



**ASSOCIATION EUROPÉENNE DES MÉDECINS DES HÔPITAUX
EUROPEAN ASSOCIATION OF SENIOR HOSPITAL PHYSICIANS
EUROPÄISCHE VEREINIGUNG DER LEITENDEN KRANKENHAUSÄRZTE
EUROPESE VERENIGING VAN STAFARTSEN
DEN EUROPÆISKE OVERLÆGEFORENING
ΕΥΡΩΠΑΪΚΟΣ ΣΥΛΛΟΓΟΣ ΝΟΣΟΚΟΜΕΙΑΚΩΝ ΙΑΤΡΩΝ ΔΙΕΥΘΥΝΤΩΝ
ASSOCIAZIONE EUROPEA DEI MEDICI OSPEDALIERI
DEN EUROPEISKE OVERLEGEFORENING
ASSOCIAÇÃO EUROPEIA DOS MÉDICOS HOSPITALARES
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ΕΒΡΟΠΕΪΣΚΑ ΑΣΟΪΙΑΪΙΑ ΗΑ ΣΤΑΡΣΗΤΕ ΒΟΛΗΙΧΝΗ ΛΕΚΑΡΗ
ASOCIATIA EUROPEANA A MEDICILOR DIN SPITALE**

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Establishment of a European Domus Medica

A European Domus Medica is becoming close to reality thanks to the UEMS, which bought premises in Brussels and invited sister organisations to join in the project.

Beyond the fact that all EMOs support the concept of a Domus Medica, there has so far not been any debate or even less agreement on its purpose, function or financing.

While it is commonly understood that savings can be made in sharing technology and communication facilities, the fact to employ common staff has only been approached by the AEMH and FEMS in their common statement (AEMH 08-064 / FEMS 08-108).

This might mean in the beginning additional costs, but will soon demonstrate that joining forces and resources to achieve common objectives by avoiding duplication of work, human resources can be employed more efficiently and thus more cost-effectively in the Domus Medica.

Moreover, common staff is a strong link between the different organisations. AEMH and FEMS have been pioneers in the matter but have also experienced that the only fact to bring organisations under one roof is not a synonym for cohesion.

The different staff positions necessary to achieve an efficient operation seem to be the following :

Receptionist/ Secretary

To serve at the reception, and to centralize information on activities of all participating organisations. (see attached job description).

Information Officer

All organisations strive to disseminate up-to-date information on health related European policies. This task could be fulfilled by a common information officer who gathers and synthesizes news for all EMOs. (see attached job description).

Liaison Officer

A permanent Liaison Officer/ lobbyist seems to be the adequate person to represent the interests of European Doctors and lobby towards the European Institutions. (see attached job description).

Independently, each EMO could have its own employees within the European Domus Medica (e.g. EU Policy Advisors) working independently but in close collaboration with the common secretariat to avoid overlapping of activities.

The European Domus Medica should be run in a horizontal organisation structure. The common staff should be preferably self-employed as the EMO Alliance is no legal body. In case salaried contracts are needed, the UEMS should sign the employment contract and cover the costs by invoicing all participating EMOs.

Common Staff in the European Domus Medica, EMO Liaison Office

Receptionist/ Secretary

Profile: half-time secretary, English and French language skills

- able to work autonomously;
- excellent communication and interpersonal skills;
- pro-activeness, flexibility and problem-solving approach;
- confidence and assertiveness;
- flexibility;
- computer skills: office software, including email, spreadsheets and databases

Tasks and duties:

- Reception Desk, greeting visitors;
- Administrating the EMO Switchboard; identifying and dispatch of incoming calls;
- Dispatch of incoming mail;
- Managing the occupation of meeting rooms;
- Mastering the range of office software, including email, spreadsheets and databases;
- Managing filing systems;
- Organising the office layout and maintaining supplies of stationery and equipment;
- Maintain office equipment;

- Assist in the planning and preparation of EMO Presidents' Meetings;
- Drafting of the agendas;
- Updating the international meeting calendar.

Information officer

Profile: Experience in EU policy affairs, knowledge of specificities of EMOs, English and French language skills

- excellent communication and interpersonal skills;
- IT skills, above and beyond the usual familiarity with packages, in order to create and search databases, , manage the content of internets and intranets;
- research skills;
- flexibility;
- initiative and a creative approach to problem-solving;
- teamworking and networking skills;
- a willingness to keep up to date with advances in technology and social media.

Tasks and Duties

- Collection and dissemination of information on EU policy affairs;
- Classifying, collating and storing information, for easy access and retrieval;
- Creating and searching databases;
- Cataloguing and indexing materials;
- Scanning and abstracting materials;
- Responding to enquirers' requests using electronic and printed resources;
- Editing of a weekly newsletter, with EU news and internal news from EMOs, for dissemination to EMOs members;
- Administration and updating of the web-site e-domus-medica;

EMO Liaison Officer

Profile: Experience in a senior position of a European Medical Organisation, profound knowledge of European health policies, profound knowledge of the specificities of EMOs, preferably from a medical profession, English and French language skills.

- neutrality, impartiality;
- excellent communication and interpersonal skills;
- diplomatic;
- skillful strategist;
- teamworking and networking skills;

Tasks and Duties

- Liaison between EMOs, ensuring communication and enhancing cooperation;
- Avoiding duplication and overlapping of activities;
- Assessing the expertise of each EMO and using their complementarities;
- Monitor synergies;
- Ensuring coherence between individual and global EMO objectives;
- Liaison with EU institutions and NGOs;
- Pursue the agreed objectives;
- Enhancing the Corporate Image of EMOs;
- Liaison with other health related organizations.