

ISUOG Courses Sub-Committee Terms of reference

Liaison: Senior Education Courses Coordinator

Secretariat: Education Assistant

Purpose

The ISUOG Courses Sub-Committee recommends and oversees the Society's portfolio of educational courses in line with the ISUOG mission and prevailing priorities of Society as agreed by the Board of Trustees.

Courses Sub-Committee 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 Sub-Committee 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 in line with an organizational priority and goal.
5. To review course guidelines, programs and evaluations to make recommendations for improvement to the Education Committee.

Courses Sub-Committee key responsibilities

1. To review periodically course-related strategic goals.
2. To propose to the Course Chair(s) possible course topics 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 Sub-Committee reports directly to the Education Committee, which in turn reports to the ISUOG Board of Trustees.
- The Courses Sub-Committee meets regularly, usually every 2 months (and if possible, once a year face-to-face). All other communication is done virtually or through a Courses Sub-Committee Whatsapp group.
- Using member surveys, identified gaps in ISUOG's online learning, the online courses application and Sub-Committee 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 through the CEO to the Board of Trustees for approval.
- Once approved, the Sub-Committee Chair will contact the potential Course Chairs/ Convenors and ask them to submit a Proposal form that gives details about the course.
- The Courses Sub-Committee 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 Sub-Committee with the evaluation 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 online or at the ISUOG HQ, 122 Freston Road, London W10 6TR that supports a capacity of 35 theatre style. Generally, all courses are lived streamed to achieve the ISUOG mission of the 'broadest dissemination of the highest quality education'. Delivery of courses at other locations is permitted by exception only and in consultation with the CEO.
- The ISUOG calendar must be considered in order to offer a balanced portfolio across all Society activities and to ensure resources are managed appropriately. The main timings identified for courses to maximise success around other events are usually January, February, March, April, May, June, July, early August, October and November. Courses are not run in the month of ISUOG World Congress.

Membership of the Sub-Committee

The membership of the Sub-Committee shall comprise of the below and all must have an active ISUOG membership. All positions have a term of three years with the option to be re-appointed once.

- 1 x Courses Sub-Committee Chair
- 1 x Chair of Education Committee
- 6-7 x Members-at-large
- 1 x Trainee representative
- Ex-officio member

History of the Sub-Committee

The ISUOG Courses Sub-Committee 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.