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2 **International Council on Perioperative Neuroscience Training**  
3 **(ICPNT)**  
4 **Society for Neuroscience in Anesthesiology and Critical Care**

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6 **CHARTER**

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8 *Amended January 21, 2018*

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11 The following document represents the Charter for the SNACC International Council on  
12 Perioperative Neuroscience Training (ICPNT) based on the SNACC Bylaws. It has been  
13 approved by the SNACC Executive Committee as of (DATE\_\_\_\_) and may be subsequently  
14 amended as approved by Executive Committee.

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16 **Mission Statement**

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18 The mission of the International Council on Perioperative Neuroscience Training (ICPNT) is  
19 to set educational standards, foster engagement and supervise activities that promote  
20 high quality subspecialty education in perioperative neurosciences and ultimately improve  
21 outcomes of patients with neurologic conditions in the periprocedural period.

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23 **Vision Statement**

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25 Our vision is to ensure the maintenance of an exceptional worldwide educational system  
26 in perioperative neuroscience.

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28 Membership in the ICPNT will abide by the diversity and inclusivity policies of SNACC.

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30 A chair and secretary-treasurer will be appointed by the SNACC President and approved by  
31 the Executive Committee. The chair will be a voting member of the SNACC Board of  
32 Directors. In addition to the chair and secretary-treasurer, the Council will include  
33 members at large, selected by the chair and approved by the SNACC Executive Committee.  
34 The chair and secretary-treasurer will report directly to the SNACC Executive Committee.  
35 All Council members shall be SNACC members, serve staggered three (3) year terms, and  
36 may serve a total of two (2) successive terms in these positions if re-appointed by the  
37 SNACC Executive Committee. The SNACC Executive Committee will have the authority to  
38 replace any member of the Council as deemed necessary. The SNACC Immediate Past  
39 President shall serve on the Council. ICPNT will also have designated positions for  
40 international members.

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42 The chair will take into consideration current or past experience as fellowship program  
43 director and membership in postgraduate educational activities as desired criteria when

44 selecting board members.

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46 The general responsibilities of ICPNT are to:

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- 48 1) Develop the subspecialty training curricula in consultation with current subspecialty  
49 program directors, specifying duration and components of training, requirements for  
50 facilities, faculty, affiliated services and minimum case material at the fellowship site.  
51 Fellowship requirements must include a curriculum for knowledge and procedural  
52 objectives based on competencies approved by ICPNT.
- 53 2) Develop, review and update subspecialty training requirements including case counts,  
54 competencies, and scholarly activities
- 55 3) Allow adoption of subspecialty training curricula according to generally agreed or  
56 codified requirements of a region or country of a fellowship, while ensuring adherence  
57 to the general minimum standard set by ICPNT in the program requirements document.
- 58 4) Receive and administer applications from programs, reviewing eligibility and program  
59 attributes, granting accreditation to subspecialty training programs at appropriate  
60 intervals up to five (5) years.
- 61 5) Assign application fees for member programs according to set criteria and submit for EC  
62 approval
- 63 6) Establish metrics for program directors to determine successful completion of a  
64 fellowship program, which will include ICPNT designated competencies; and may  
65 include examinations internally administered by programs.
- 66 7) Award certificates of completion of accredited training to candidates after confirmation  
67 of successful completion by program directors. This certificate shall be signed by the  
68 council chair, SNACC president and program director. Each training program may also  
69 provide a certificate of successful completion and indicate SNACC ICPNT accreditation  
70 of the fellowship program, as allowed by institutional protocols.

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72 ICPNT will not determine licensing required for fellowship training. Licensing requirements  
73 will be determined by the local institution and applicable licensing bodies in keeping with  
74 regional laws governing licensing to practice medicine.

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## 77 **Description of Terms**

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- 79 1) **Subspecialty program** : An academic setting within a clinical environment, comprising of  
80 teaching faculty, with appropriate staff support and facilities, which altogether delivers a  
81 curriculum to train subspecialists within a defined time period
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- 83 2) **Program Director**: The person in a sub-specialty leadership position among the core  
84 faculty responsible for ensuring subspecialty trainee candidates successfully achieve  
85 curriculum-defined competencies in a ICPNT accredited program before graduating.
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- 87 3) **Core Faculty**: Individuals with predefined qualifications who have a role in training  
88 candidates within a program. They may also be called core attending physicians or core  
89 consultants according to the vernacular of the local institution.

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- 4) **Accreditation:** The status of a program indicating it has undergone an evaluation process resulting in recognition of meeting ICPNT- preset criteria for conducting a standardized training experience which facilitates attainment of ICPNT- defined competencies.
- 5) **Certification:** Acknowledgment of an individual graduate having met necessary requirements of the region where he/she practices.
- 6) **Fully trained anesthesiologist:** A physician who has successfully completed a post medical school training experience in Anesthesiology consistent with the duration and demonstrated competencies as defined by the region or country where it is performed and who can practice anesthesiology independently. A minimum of two years training in clinical anesthesiology is expected for purposes of enrollment in an ICPNT accredited fellowship.
- 7) **Graduate training or education:** Training provided after graduation from medical school. It can encompass residency or fellowship types of training.
- 8) **Residency:** A post medical school specialty training program. In anesthesiology, a residency duration will be as mandated by the region or country where it is performed.
- 9) **Fellowship:** A post-graduate subspecialty training experience in perioperative neurosciences and subspecialties including, but not limited to, neuro 1)anesthesiology, 2) critical care, 3) physiology/monitoring, etc. Fellowships are usually one year in duration, but may be longer as determined by the requirements of the individual program, and qualifications and career goals of the trainee regarding the body of knowledge and the skills to be learned.
- 10) **Fellow:**
  - a. An individual who has completed training in anesthesiology and is a trainee in a fellowship program. In this capacity the fellow, who otherwise can conduct an anesthetic independently may be granted varying degrees of autonomy as judged appropriate by the program director.
  - b. In situations of an enfolded (in-residency) fellowship, wherein the fellow will not have been fully trained in anesthesiology, it would be expected that supervision will be consistent with the fellow’s level of experience.

## I. Council Structure & Responsibilities

### A. Chair

The Chair of ICPNT will have responsibility for directing the Council’s activities and convening meetings as necessary to meet its responsibilities. The chair or a designee will be present during SNACC board of Directors’ meetings, or EC meetings as requested, for the purpose of communicating ICPNT deliberations and facilitating

137 oversight of ICPNT activities. The chair shall have the responsibility to document  
138 outcomes related to fellowship training as subsequently delineated. The chair shall  
139 have the responsibility to assign and oversee the communications of the Council.  
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#### 141 B. Secretary/Treasurer

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143 The Secretary/Treasurer of ICPNT will maintain records of ICPNT deliberations and  
144 actions as well as accreditation status and review cycles of accredited fellowships and  
145 the certification and certificate status of fellows. The Secretary/Treasurer will be  
146 responsible for pertinent and timely notifications of each member fellowship program  
147 in matters related to the accreditation process. The Secretary/Treasurer will present to  
148 EC the suggested application fee for each individual program and after EC approval  
149 collect application fees and maintain financial books relative to income and  
150 disbursements. The Secretary/Treasurer functions will be performed with support of  
151 the SNACC management company unless the ICPNT, with EC support, chooses an  
152 alternate mechanism of administrative support. The ICPNT Secretary/Treasurer will be  
153 responsible for managing all accreditation appeals according to the prescribed  
154 procedures subsequently delineated.  
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#### 156 C. Financial Statements

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158 The ICPNT shall have its own set of financial statements and revenues will be  
159 restricted. The financials shall be incorporated as necessary with the SNACC Form 990  
160 and other related tax documents.  
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#### 162 D. Dissolution

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164 In the event of dissolution of the Council, all of the assets and property of every nature  
165 and description whatsoever remaining after the payment of liabilities and obligations  
166 of the Council, but not including assets held by the Council upon condition requiring  
167 return, transfer or conveyance, which condition occurs by reason of the dissolution of  
168 the Council, shall be paid over and transferred to the Society for Neuroscience in  
169 Anesthesiology and Critical Care (SNACC) and no portion of said assets and property  
170 shall inure to the benefit of any member of the Council or any enterprise organized for  
171 profit.  
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#### 173 E. Council Members

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175 Applications and Training Requirements

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177 Assure that subspecialty training requirements are reviewed and updated at least  
178 every five years, seeking input from the SNACC membership, in particular the  
179 Education Committee, and fellowship program directors.  
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181 Numbers of fellows participating in a given fellowship will not be a criterion for  
182 accreditation.

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Accredited programs found not to be following the requirements for accreditation may be subject to probation and/or undergo the need to reapply for accreditation at the program's expense and as judged required by ICPNT.

Fellowships enfolded within an institution's anesthesiology residency continuum will be allowed.

Council members shall abide by their established Conflict of Interest policy. Any perceived conflicts shall be disclosed to the Chair.

## **II. Fellowship Review**

ICPNT members may ask the SNACC or other world-wide subspecialists who are interested and knowledgeable in subspecialty competencies and fellowships to assist ICPNT as consultants in the review of programs, appeals and development / maintenance of subspecialty training requirements. The Chair or Secretary/Treasurer of ICPNT will, with input from the SNACC Board of Directors, appoint these members to constitute a panel for assisting in review of applications for fellowship accreditation and making recommendations to ICPNT in this regard. Additionally, members of this body may serve in the development and revision of fellowship training requirements as determined by the ICPNT member responsible for this activity.

## **III. Accreditation and Certification Process**

Accreditation is open to fellowships worldwide. Each program should send applications to ICPNT for evaluation which may include a site visit if substantive questions remain after review of the application. The application will include a non-refundable fee. After review the ICPNT will decide if the program meets the requirements and will give the program up to a five year accreditation.

Applications for fellowship accreditation and certification will be submitted to the ICPNT Secretary/Treasurer as per instructions posted on the ICPNT website. The Secretary/Treasurer of ICPNT will have the discretion to complete the review within ICPNT or utilize additional subspecialty reviewers.

Judgments regarding accreditation will be made based on compliance with the established fellowship training requirements. All deliberations will be confidential. After the exclusion of the members with a conflict of interest, a minimum of half of the ICPNT members will constitute a quorum for participation in accreditation decisions. Accreditation decisions will be made by a majority vote of participating ICPNT members.

ICPNT may at its discretion require a site visit to obtain information not adequately

229 represented in the application. The expense of this visit will be predetermined to  
230 cover transportation, meal and lodging expenses and will be the responsibility of the  
231 sponsoring program's department/division. These arrangements will be made prior to  
232 the site visit.

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234 When an ICPNT accredited subspecialty fellowship makes a significant change in program  
235 structure or undergoes major changes in fellowship faculty, especially the fellowship  
236 program director, the fellowship director or the residency program director shall inform  
237 the ICPNT Secretary/Treasurer within six months of the change. Substantial changes such  
238 as a change in program director or institutional leadership may, at the discretion of  
239 ICPNT, be cause for review of fellowship and its accreditation.

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241 The cost of such reevaluation events should be included in the original application fee.  
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#### 244 **IV. Appeals**

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246 Appeal of a decision by ICPNT will be submitted in writing to the ICPNT  
247 Secretary/Treasurer. The written communication must address specific concerns in detail.  
248 The ICPNT Secretary/Treasurer will present the appeal to the ICPNT for deliberation and  
249 voting. The appeal must be presented in writing by the fellowship director and/or  
250 program chair of the fellowship in question. The result of deliberation will be presented  
251 to the SNACC Executive Committee before informing the program. The SNACC Executive  
252 Committee should approve the decision before it is communicated with the program. If  
253 the SNACC Executive Committee disagrees with the appeals decision it can assign a  
254 separate Appeals Ad Hoc Committee consisting of three members with expertise in the  
255 subspecialty who are not members of ICPNT, have not participated in the original review  
256 and have no other conflict of interest to reevaluate the appeal. The recommendation of  
257 the Ad Hoc Appeals Subcommittee will be presented to ICPNT a final decision.

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#### 259 **V. Outcomes**

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261 Outcome studies relative to fellowship training will be directed by ICPNT members so  
262 charged. Appropriate areas for review may include review of fellowship training  
263 experience, impact of fellowship on residents within the institution if applicable,  
264 proficiencies and special competencies gained from fellowship training, the role of  
265 fellowship training for future practicing and academic subspecialists, post fellowship  
266 appointments and productivity, as well as other outcome issues.

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268 A transcript describing the experiences of each fellow who successfully completes the  
269 accredited fellowship program will be provided to ICPNT by the program director. ICPNT  
270 will maintain such records as part of its mandate to collate outcomes of fellowship  
271 training. The graduate may request that such information may be provided to any  
272 external source.

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