



EBE ORL-HNS ORGANISATION MANUAL

The European Board exam has been created to help harmonize the knowledge base amongst Otorhinolaryngologists throughout Europe.

Europe is a very large continent with many different cultures and varied Academic standards. This is also applicable to ORL training and teaching programmes. For this reason the European exam has to be an equal and fair one for all European countries and has to contemplate the common points of the European ORL training programmes.

In 2007 the UEMS ORL Section and Board created after months of hard work and the consensus of all delegates (all European countries were involved) a log book that details the specialty. This log book has been translated to many European languages. The European exam should include the areas outlined in this log book and the detailed contents. A **European syllabus in ORL** has been defined according to this log book.

A LARGE POOL of Multiple Choice Questions (MCQ's) for the part I written exam, and of Guided Questions (GQ's) for the part II oral exam should be obtained with the participation and input of ALL EUROPEAN COUNTRIES and ALL ORL SUBSPECIALTIES. The pool of questions should be harmonized and accepted by both the COUNTRIES and the SUBSPECIALTIES.

Alterations and amendments should be made by the different country's representatives and subspecialty experts.

This system helps to ensure that the EBEORL-HNS exam is a EUROPEAN EXAM and not a series of national examinations.

Questions (MCQ's and GQ's) should be obtained by the important and essential input of EUFOS and UEMS (representing the countries) and the EAORL (representing the subspecialties).

BOARD OF EXPERTS

Once a large collection of questions has been obtained, a BOARD OF EXPERTS should check them, correct them, exclude those that are not considered valid, harmonize to meet European standards and validate them.

Questions need to be allocated in one of the seven main areas of the specialty which are detailed in the **European syllabus in ORL**:

I. BASIC OBJECTIVES

II. OTOLOGY

III. NOSE AND PARANASAL SINUSES

IV. LARYNX. TRACHEOBRONCHIAL TREE.

V. ORAL CAVITY. PHARYNX AND OESOPHAGUS

VI. HEAD AND NECK AND AESTHETICS.

VII. PEDIATRIC OTOLARYNGOLOGY

The three institutions involved in this exam should classify the MCQ's and GQ's received in these seven areas and forward them to the EXAM COORDINATORS.

EUROS, UEMS and EAORL should nominate a group work for each of the seven areas, with at least 3 persons from each institution for each one of the seven areas (total of 21 experts from each one).

The nominated group work for each area (i.e. Group II OTOLOGY), formed by 9 ORL specialists with a relevant interest in that field (3 from EUROS, 3 from UEMS and 3 from EAORL) should go through the pool of questions that have been received for that area and work on them extracting those that are considered valid for an European exam, carrying out the necessary modifications, exclusions and conclusions. This way, each area will have a valid pool of questions agreed by the BOARD OF EXPERTS in that particular field.

The BOARD OF EXPERTS should then report to the Exam Coordinators who will keep the pool of questions up to date, safe and secret.

New questions received by the Exam Coordinators from the three Institutions concerned (EUROS, UEMS and EAORL) will periodically be sent to the Board of Experts in that particular area and once they have been analyzed by them will be added to the pool.

For each setting of the exam, the **EXECUTIVE COMMITTEE** will go through the pool of questions to choose those that will be used for the coming exam, always according to the distribution of the different areas (percentage of each area).

PANEL OF EXAMINERS

EUROS, UEMS and EAORL should also nominate ORL specialists for the PANEL OF EXAMINERS who will be trained for this purpose specifically. The PANEL OF EXAMINERS will have the following roles:

1. Revision of the controversial MCQ's after each seating of the written exam and Standard setting of the pass mark according to the Angoff Technique and
2. Performance of the oral exam to those candidates that having passed the part I written exam wish to sit part II and apply for it.

A large pool of examiners is desirable.

The panel of examiners should be: Active experienced clinicians, with interest in different sub-specialties, application to come through their corresponding institution, previous examiner experience is desirable. They should commit themselves to participating in the European Board exam and make themselves available. They should go through the training process that has been established for the panel of examiners. They should have good command of spoken English.

The first training course for the Board of Examiners will take place in Pamplona during the ESPO Congress in June 2010.

SUMMARY OF THE WORKING GROUPS

1. EUFOS, UEMS ORL Section and Board and EAORL-HNS
2. BOARD OF EXPERTS: Nominated by the three institutions named above. A total of 21 experts should be nominated by each institution. Three experts for each of the 7 areas.
3. PANEL OF EXAMINERS: Nominated by the three institutions named in 1. As many people as possible who will agree to participate as oral examiners. A large pool is desirable to allow having examiners available for each annual exam.
4. EXECUTIVE COMMITTEE: Two representants from each of the institutions named in 1. plus the Exam Coordinators .
5. EXAM COORDINATORS: Prof. Klaus Albeegger and the President and General Secretary of the UEMS ORL Section and Board.

PLANNING

1. **Names for the Board of Experts** for each of the seven areas from EUFOS, UEMS and EAORL by the 8th March to mmota@seorl.net. Three names for each one of the seven areas from each Institution specifying the area for which they have been nominated (total of 21 names from each institution)
2. **Pool of questions** from EUFOS, UEMS and EAORL (MCQ's and GQ's) to be sent anytime from now on a permanent basis to mmota@seorl.net. A large number of questions is desirable from each institution initially and a regular input should be maintained periodically
3. **Names for the Panel of examiners** from EUFOS, UEMS and EAORL by the 8th March to mmota@seorl.net. A large number is desirable.
4. **Names for the Executive Committee** from EUFOS, UEMS and EAORL by the 8th March to mmota@seorl.net. Two representatives from each Institution.
5. Questions will be send to the Board of experts by the end of March with specific instructions for evaluation (MCQ's and GQ's)
6. Feed-back from the Board of experts in 4 weeks from the day they were sent

7. **Meeting of the Executive Committee** late April, early May for final revision (MCQ's and GQ's)
8. Final 100 MCQ's ready in May
9. **Second part I written exam** on Saturday the 5th of June 2010 in Pamplona
10. **Meeting of the Panel of examiners** in June during the ESPO meeting for revision of controversial questions and for Standard setting of the exam pass mark according to the Angoff Technique. Training for the oral examiners in GQ's procedure will also take place
11. List of those examiners available for the first oral exam (which will be held early September in Vienna during the ELS meeting) by the end of June. They must have attended the training held in June in Pamplona
12. **First oral exam** on the 1st September 2010 during the ELS meeting in Vienna