

International Society of Ultrasound in Obstetrics and Gynecology

Courses Sub-Committee Member - role description and person specification

ROLE DESCRIPTION

Summary (short description of a purpose of the Courses Sub-Committee)	The ISUOG Courses Sub-Committee recommends and oversees the Society's portfolio of live (face-to-face and online livestream) educational courses, in line with the ISUOG mission and prevailing priorities of the Society as agreed by the Board of Trustees. The Courses Sub-Committee reports directly to the Education Committee, which in turn reports to the ISUOG Board of Trustees.
Responsibilities of the Sub-Committee	To work closely with the Sub-Committee Chair and the Secretariat to: <ul style="list-style-type: none"> • To develop intermediate, advanced and specialist live education courses and webinars in line with new developments and member needs. • To ensure gaps in ISUOG's online education / CME offerings (on the learning management system, and website) are filled by the recordings at ISUOG's courses and webinars, and any other supplementary materials as required. • To suggest and review potential courses and programs and make recommendations. • To suggest and make recommendations for potential speakers from within the ISUOG membership. • To develop and improve the education course process. • To review course guidelines and feedback. • To attend online meetings and be willing to meet with other members and/or the ISUOG office outside of Sub-Committee meetings, if required.
Terms of appointment	<ul style="list-style-type: none"> • The successful applicant will become a member of the Courses Sub-Committee. • Member term last for three years, renewable once. • All Sub-Committee members should be willing to commit to discussions virtually, to progress specific projects, and are encouraged to attend the World Congress and other meetings where possible. • This is a voluntary position and is not remunerated.

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Early career clinical specialist practicing in obstetrics and/or gynecology.
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of the current developments in and training needs of the speciality. • Ability to drive and deliver projects. • A high academic standing. • Be impartial and objective. • Demonstrated commitment to ISUOG's mission to improve women's health. • Ability to respond quickly to requests from the ISUOG office and other Sub-Committee Members. • In good standing in line with ISUOG Code of Conduct.
Other key attributes	<ul style="list-style-type: none"> • Successful applicant must have a keen interest in working with ISUOG to develop its global reputation as an educational community, designing relevant courses to meet varied need, and contributing to online materials if needed. • Successful applicants can expect to be invited approximately 6 times per year to an online meeting of the Sub-Committee. The dates for these will be booked by consent and confirmed in advance. Meetings will typically be scheduled around the UK working day. Sub-Committee members are required to attend at least 80% of the meetings. • Successful applicants should be able to comfortably dedicate approximately 4 hours of their time per month, to volunteering in support of the Sub-Committee.