



EUROPEAN BOARD OF
PHYSICAL & REHABILITATION MEDICINE

BOARD RULES

CERTIFICATION BY EXAMINATION

JULY 2018

1.1.1. Board Certification for young PRM Doctor (by Examination)

A - Conditions

The applicants must be physicians who have had their training in PRM in UEMS member countries and the associated countries participating in the PRM Section. Two situations are considered:

- **Qualified PRM specialists:**

They must show proof that they are fully certified in PRM in their own country (National Certification in a UEMS member country or associated country) and present their professional curriculum vitae to the National Manager (the National Manager is the National Delegate in charge of the organization of, and has responsibility for the Examination in his country, has the responsibility for validating all the files of his national colleagues and manages all Certification procedures in his country).

- **PRM trainees:**

PRM trainees can sit the EBPRM examination from year 3 of a specialist training programme at the discretion of the training programme director. Even if they pass the Board Examination, they will not receive the Board Certificate until they will be officially certified in their country.

PRM trainees will be registered on a special list and their Certificates will only be given on proof of their Certification recognised in their country. This process is the responsibility of the National Manager and the Board Certification Secretary General.

B - General scheme

The Board Certification Secretary General is responsible for the practical management of the examination. She/he coordinates the action of all the National Managers (see below) without having any direct contact with the applicants.

Every country is requested to organize the Board Examination, without consideration to the number of applicants.

Before the Spring General Assembly of each year, each country must propose:

- The name of its National Manager.

The examination should take place at the National Manager's usual location. Should it be necessary to change this, the costs will be borne locally.

The General Assembly will validate these proposals as well as the date of the Examination.

The National Manager will sign a written declaration taking responsibility for the general management of the Examination (including local organization), its promotion in his country, and the management of the candidates before and after the examination. She/he must also keep the questions an absolute secret.

C - Public information

The following information will be updated on the website of the UEMS PRM Section and Board after the Spring General Assembly every year:

- Organization chart of the Board with:
- Board Certification Director General and Board Certification Secretary General with addresses;
- Composition of the Jury for Board Certification;
- List of National Managers;
- The Question Bank Group and the Committee for Curriculum and Logbook updating (chairman and members);
- Date of the Examination and registration deadline;
- Conditions for application;
- Updated Logbook ready to be downloaded;

- Registration and payment procedure;
- Examples of previous questions.

D - Registration process

The candidate who wishes to sit Board examination must proceed in the following order:

Step 1: Payment of Registration Fee

Step 2: Registration – Application:

The registration - application to sit Board examination is submitted online. After a successful submission, a confirmation message and a full copy of registration form will be sent to the candidate by email. The candidate should print confirmation of registration sent by email and proceed to Step 3.

Step 3: Validation of the Registration File

The candidate must contact his/her National Manager, in order to submit the registration file for validation. The National Manager will examine the registration file and certify that training and National qualifications have been done according to National and European standards and criteria. It is therefore not necessary to translate and legalize documents that are written in candidate's official National language. The registration file will be returned to candidate after completion of Certification procedure. It is the sole responsibility of the candidate to submit the registration file to National Manager for validation within the deadline (see below). Candidates are encouraged to apply early in the application period.

The Registration File consists of the following documents:

- Copy of fee payment receipt, issued by candidate's bank
- Copy of the registration - application (sent to the candidate by email at Step 2)
- Logbook duly completed and signed by the local Director of Training – DOWNLOADED from website
- National PRM Qualification (for PRM qualified doctors)

Registration to the Board is the first compulsory step in the procedure of Certification.

Board Registration payments are managed by the Treasurer. The registration fee is decided each year by the General Assembly on the proposal of the Board Executive Committee. The fee will be directly paid to the Treasurer in euro (either by credit transfer or banker's draft). A copy of the payment receipt has to be sent at the same time with the Registration Form and Files to the National Manager.

The Treasurer will inform the Board Certification Secretary General and the National Manager of each payment.

Any registration without full payment of the fees will be rejected and the applicant will not be allowed to sit the examination.

The closing date for Registration is September 30th each year. Registration files and payments must be sent before this date. Online registration submission timestamp, postmark and bank traces will be accepted as proof of receipt of this deadline.

The Registration Files are gathered by the National Managers who:

- Check the suitability of the applicants and their completed application.
- After the closing of registration procedure, reply to Board Certification Secretary General regarding the list of applicants from their country, certifying that each candidate fulfils the conditions for appliance, including the validation of the Logbook or of the professional curriculum vitae (including National Certification).
- Send a random sample of the Logbooks on request to the Jury's meeting, and returns them to the candidates after the Jury's deliberation.

Immediately after the closing of registration procedure, Certification Secretary General sends the list of candidates (based on online registrations) to National Managers and the Treasurer in order to validate the eligibility of

candidates to sit the exam. They are requested to reply to Certification Secretary General, the latest within 7 working days from the date the lists were sent to them. Certification Secretary General gathers the lists with candidates eligible to participate in Board exams, validated by the treasurer and National Managers and sends the final lists back to National Managers, in order to inform candidates and prepare the exams.

E - During the Examination

National Managers are requested to:

- arrange a suitable room for the Examination;
- set up easily-seen information signs;
- arrange beverages to welcome the applicants;
- select the appropriate number of persons to supervise the examination;
- collect the Logbooks;
- adhere strictly to the exact starting and finishing time of the examination (starting time is 08.30 am, Greenwich time).

Each applicant must sign the applicant list validated by the National Manager. No additional applicant will be allowed to take the examination.

F - Process after the examination

The National Manager keeps a copy of the answer sheets and signs the applicant list.

Answer sheets with the signed applicants list are put in a sealed envelope, signed by the National Manager, and sent, by registered mail to the place where they are corrected. The National Managers keeps one single copy of the list of applicants and the answer sheets.

G – Meeting of the Jury for Board Certification

A Jury meeting will take place in a short time after the examination for Board Certification for young PRM Doctors. The Jury will only consider those candidates who have fully completed their registration and payment before the examination. The Jury checks some of the Logbooks at random and the result of the examination sheets, and then determines if each candidate have passed or failed the examination. The Jury's decision on the Examination results is final.

H - The rules of Jury's deliberation

- Identification of the questions causing problems.
- Critical analysis of the problems.
- Adjustment of a critical level to define a minimal score for success.
- Establishment of a list for the results of the examination.
- Identification and discussion of individual cases.
- Establishment of the final list for the results of the examination.

I - After the Jury Meeting

The candidates' results are presented to the Board Executive Committee, for confirmation. Then, results of the examination (passed or failed) will be sent by email by the Examination Secretary to each National Manager. The National Managers in turn notify the candidates of their results by telephone and request a copy of their National Certification in PRM to the final year trainees who passed the examination. A copy of this Certificate, signed by the National Manager, is sent to the Board Certification Secretary General. The National Managers will retain the

Diploma of the final-year trainees until they receive the copy of their National Certification. Candidates who have failed may re-sit for the examination once more without further payment.

The list of new Board Certified Specialists is sent by the Board Certification Secretary General to our Web Master for display on our website. Only candidates who successfully passed the Board Examination AND have been qualified as PRM Specialists in a UEMS member country (or associated country participating in the PRM Section) will be listed on the website.

The Treasurer hands the Board Certification Diplomas to each National Manager at the Spring General Assembly each year. This Certificate does not confer the right to practise PRM, since this is under the control of national structures. It is an attestation that the specialist has attained the European standard in Physical and Rehabilitation Medicine.