

## **ISUOG Basic Training (BT) Sub-Committee Terms of Reference**

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**Liaison:** Education Delivery Officer

**Secretariat:** Education Assistant

### **Purpose**

The Basic Training Sub-Committee is responsible for the development and maintenance of ISUOG's state-of-the-art Basic Training modules and associated education material, and for its broad dissemination. Basic Training envisions making available a global standardized basic comprehensive training curriculum, covering both obstetrics and gynecology, with the primary goal of ensuring the highest level of competency amongst all who are involved in women's imaging. To achieve its mission, ISUOG developed a full Basic Training program, including theoretical and practical training, assessments and certification. ISUOG is working towards a four-step model of teaching, training, assessment and certification for trainees, with its courses being delivered on-site, online, via live stream and through its LMS, the ISUOG Academy.

### **BT Sub-Committee critical success factors**

- To develop and disseminate a standardized comprehensive Basic Training curriculum.
- To increase ISUOG influence and reach through the Basic Training curriculum.
- To ensure the highest level of competency amongst all who are involved in women's imaging by supporting the strategic rollout of the BT Practical Assessment.
- To develop future examiners for the BT Practical Assessment by supporting the production of a standardized BT Practical curriculum.

### **BT Sub-Committee strategic goals**

1. To provide education to improve clinical care.
2. To build partnerships for Basic Training delivery (national bodies / national societies / scientific societies/ universities, etc.).
3. To develop teaching programs to teach teachers (train the trainers) taking into consideration work being developed under Outreach.
4. To support the marketing and dissemination of the approved ISUOG Basic Training program in its different formats.
5. To deliver resources and services through all available media, e.g. face-to-face, online and social media.
6. To deliver practical training through different modalities (e.g. face-to-face, workshops, on ultrasound simulators in person, on mobile apps and simulators sent to trainees) and develop an outline for providers to do the same as an extension of the 'Run-a-BT' offering.
7. To improve the educational offering on the ISUOG website and learning management system (ISUOG Academy) and become the primary Basic Training resource for practitioners in the field.

### **Process / Framework for delivery**

1. To update and improve the Basic Training Online Programme (BTOP) on the ISUOG Academy.
2. To update and improve the 'Run-a-BT' Basic Training offering.
3. To complete the review of the Basic Training guidelines and recommendations and disseminate these once they are published.
4. To formalise the integration of simulation in the Basic Training education offering, theoretical and practical, BTOP and 'Run-a-BT'.
5. To consider how simulation ultrasound training can be developed through different channels (mobile app, simulation hubs, mobile simulation trucks, simulators sent home to trainees, etc.).
6. International dissemination through program implementation on national and regional levels, e.g. in Europe, Latin America, the Middle East, and Africa.

### **Working groups**

Working groups may be convened within the Sub-Committee to focus on specific tasks.

1. Working groups should be set clear aims and defined goals that directly relate to the Sub-Committee working plan.
2. Working group meetings are not serviced by the liaison or secretariat, though either individual may need to contact the working group, or specific members, in the pursuit of their work for the office.
3. Working group meetings should be organized by the working group lead, whose responsibility is to report on the progress of that working group within the Sub-Committee, and support the office in acknowledging the work of volunteers on that working group.

4. Membership of working groups can encompass any member of ISUOG, i.e. including those who are not members of the Sub-Committee. For this reason, it is not typical that working group members will be invited to observe Sub-Committee meetings, unless at the request of the Chair.

**Meeting frequency**

1. The Sub-Committee will meet virtually as needed, up to 6 times per year.
2. Working group meetings are convened by working group leads, and may meet independently as frequently as required, to support their deliverables.