1.2** In the written appeal an exact cause has to be defined, following the possible reasons that any institution can claim

**5.1.3** The ETAP Appeals Committee Officer or deputy will acknowledge receipt of the form, and inform about the appeal to the ETAP Scientific Director and the Chairman of the ETAP Appeals Committee within seven (7) working days after having received the formal request. The Chairman of the ETAP Appeals Committee will then call a meeting of the ETAP Appeals Committee. The ETAP Appeals Committee can deal with these issues in teleconferences, as no formal (physical) meeting is required.

**5.1.4** The ETAP Appeals Committee will discuss and consider the admissibility of the appeal. If the appeal is considered inadmissible, the institution will be immediately informed.

**5.2. Formal hearing of appeal**



- 5.2.1** If the appeal is considered admissible, the ETAP Appeals Committee Officer will inform the appellant that the appeal progresses. ETAP Appeals Committee will also be informed that the appeal is admissible.
- 5.2.2** The ETAP Appeal Committee has a quorum if the Chairman and at least two judges are present. The ETAP Appeal Committee decides upon objections with a simple majority voting. Abstentions are not allowed. If there is no majority, the Chairman of the committee decides.
- 5.2.3** The Chairman of the ETAP Appeals Committee will activate the Appealing Committee which will be made up as follows:
- a) A Chairperson
  - b) Three assessors that were not involved in the institution assessment of the appellant in the evaluation under appeal
  - c) An external assessor
  - d) A Legal adviser
  - e) An Appealing Committee Secretary, to minute the meeting but not to participate in the decision.
- 5.2.4** The Appealing Committee Secretary will inform the appellant of the names of the Committee members and about the date, time and location of the hearing, giving at least two (2) weeks notice to the appellant.
- 5.2.5** The Appealing Committee will take into consideration all admissible documentation and written statements from all those involved, and may have the right to receive evidence from nominated experts or witnesses, if appropriate. The appellant will have an opportunity to present his or her case, in person or through a representative duly authorized.



### **5.3. Outcome of the appeal**

- 5.3.1** The Appealing Committee will deliberate in private and may decide the dismissal of the appeal or its approval. The decision will be carried out by a simple majority voting, no later than four (4) weeks after the appeal has been raised. In any case, the Appealing Committee's decisions are final and are not subject to review by the ETAP Scientific Committee, as the Appealing Committee is the court of last resort.
- 5.3.2** If the appeal is upheld, the grounds on which the appeal is successful will be defined. In this sense, if it can be proven that the institution scored the marks required to be certified but was not credited with them because of an administrative or any other kind of error, the previous procedure result may be declared void and the institution should be awarded with the Certificate.
- 5.3.3** A written statement regarding the decision of the Appeal Committee will be issued to the contestant within two (2) weeks after such decision.
- 5.3.4.** If the Appeals Committee rules in favour of the institution, no costs will be incurred by the latter. If the Committee rules in favour of the ETAP Scientific committee evaluation, result costs in relation to the enquiry shall be borne by the institution. In this sense, any documentation that may have supported the institution with the appeal should be enclosed along with the appeals cost.





## **PART III.- GENERAL DISPOSITIONS OF THE PROCEEDING FOR THE ASSESSMENT AND THE REASSESSMENT OF THE RADIOLOGY TRAINING DEPARTMENT OF AN INSTITUTION**

### **III.1. ASSESSMENT REGULATIONS**

The EBR commits to:

- Provide, on the ETAP platform or via email, all forms required and documentation based on the criteria set out in this document;
- Ensure confidentiality regarding the application submitted;
- Confirm to the applicant that the application is complete (including payment of the invoice) and that the assessment process has begun;

Publishing, on its website, the list of Institutions successfully certified.

### **III.2. DATA PROTECTION AND PRIVACY**

1. In accordance with the Spanish Data Protection Regulation (Law 15/1999 of December 15, on Personal Data Protection), the personal data collected by the EBR will be incorporated into a of its ownership. . EBR agrees and undertakes to comply with all applicable EU and national legislation in the field of personal data protection and privacy laws and in particular Spanish Fundamental Law 15/1999, dated December 13th, on Protection of Personal Data and its corresponding regulations, and from May 25, 2018, the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).
2. Applicants allow the EBR to store and treat their personal data. The EBR shall not use such personal data for purposes other than those related to the ETAP certification herein listed:
  - a. Purpose I: management of the applicants information for the certification of the radiology training departments in the relevant Hospital.
  - b. Purpose II: EBR communications relating information and advertising of products and services of the company, under the express consent of the candidate.



3. Any provided data will be kept for the period of duration of the assessment process in which it was collected and during the period in which the contractual relationship between the user and EBR remains in force, as well as for as many required years as to comply with legal obligations. Any data processing relating Purpose II (advertisement and communications) shall not exceed a period of three (3) years since the date the result of the assessment has been communicated to the centre.
4. The provided data will not be transferred to third parties except in cases in which there is a legal obligation to do so or in which we have obtained your previous and express consent. EBR ensures that its employees and subcontractors who obtain or have access to such personal data comply at all times with the applicable legislation in terms of privacy and protection of personal data and have undertaken the same obligations as the relevant Party has under the present Agreement; supervises the Data Processing, which shall be performed under a legitimate interest; and undertakes to conduct, when applicable, Risk Analysis or Impact Assessment (DPIA) on Data protection.
5. Applicants may exercise their right of information, access, rectification, cancellation, opposition, deletion, transmission, limitation of the processing and to not be subject to automatic individual decisions in relation with their personal data. The exercise of these rights must be made in writing, to the following contact details:

Responsible: EUROPEAN BOARD OF RADIOLOGY, S.L.

NIF: B-65668006

Mailing address: Av. Diagonal, 383, Sobreático 1. 08008 Barcelona (Spain)

Phone: (+34) 936 764 169

Fax: (+34) 934 676 694

Email: [administration@myebr.org](mailto:administration@myebr.org)

### III.3. OUTCOME

1. Until confirmation of accreditation has been sent to the applicant, the only permissible statement that can be made on material related to the Institution is “An application has been made to the UEMS/EBR for ETAP accreditation of this event/material”. The use of any statement by the applicant that suggests



that accreditation has been granted, or has been provisionally granted will result in automatic rejection of the application.

2. Confirmation of accreditation of the Institution by the UEMS/EBR will permit the applicant to use a statement to this effect prepared by the UEMS/EBR on and within the material. Only after confirmation of accreditation has been made can the applicant use the UEMS and EBR logos on material related to the Institution. Any unauthorised use of these logos will result in action being taken by the UEMS/EBR.
3. Accreditation by the UEMS/EBR will be for the specific Institution designated on the application form. It is not permissible to transfer this accreditation to any other event.
4. The Certificates of accreditation are granted under the following restrictions:
  - a. All certificates reach its expiration date after 5 years.
  - b. If the scientific criteria which granted the certificate are no longer reached by the certified centre, or falls to meet with the eligibility requirements that determine an applicant centre to obtain the Certificate.
  - c. If a centre does not comply with the requirements to be granted any of the ETAP certificates, the centre may apply for a new assessment following the ETAP assessors' recommendations in the ETAP final report.

The Institution whose Certificate had expired will automatically lose all the benefits granted by it, and shall restart the ETAP Assessment procedure in order to obtain a new Certificate. In any case, the Institution may carry out the reassessment process under the terms described in the following section.