

# The International Society of Ultrasound in Obstetrics and Gynecology

## Bylaws for educational activity

### ISUOG approved courses

#### Objective

To offer ISUOG's official approval to good quality educational programs in ultrasound in obstetrics and gynecology. In so doing ISUOG aims to encourage international liaison in education and to identify an internationally acceptable standard for further education in the field.

#### Summary

Any individual member of ISUOG, organising courses or training programs in ultrasound in obstetrics and gynecology, or perinatal medicine, may apply for ISUOG approval of their course or program. The courses are organised independently of the Society but, provided they fulfil the requirements outlined below, can be formally recognised by ISUOG for their quality and educational value to ultrasound in Obstetrics and Gynecology. The course can take place in any language as long as translation of the program is provided in English for approval.

#### Course formats

These can be developed together with the person(s) in charge of the local organisation. Sample templates for each course format can be downloaded from the ISUOG website ([www.isuog.org](http://www.isuog.org)); however, these can be modified in agreement with the Education Committee. The following general formats should be considered:

1. **Basic - OB or GYN ultrasound course.** The basic course is aimed at medical practitioners, midwives or sonographers who are commencing or wish to commence a practical training in ultrasound in obstetrics and/or gynecology. The course provides a theoretical component to accompany practical training, and may include limited live demos and workshop sessions, as appropriate. The course may be particularly valuable in countries where there is currently no recognised training standard or national training program for ultrasound in obstetrics and gynecology. In countries where a recognised training program / qualification exists, the course will aim to meet the standard set by national bodies and may be valuable in consolidating skills on a local basis. The courses will usually be offered in local language and using, as far as possible, local speakers to make the training program internationally accessible.
2. **Advanced - OB or GYN ultrasound course.** The advanced course is aimed at medical practitioners, midwives or sonographers already performing detailed ultrasound examinations in obstetrics and/or gynecology, and wishing to consolidate their skills in this field to an ISUOG approved standard. The course may include limited live demos and workshop sessions, as appropriate. ISUOG courses are particularly valuable in countries where there is currently no recognised training standard or national training program for ultrasound in obstetrics and gynecology. In countries where a recognised training program / qualification exists, the course will aim to meet the standard set by national bodies and may be valuable in consolidating skills on a local basis. The courses will usually be offered in local language and using, as far as possible, local speakers to make the training program internationally accessible.
3. **Advanced - Fetal echocardiography course.** The advanced fetal echocardiography course is aimed at medical practitioners already performing detailed ultrasound examination in obstetrics, and wishing to consolidate or improve their skills in the examination of the fetal heart.
4. **Advanced - Doppler velocimetry in OB course.** The advanced Doppler velocimetry in OB course is aimed at medical practitioners already performing detailed ultrasound examination in obstetrics, and wishing to consolidate or improve their skills in the assessment of fetal wellbeing by means of Doppler ultrasound.
5. **Advanced - 3D/4D course.** The advanced 3D/4D course is aimed at medical practitioners already performing detailed ultrasound examination in obstetrics and gynecology, and wishing to improve their skills in the three-dimensional examination of the obstetric and gynecologic patient.

## **Requirements for approval**

1. Applications should be in writing to the Chair of the Education Committee (Rabih Chaoui – [chaoui@feindiagnostik.de](mailto:chaoui@feindiagnostik.de)), copied to the ISUOG Secretariat ([info@isuog.org](mailto:info@isuog.org)) and should be made at least three, but ideally six months in advance of the proposed date of the course.
2. The applicant should be a current member of the International Society of Ultrasound in Obstetrics and Gynecology or, if not, the application must be supported by a member of the ISUOG Board/Education Committee. The invited faculty must include a minimum of two ISUOG committee members / ISUOG recognised speakers (see the table at the end of document), in agreement with the Education Committee.
3. ISUOG approved courses should address a specific aspect of ultrasound in obstetrics and gynecology, at basic or advanced level (see above). The educational goals and expected level of experience of the participants should be clearly defined in the advertising material. Invited speakers should be recognised international experts in their field and the panel should include ISUOG members.
4. Applications should include details of the scientific program, invited speakers, the educational aims, target audience and delegate fees, together with the letter of application. On the basis of the following criteria, the Education Committee will allot the course to one of the below listed categories. The criteria for allotment of a course to a given category include: location (developed/developing countries), fee (profit/non profit), organising institution (public/private) and course aim (general theoretic update/training).

## **Course categories**

<b>Course category:</b>	Type A	Type B	Type C
<b>Cost category:</b>	Normal charges	Reduced charges	Very low or no charges
<b>Organiser type:</b>	Developed countries / Private and Profit	Public institutions / Not for profit	Developing countries / Not for profit
<b>Deposit</b>	£100	£100	£100 (ISUOG can consider waiving the deposit for these courses)
<b>Cost per stamp:</b>	£3.00 per stamp	£1.50 per stamp	Free
<b>Cost per CD:</b>	£3.00	Basic postage and production cost (£1.50 per CD)	Basic postage and production cost (£1.50 per CD)
<b>Total cost per delegate</b>	£6.00	£3.00	Free
<b>Invited ISUOG faculty</b>	Minimum of 2 (1 ISUOG recognised speaker and 1 local member, if available)	Minimum of 2 (1 ISUOG recognised speaker and 1 local member, if available)	2 ISUOG recognised speakers
<b>Faculty travel costs</b>	Local organiser to cover	Local organiser to cover	Local organiser to cover (ISUOG can consider funding an overseas speaker for these courses)

Within this mainframe, a particular place is occupied by the **Outreach courses**. This is a particular course category, roughly corresponding to course category C of the above table. This type of training course applies to particular situations in particular countries where there is a special need for basic training, and local governmental guidelines/ educational policies are not established.

In this case, on particular occasions, ISUOG may also decide to cover travel expenses for the ISUOG faculty and provide free of charge CDs and other education material as needed. Anybody wanting to organise such a course in a developing country may apply directly to the Chair of the Education Committee (Rabih Chaoui – [chaoui@feindiagnostik.de](mailto:chaoui@feindiagnostik.de)) and/or to the London Secretariat ([info@isuog.org](mailto:info@isuog.org)), in order to receive advice and suggestions for the organization of such courses.

5. An answer will be provided to the organisers within a month of receipt of the original application (please indicate e-mail address). The answer will contain formal approval of the course, its category allotment, and the corresponding bylaws to fulfil/accept. As evident from the Table above, minor fees will be charged to some categories in addition to a fixed deposit, to cover shipping expenses for brochures and other ISUOG material to be included in the course packs.
6. The organisers should then rapidly confirm their approval of the course allotment category (A, B, C) and confirm their acceptance of the corresponding minor charges, as reported in these bylaws.
7. All official correspondence related to course approval should be copied to the ISUOG Secretariat ([info@isuog.org](mailto:info@isuog.org)).
8. Organisers should also confirm that they agree to the conditions for organising an ISUOG approved course as given below.

### **Conditions for organising an ISUOG approved course**

1. The ISUOG logo will be provided by the ISUOG Secretariat to organisers on approval of their course. The logo should appear on all advertising material relating to the course together with the wording 'Approved by the International Society of Ultrasound in Obstetrics and Gynecology' or 'Under the auspices of the International Society of Ultrasound in Obstetrics and Gynecology'.
2. ISUOG will advertise sponsored courses on its website. ISUOG will also assist in advertising to relevant ISUOG members if required by the organisers. These services are provided at no cost to the organisers.
3. A register of attendance should be kept by the organisers.
4. The organiser agrees to include ISUOG membership and World Congress information in delegate packs.
5. Organisers will display a short PowerPoint presentation (provided by ISUOG) to course delegates introducing them to the benefits of ISUOG membership.
6. Certificates of attendance should be provided on completion of the advertised program. An official ISUOG stamp will be provided for the certificates. Organisers are required to pay for the stamps at a nominal charge per paid delegate. A non-refundable deposit of £100 for provision of stamps and other materials is required on acceptance of the course, with the balance payable within 14 days from the end of the course on provision of final delegate numbers and return of any unused stamps.
7. Full delegate lists (to include first name, family name, full address, email according to local data protection regulations) should be provided in suitable electronic format to the ISUOG Secretariat within 14 days of the end of the course. ISUOG will contact delegates to thank them for attending and confirm any special member offers in place at the meeting. Delegates should be informed that they will be contacted and given the option to opt out.
8. ISUOG will make available any current educational material for delegates (for example CD Roms) if requested by the organisers. The material will be provided at cost price if purchased for all delegates.
9. Course evaluation forms should be completed by all delegates.

### **Course offers:**

On particular occasions special benefits, including reduced membership rates and trial online access to the journal, will be offered by ISUOG to the participants/organisers of ISUOG approved courses. These offers are intended to stimulate update, scientific awareness, and active participation in the ISUOG society activities.