

IN-TRAINING ASSESSMENT (ITA)

Guidelines for Directors of Training

VENUES AND ESA ACCREDITATION

The ITA can be held, on application, in those departments who have obtained Accreditation by the Examinations Committee of the European Society of Anaesthesiology (ESA). The ITA can also be taken in the Part I Examination Centres. All Part I Examination Centres are listed on the ESA website. If you are not sure whether your department has already been accredited to organise the ITA, please contact the ESA Examinations Office. Departments may also combine to provide a viable number of candidates. The Examination Office can advise on nearby Departments that are hosting the ITA.

DIRECTORS OF TRAINING

Directors of Training who wish to host the ITA should:

- a) Ensure that they have ESA Accreditation, and should apply for it if they do not have any.
- b) Send one "Group application form" showing all requested details (a minimum of 5 candidates is required to open a centre in a given year). All candidates being registered by the same hospital must be mentioned on the same Group application form.
- c) Submit their Group application form showing all requested data by the closing date (see ESA website).

Full ITA Host guidelines can be provided by the ESA Examinations Office upon request.

Directors of Training who do not wish to host the ITA but have candidates wishing to take ITA in a Part I Examination Centre or in a nearby ESA-accredited hospital, should:

- a) Send a "Group application form" showing all requested details. All candidates must be mentioned on the same Group application form.
- b) Submit their Group application form showing all requested data by the closing date (see ESA website).

CANCELLATIONS

Directors of Training may withdraw, in writing, applications on behalf of one or more candidates and may receive back the appropriate amount of the fee paid, provided that such withdrawal is received **before the application deadline**.

NO REFUNDS will be given to Directors of Training on behalf of candidates wishing to withdraw after the closing date or who fail to attend the ITA. Candidates cancelling after the application deadline cannot be replaced.