



## ECF CENTERS OF EXCELLENCE CLINICAL TRAINING PROGRAMME

### CANDIDATE APPLICATION FORM

## THE PROGRAMME

### PROGRAMME DESCRIPTION

This programme has been developed to offer young health care operators the possibility to benefit from a short period of training, focused on patient care and management, at a Multiple Sclerosis Centre affiliated with ECF.

This is a **short-term programme (3-6 months)** aimed at advancing knowledge and experience in specific skills or subspecialty areas in a highly recognized MS Centre.

The **exact duration** of the training will be decided by the ECF Training Programme Selection Committee on a case-by-case basis, according to the candidate's training plan and the availability of the host MS Centre.

The programme welcomes applicants from **all regions**. To apply, applicants should complete and submit the Candidate Application Form.

### PROGRAMME TERMS

#### ■ Eligibility criteria

- Candidates must hold an **MD or equivalent professional degree**. Having completed a relevant internship and residency is desirable, but candidates who have not yet completed internships or residencies are eligible to apply.
- Candidates must be educated to post graduate level in an area relevant to care and management of Multiple Sclerosis (for instance, neurology, electrophysiology, physiatry/rehabilitation medicine, psychiatry, etc).
- Candidates must be **less than 40 years of age**.
- The training should be focused in an **area relevant to Multiple Sclerosis**.
- Candidates and their mentors must affirm that there will be **no language barriers** that will impede the training experience.

#### ■ Training Location

- The training period must be spent in a clinical centre focused on MS.
- The site of training should be located in a different country from that of the candidate's citizenship, to help facilitate cross-border exchange and communications; exceptions will be considered under special circumstances.
- The candidate must determine in advance the training location and identify a proposed mentor who will be supporting the training period, all of which will be considered along with the applicant's own qualifications, in the review and selection process. The chief of the host clinical centre must provide a supporting statement at the end of application.

#### ■ Start of the training programme

- In most circumstances, training must be initiated (all paper work submitted to the programme administrator; move to training venue complete; work actively beginning) within 6 months of the receipt of a grant letter from ECF. Any exceptions of this must be approved by the ECF Training Programme Selection Committee.



#### ■ Support

- ECF will provide a stipend of € 2,000 per month.
- The trainee is expected to use this grant in a responsible way.
- Travel and accommodation are to be arranged by the candidate.
- The trainee will be invited to attend the ECF Annual Meeting during the term of his/her training period. ECF will separately support travel and accommodation for the Annual Meeting participation.
- The costs of attending other important meetings (travel and registration fee) during the traineeship period may be covered by the grant, provided that the maximum amount of the grant is not exceeded.
- The trainee has to submit an overview of his/her expenses related to the grant within 3 months after completing the traineeship.
- The grant does not cover the expenses for family members, permanent acquisitions such as clothes, computers, etc. or any Clinical materials.
- No additional support for travel, books, journal subscriptions, etc. will be provided.
- The up-to-date list of ECF Centers of Excellence can be found under annex III.

#### ■ Activities during the training period:

- The Clinical Training Programme is intended to be a full-time training experience.
- The anticipated training programme, including any course work or assistance in a host institution's clinical centre, must be described in detail by the applicant and mentor in their proposals to ECF.

#### ■ Changes in the Clinical Training Programme:

- It is anticipated that the entire training period will be undertaken within the host institution as planned. However, in special circumstances, ECF will consider requests to transfer the training to a new mentor or institution. Authorization must be requested and provided prior to any such change.
- The ECF Clinical Training Programme is an individual grant and is not transferable to a different person at the host institution.
- ECF must be notified of early termination of any training and unspent funds must be returned to ECF.
- ECF may revoke or terminate the Clinical Training Programme early if the trainee is unable to carry out the training as planned, if a mentor requests termination because of unsatisfactory performance by the trainee, or in the event of cause established by due process of law or as a consequence of an institutional review committee's determination of fraud or malfeasance.

#### ■ Reporting:

- Trainees are required to provide a maximum 2-page report on the outcomes and learnings of the training experience at its conclusion due within 3 months of the completion of the training programme.

## CANDIDATE INFORMATION

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### PERSONAL INFORMATION

Last Name:

First Name:

Birth Place:

Date of birth:

Sex:

Citizenship (list all if more than one):

Full Private address:

Phone:

e-mail:

Details (phone number and full name) of a person to be contacted in case of emergency (fe: in case of an (work) accident during the traineeship):

### BANK DETAILS

Once the traineeship has been granted, the grant will be transferred to this account.

The bank account should be under the authority of the candidate.

Full address details of the bank:

IBAN:

BIC:

### ADDITIONAL DOCUMENTS TO BE PROVIDED:

- a scan of the passport of the candidate
- a recent headshot photograph in \*.jpg format of the candidate

## LANGUAGE ABILITIES

Mother tongue:

Other languages?

| Language | Reading abilities | Writing abilities | Speaking abilities | Related diplomas |
|----------|-------------------|-------------------|--------------------|------------------|
|          |                   |                   |                    |                  |
|          |                   |                   |                    |                  |
|          |                   |                   |                    |                  |
|          |                   |                   |                    |                  |

Rate your abilities as excellent, average, low.

## ADDITIONAL DOCUMENTS TO BE PROVIDED:

Enclose a copy of language certificates and/or diplomas.

## PROFESSIONAL DETAILS

### ■ Present position & clinical interests

Name of your current Institution/organisation:

Full professional address:

For how long have you been in this Institution/Hospital/University:

Name of current or last superior, supporting the traineeship application:

Phone of superior:

e-mail of superior:

Do you have an ongoing training programme (yes/no)?

If yes, describe it briefly:

What is your clinical interest?

■ **Neurology training**

Is neurology recognized as a sub-specialty in your country of residence?

Are you fully trained in Neurology (have you completed your Neurology training) (Yes/No)?

If yes,

|                               |  |
|-------------------------------|--|
| Name of Hospital / University |  |
| Supervisor                    |  |
| Start time of training        |  |
| Duration of training          |  |

Details of training:

ADDITIONAL DOCUMENTS TO BE PROVIDED:

- A short CV (max 200 words, in full sentences, written in the third person)
- A full curriculum vitae
- Current clinical plan (if any)

■ **Previous foreign professional experience**

Have you participated in other foreign training activities/Fellowship programmes (yes/no)?

If yes, give details on:

- Country:
- Topic/speciality:
- Length of stay:

## THE CLINICAL TRAINING PROGRAMME

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### DURATION, OBJECTIVES, CHALLENGES

Please, state the proposed duration of the training programme that you think would be most appropriate for your goals:

- 4 months
- 6 months
- Other - please, specify and explain: .....

What are the main areas of interest that you would like to work on/develop during your clinical training?

Describe the aim/goal/objective of your traineeship.

How will the Host Centre benefit from your stay/traineeship?

How will the ECF Training Programme Selection Committee be able to measure the success of your training?

How have you been informed about the ECF Centers of Excellence Clinical Training Programme?

Is the application:

- Your personal and private initiative (yes/no)?
- A request from your Home Centre (yes/no)?
- Supported by your Home Centre (yes/no)?
- Resulting from another initiative (yes/no)? Give details, please:

What do you see as the biggest challenge of your clinical traineeship?

- During your stay in the host country or Host Centre.
- When you return to your Home Centre.

Are you committed to go back to your current country of residence at the end of the traineeship (yes/no)?

How do you see the benefits of this training in your future career?

#### ADDITIONAL DOCUMENTS TO BE PROVIDED:

- Signed letter of recommendation of your current or last supervisor, supporting the application.
- Signed letter of recommendation of the supervisor of the Host Centre.

#### REPORT OF THE TRAINEESHIP

Upon accepting the traineeship, the trainee agrees to submit a written report on the traineeship.

Format:

- A maximum 150 words executive summary
- A max 2 page report

Content:

- Outcome of the traineeship as compared to the initial goals
- Key learnings of the traineeship
- Overview of the expenses

Besides the report the trainee should also submit an overview of the expenses related to the grant.

The report and the overview of expenses should be submitted the latest 3 months after the end of the training via [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org).

#### SIGNATURE

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Full name:

Date:

Signature:

## **ANNEX I: TREATMENT OF PERSONAL DATA AND PUBLICITY**

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Upon accepting the training, the trainee agrees:

- That his/her personal information as listed above, will be stored in the database of the European Charcot Foundation for the good execution of the agreement related to the training programme and for communicating general information on the activities of the European Charcot Foundation.
- That his/her picture and short CV will be put on ECF's website and included in ECF newsletters, ECF social medias and other ECF materials (e.g. a poster).
- That the written report on his/her training will be posted on ECF's website and mentioned on ECF social medias.
- That the executive summary report on the training will be shared via the ECF newsletter.

Full name:

Date:

Signature:



## **ANNEX II: FULL LIST OF DOCUMENTS TO BE PROVIDED**

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All documents can be emailed to [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org). Please use Wetransfer or any other document sharing application if the combined files exceed 10MB.

1. Signed candidate application form
2. a scan of the passport of the candidate
3. a recent headshot photograph in \*.jpg format of the candidate
4. a copy of language certificates and/or diplomas of the candidate
5. a short CV (max 200 words, in full sentences, written in the third person)
6. a full curriculum vitae
7. Current Clinical plan
8. Signed letter of recommendation of current or last supervisor, supporting the application.
9. Signed letter of recommendation of the supervisor of the Host Centre.
10. Signed Annex I: Treatment of Personal Data and Publicity

### ANNEX III: HOST CENTERS: ECF CENTERS OF EXCELLENCE

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#### Argentina

- Hospital Italiano de Buenos Aires, Department of Neurology and MS Center , Buenos Aires  
Contact: Prof Dr Edgardo Cristiano
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#### Australia

- Sir Charles Gairdner Hospital; Perron Institute Perth, Department of Neurology, Perth  
Contact: Prof Dr William Carroll
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#### Austria

- Medical University of Graz, Department of Neurology and MR Center, Graz  
Contact: Prof Dr Franz Fazekas
  - Department of Neurology, Medical University of Vienna, Vienna  
Contact: Prof Dr Thomas Berger, Head of Neurology (for Clinical Neurology, Clinical Neuroimmunology, Multiple Sclerosis  
Prof Dr Romana Höftberger, Head of the Institute of Neurology for Neuropathology and clinical Neuroimmunology
  - Department of Neuroimmunology, Center for Brain Research, Medical University of Vienna, Vienna  
Contact: Prof Dr Monika Bradl (Basic neuroimmunology, neuromyelitis optica / experimental models)  
Prof Dr Jan Bauer (Basic experimental neuropathology and immunopathology)  
Prof Dr Hans Lassmann (Neuropathology and Neuroimmunology, already retired; no direct supervision of students possible, available for consulting)
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#### Canada

- The Ottawa Hospital, **Ottawa** Hospital Research Institute, Ottawa, Ontario  
Contact: Prof Dr Mark S. Freedman  
Janis Crawley, Neurology Residency and Fellowship Program Administrator
  - BARLO MS Centre, St Michael's Hospital, Toronto, Ontario  
Contact: Prof Dr Xavier Montalban
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#### Denmark

- Copenhagen University Hospital, Rigshospitalet, Danish Multiple Sclerosis Center, Copenhagen  
Contact: Prof Dr Per Soelberg Sørensen
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#### France

- C.H.U Pontchaillou, Clinique Neurologique, Rennes  
Contact: Prof Dr Gilles Edan
- University of Lille, CHU de Lille, Clinique de Neurologie, Department of Neurology, Lille  
Contact: Prof Dr Patrick Vermersch

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#### Germany

- Department of Neurology, Heinrich-Heine-University, Dusseldorf  
Contact: Prof Dr Hans-Peter Hartung
- Max Planck Institute of Neurobiology Biomedical Center LMU, Martinsried  
Contact: Prof Dr Hartmut Wekerle

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#### Israel

- Carmel Medical Center, Faculty of Medicine, Technion, Department of Neurology, Haifa  
Contact: Prof Dr Ariel Miller

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#### Italy

- University Vita-Salute San Raffaele, Scientific Institute San Raffaele, Milan  
Contact: Prof Dr Giancarlo Comi
- Università degli Studi "Aldo Moro" Bari, Policlinico Dipartimento di Scienze Mediche di Base, Neuroscienze ed Organi di Senso, Bari  
Contact: Prof Dr Maria Trojano

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#### Japan

- Fukushima Medical University School of Medicine, Department of Multiple Sclerosis Therapeutics, Multiple Sclerosis & Neuromyelitis Optica Center, Southern TOHOKU Research Institute for Neuroscience (STRINS), Fukushima  
Contact: Prof Dr Kazuo Fujihara

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#### Poland

- Center of Neurology, Lodz  
Contact: Prof Dr Krzysztof Selmaj
- Department of Neurology, University of Warmia and Mazury, Olsztyn  
Contact: Prof Dr Krzysztof Selmaj

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#### Netherlands

- Amsterdam University Medical Centers, MS Center Amsterdam, Amsterdam  
Contact: Prof Dr Bernard M.J. Uitdehaag

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#### Russia

- Russian State Medical University, Neuroclinica, MS Center, Department of Neurology and Neurosurgery, Moscow  
Contact: Prof Dr Alexey Boyko

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#### Spain

- Hospital Regional de Málaga, Jefe de Servicio de Neurología, Malaga  
Contact: Prof Dr Pedro Serrano
- Vall d'Hebron University Hospital and Research Institute, MS Centre of Catalonia (Cemcat), Barcelona  
Contact: Prof Dr Xavier Montalban

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#### Switzerland

- University Hospital and University of Basel, Departments of Medicine, Clinical Research, Biomedicine and Biomedical Engineering, Neurologic Clinic and Policlinic  
Contact: Prof Dr Ludwig Kappos

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#### UK

- Department of Clinical Neurology, West Wing John Radcliffe Hospital Oxford University Hospitals Trust, Oxford  
Contact: Prof Dr Jacqueline Palace
- Institute of Neurology, University College London, Faculty of Brain Sciences, London  
Contact: Prof Olga Ciccarelli
- Centre of Neuroscience, Department of Medicine, Charing Cross Hospital, Fulham Palace Rd, London (UK) W6 8RF  
Contact: Dr Antonio Scalfari

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#### USA

- Harvard Medical School, Partners Multiple Sclerosis Center Ann Romney Center for Neurologic Diseases, Brigham and Women's Hospital, Boston  
Contact: Prof Dr Howard L. Weiner