

ISUOG VISUOG Sub-Committee Terms of Reference

Liaison: eLearning & LMS Technical Coordinator

Secretariat: Education Assistant

Purpose

The ISUOG VISUOG Sub-Committee exists to guide and oversee ISUOG's visual and patient-facing educational resources, combining the work of the formerly separate VISUOG Sub-Committee and Patient Information Sub-Committee, and their respective projects. It supports ISUOG's strategic aims by:

- Promoting excellence in sonographic diagnosis through high-quality visual education.
- Providing accessible, accurate, and patient-friendly information to support shared decision-making in obstetrics and gynecology.
- Maintaining, reviewing, and disseminating these resources to ensure they remain clinically relevant, up-to-date, and widely used.

Sub-Committee critical success factors

- Maintain the high quality and credibility of ISUOG's VISUOG and patient information resources.
- Ensure that existing VISUOG chapters and Patient Information leaflets remain current through regular review cycles.
- Expand the reach and uptake of both types of content through innovative dissemination strategies and external engagement.
- Foster collaboration across clinical, editorial, patient, and public engagement domains.
- Align efforts with ISUOG's broader Education and Outreach strategies.

Strategic goals

1. Sustain quality and accuracy.
 - Undertake systematic review of existing VISUOG chapters and Patient Information leaflets for continued accuracy and relevance.
 - Ensure resources reflect current clinical guidelines, imaging standards, and patient communication best practices.
2. Enhance accessibility and dissemination.
 - Develop and implement strategies to increase visibility and usability of the materials, including:
 - Integration across ISUOG platforms and curricula.
 - Multilingual translations of key content (e.g. Chinese, Hindi, Spanish).
 - Social media engagement, audio/visual formats (e.g. podcasts), and promotion at events.
 - Maintaining and enhancing the VISUOG Case of the Month offering.
 - Leverage individual and institutional networks—and actively develop new ones—to support the integration of content, especially patient information sheets, into national healthcare systems and clinical workflows.
3. Support informed clinical and patient decision-making.
 - Maintain the link between VISUOG content and Patient Information outputs: each chapter should, where relevant, generate a corresponding patient resource.
 - Continue to improve clarity, cultural sensitivity, and readability of patient-facing material.
4. Innovate responsibly (content direction) in alignment with ISUOG strategy.
 - Identify and develop a limited number of new projects aligned with evolving clinical and patient needs (e.g. "For the Report" clinical summary series, or specific collaborations with patient advocacy groups if deemed appropriate).
 - Ensure any new projects complement existing resources and are evidence-based, feasible, and meaningful to target audiences.
5. Contribute to ISUOG's educational ecosystem
 - Engage with ISUOG's other Committees and Subcommittees to ensure alignment with wider education initiatives.
 - Contribute insights on public and professional needs to the Education Committee.

Key responsibilities

Sub-Committee members will work closely with the Sub-Committee Chair and the ISUOG office to:

- Oversee the review, update, and curation of existing VISUOG and Patient Information content.
- Identify content gaps and assign contributors (e.g. authors, reviewers, translators, section editors).
- Ensure the quality and coherence of all outputs prior to publication.
- Promote the use of materials among ISUOG members and the wider clinical and patient communities.
- Advise on communication and dissemination strategies to maximise impact.
- Collaborate with ISUOG office to manage timelines and project delivery.
- Contribute to the planning of relevant sessions, workshops, or external partnerships as needed.

Process / Framework for delivery

- The Sub-Committee reports to the Education Committee.
- The office will provide project management, communication tools, and technical support aligned with annual approved plans.
- A rolling work plan will be maintained, identifying chapters/leaflets due for review, and opportunities for dissemination or innovation.
- Budget applications will be submitted as needed for special projects (e.g. translations, new formats).

Meeting frequency

- Meetings will take place virtually up to 6 times per year, guided by review cycles and project timelines.
- Working groups of Sub-Committees are not typically supported by liaison or secretariat. Working group meetings are convened by Working group leads, who are encouraged to convene as many meetings with their team of volunteers as is required to support their deliverables.
- There should be at least one member of the VISUOG Sub-Committee whose responsibility it is to independently liaise with relevant Working group leads, so that updates can be provided to the Sub-Committee (e.g. a lead officer for language translations should be designated from within the Sub-Committee membership, whose role it is to check in with respective language Working group leads).