

# The International Society of Ultrasound in Obstetrics and Gynecology

## Bylaws for educational activity



### ISUOG approved courses

#### Objective

To offer ISUOG's official approval to good quality educational programs in ultrasound in obstetrics and gynecology. In so doing ISUOG aims to disseminate ISUOG membership and education while promoting internationally acceptable standards for further education in the field.

#### Summary

Any individual member of ISUOG, organising courses or training programs in ultrasound in obstetrics and gynecology, or perinatal medicine, may apply for ISUOG approval of their course or program. The courses are organised independently of the Society but, provided they fulfil the requirements outlined below, can be formally recognised by ISUOG for their quality and educational value to ultrasound in Obstetrics and Gynecology. **The course can take place in any language as long as translation of the program is provided in English for approval.**

#### Course formats

The following general formats should be considered:

1. **Basic - OB or GYN ultrasound course.** The basic course is to be aligned with ISUOG's Basic Training curriculum which is designed to provide trainees who are new to ultrasound with the knowledge and skills required to perform obstetric and gynecological scans. The basic course is aimed at medical practitioners, midwives or sonographers who are commencing or wish to commence a practical training in ultrasound in obstetrics and/or gynecology or gain a standardised basic approach to ultrasound. The courses will usually be offered in the local language and using, as far as possible, local speakers to make the training program internationally accessible.
2. **Advanced - OB or GYN ultrasound course.** The advanced course is aimed at medical practitioners, midwives or sonographers already performing detailed ultrasound examinations in obstetrics and/or gynecology, wishing to consolidate their skills in this field to an ISUOG approved standard. The course may include limited live demonstrations and workshop sessions, as appropriate. ISUOG courses are particularly valuable in countries where there is currently no recognised training standard or national training program for ultrasound in obstetrics and gynecology. In countries where a recognised training program / qualification exists, the course will aim to meet the standard set by national bodies and may be valuable in consolidating skills on a local basis. The courses will usually be offered in local language and using, as far as possible, local speakers to make the training program internationally accessible.

#### Requirements for approval

1. Applications should be sent via email to the ISUOG Secretariat ([info@isuog.org](mailto:info@isuog.org)) which will in turn be sent to the Chair of the Education Committee and/or the Chair of the Courses Task Force for approval. All applications should be made **at least three months in advance of the proposed date of the course.**
2. The applicant should be a current member of ISUOG or, if not, the application must be supported by a member of the ISUOG Board/Education Committee. The invited faculty must include a minimum of two ISUOG committee members / ISUOG recognised speakers, in agreement with the Education Committee.
3. ISUOG approved courses should address a specific aspect of ultrasound in obstetrics and gynecology, at basic or advanced level (see above). The basic training needs or educational goals and expected level of experience of the participants should be clearly defined in the advertising material. Invited speakers should be recognised international experts in their field and the panel should include ISUOG members.

4. Applications should include details of the scientific program, invited speakers, the educational goals, target audience and delegate fees, together with the letter of application. On the basis of the following criteria, the Education Committee will assign the course to one of the course categories listed below. The criteria for assignment of a course to a given category are: location (developed/developing countries), fee (profit/non-profit), organising institution (public/private) and course aim (general theoretic update/training).
5. ISUOG offers all course organizers of Type B courses the option to pay for ISUOG Core Membership for all non ISUOG delegates at the special price of £10 per delegate in place of the per delegate charges below. A delegate list detailing membership information will be required if agreed. (NB: this is NOT to be promoted as £10 membership on any promotional material but simply promoted as "ISUOG membership included in delegate fee"). Membership benefits will be accessible once ISUOG has received full payment of final invoice.

#### Course categories

Course category:	Type A	Type B	Membership Offer
Organiser type:	Private and Profit	Public institutions / Not for profit	Any
Deposit	£100	£100	£100
Cost per stamp:	£3.00 per stamp	£1.50 per stamp	Included
<b>Total cost per delegate</b>	£3.00*	£1.50*	£10 for nonmembers for Core membership**

\*Cost includes one certificate stamp per delegate

\*\*Fee also includes cost of stamp

6. An answer will be provided to the organisers within a month of receipt of the original application (please indicate e-mail address). The answer will contain formal approval of the course, its category assignment, and the corresponding bylaws to fulfil/accept. As evident from the table above, fees will be charged to some categories as appropriate and to a fixed deposit, to cover shipping expenses for brochures and other ISUOG material to be included in the course packs.
7. The organisers should immediately confirm their approval of the course assignment category (A and B) and confirm their acceptance of the corresponding minor fees, as outlined in these bylaws.
8. Organisers should also confirm their agreement to the conditions for organising an ISUOG approved course as given below.

#### **Conditions for organising an ISUOG approved course**

1. The **ISUOG logo** will be provided by the ISUOG Secretariat to organisers on approval of their course. The logo must appear on all advertising material relating to the course together with the wording 'Approved by the International Society of Ultrasound in Obstetrics and Gynecology' or 'Under the auspices of the International Society of Ultrasound in Obstetrics and Gynecology'.
2. ISUOG will **advertise** approved courses on its website. ISUOG will also assist in advertising to relevant ISUOG members if required by the organisers. These services are provided at no cost to the organisers.
3. A **register of attendance** must be kept by the organisers.
4. The organiser agrees to include ISUOG membership and World Congress information in **delegate packs/bags**.
5. Organisers must present a short **PowerPoint presentation** (provided by ISUOG) to course delegates introducing them to the benefits of ISUOG membership.

6. For Type B courses opting for core membership inclusion, £10 or the equivalent in local currency must be incorporated into non-member delegate fee discretely.
7. **Certificates of attendance** should be provided on completion of the advertised program. An official **ISUOG stamp** will be provided for the certificates.
8. **Full delegate lists** (to include first name, family name, full address, email according to local data protection regulations, and ISUOG membership number ) should be provided in suitable electronic format (e.g: Excel spreadsheet) to the ISUOG Secretariat within 14 days of the end of the course. The list should clearly demonstrate who on the list are ISUOG members and who are not.