

ISUOG Courses Task Force Terms of reference

Secretariat Liaison: Senior Education Courses Coordinator

Purpose

The ISUOG Courses Task Force recommends and oversees the Society's portfolio of educational courses in line with the ISUOG mission and prevailing priorities of the Board of Trustees.

Courses Task Force critical success factors

- A comprehensive educational offering.
- The broadest dissemination of the highest quality education.
- To increase influence and reach.
- To increase the availability of ultrasound and influence changes in healthcare outcomes.

Courses Task Force strategic goals

1. To develop intermediate, advanced and specialist education courses in line with new developments and member needs.
2. To fill gaps in ISUOG's online education / CME offerings.
3. To reach the greatest possible audience and consequently build membership.
4. To be financially self-sustaining; individual courses should be income generating unless approval is given due to achieving a mission goal.
5. To review course guidelines, programs and evaluations to make recommendations to the Education Committee.

Courses Task Force key responsibilities

1. To review periodically strategic goals.
2. To propose to the Course Chair(s) possible course topic and faculty.
3. To assist Course Chair(s) in the decision-making process.
4. To approve or reject applications relating to ISUOG's approved courses.

Process / Framework for delivery

- The Courses Task Force reports directly to the Education Committee, which in turn reports to the ISUOG Board.
- The Courses Task Force meets face-to-face once a year at the ISUOG World Congress and all other communication is done virtually either using ISUOG's dedicated platform, Basecamp, or via teleconferences and/or emails.
- Using member surveys, identified gaps in ISUOG's online learning, the online courses application and Task Force member recommendations, the group decide at least a year in advance what the education course program will be. This includes suggestions for the topic, course title, level, dates and Course Chairs/Convenors. This suggested program is then recommended to the Education Committee and Board for approval.
- Once approved, the Task Force Chair will contact the potential Course Chairs/ Convenors and ask them to submit a Proposal form that gives details about the course.
- The Courses Task Force reviews the Proposal form, provides suggestions and approves the execution of the course.
- The administration of the courses is organised by the ISUOG Education Team. At the end of the course, the Education Team will provide the Courses Task Force with the evaluation and financial summary of the event.
- The types of ISUOG courses are a mixture of ISUOG initiated, member suggested and partnership suggestions.
- The majority of courses are to be delivered at the ISUOG HQ, 122 Freston Road, London W10 6TR that can take a capacity of 40 theatre style. Generally, all courses are lived streamed to achieve the ISUOG mission of the 'broadest dissemination of the highest quality education'.
- The ISUOG calendar must be considered in order to offer a balanced portfolio and manage resources. The main timings identified for courses to maximise success around other events are January, February, March, April, May, June, early July, November and December.

Membership of Task Force

The membership of the Task Force shall comprise of the below. All members of the Task Force must be ISUOG members. All positions have a term of three years with the option to be re-appointed once.

- 1 x Courses Task Force Chair
- 1 x Chair of Education Committee
- 6-7 x Members at large
- 1 x Trainee representative

History of the Task Force

The ISUOG Courses Task Force was set up in 2013 to give more focused attention to the role and development of ISUOG courses as a part of ISUOG's overarching strategic plan.