

# The International Society of Ultrasound in Obstetrics and Gynecology

## Bylaws for educational activities



### 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 the option to pay for 12 months of ISUOG Basic Membership for all non ISUOG member delegates, and an extension of Basic membership for current ISUOG members, at the special price of £10 (usually £55) per delegate in place of the per delegate charges below. All delegates will receive Basic ISUOG membership for 1 year from the course start date as current ISUOG members will have their ISUOG memberships extended with Basic membership until 1 year from the course start date, (NB: this is NOT to be promoted as £10 membership on any promotional materials, but simply promoted as “ISUOG membership included in delegate fee”). A delegate list detailing membership information will be required if this is agreed. The organisers will request documented consent from delegates to have their contact details passed on to ISUOG for the purpose of providing them with ISUOG membership, and the delegate will be given the opportunity to opt not to take part in this offer. Delegates that don’t consent won’t get ISUOG membership, and their details should not be sent to ISUOG by the organisers. The organisers are only to send the contact details of delegates who wish to hear from ISUOG. Delegates will have their memberships processed and access to their membership benefits once ISUOG has received full payment of final invoice.

When the membership offer is taken and paid for, ISUOG will provide all non-member delegates with Basic ISUOG membership for 12 months from the start date of the course. A temporary membership will be provided for all delegates to use from the start date of the course. However, the delegates’ individual memberships will only be activated once the final invoice is paid. The temporary membership is valid for 2 months, so we encourage all organisers to send us the final delegate list and process the subsequent payment within those 2 months so that delegates have access to their membership benefits for 12 full months.

**Course categories**

<b>Course category:</b>	Type A	Type B	Membership Offer
<b>Organiser type:</b>	Private and Profit	Public institutions / Not for profit	Any
<b>Deposit</b>	£100	£100	£100
<b>Cost per stamp:</b>	£3.00 per stamp	£1.50 per stamp	Included
<b>Total cost per delegate</b>	£3.00*	£1.50*	£10 for non members for 12 months of Basic ISUOG 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, the ISUOG logo to be used by the organiser, and the ISUOG Approved Course form for the organiser to fill out.

7. The organisers should immediately fill out and return the Approved Course form to ISUOG (so the ISUOG Marketing team can begin the support process). A deposit invoice will then be raised by ISUOG and sent to the organiser, and this invoice will cover shipping expenses for brochures and other ISUOG material to be included in the course packs.

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 (ISUOG)' or 'Under the auspices of the International Society of Ultrasound in Obstetrics and Gynecology (ISUOG)'.
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. ISUOG requires a list of delegates attending the course in the template provided by ISUOG, which clearly indicates whether or not consent has been obtained from delegates to share their details with ISUOG for the purposes of processing membership.
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. This presentation must be delivered by a member of the ISUOG international faculty.
6. For courses opting for Basic membership inclusion, £10 or the equivalent in local currency must be incorporated into non-member delegate fee discretely. Registrants with existing ISUOG membership should not be charged this, and it is the responsibility of the organiser to monitor this.
7. **Certificates of attendance** should be provided on completion of the advertised program, but templates for these will not be provided by ISUOG. Official **ISUOG stamps** will be provided for the certificates and sent to the organiser in advance for the number of expected delegates.
8. **Full delegate lists** (to include first name, family name, email according to local data protection regulations, and ISUOG membership number if applicable ) should be provided in suitable electronic format ( i.e. the Excel template provided by ISUOG) 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.

By signing these terms and conditions, I/we hereby confirm that:

1. I have read and understand all of these terms and conditions and agree to them
2. Where the membership offer has been taken, I/we will make sure to have documented consent for the data shared and I/we will send a record of this consent, such as a signed attendance sheet

Name (printed):

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Signature:

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Date:

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