

Standard Operating Procedure (SOP) - Guidelines for requesting & organizing physical ISPN educational courses 2024

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Number: 11

Date: 9 August 2024 - Last review: 17 July 2024

Statement of purpose:

The ISPN Education Committee (empowered by the ISPN EB) is in charge of organizing regional, in-person Educational Courses around the globe, prioritizing areas where Pediatric Neurosurgery needs advancing. 4-6 ISPN Educational Courses may be planned per year. The ISPN Education Committee will determine the schedule as applications arrive and will determine suitability to host an ISPN Educational Course in the region, also considering previous courses and global rotation.

Related issues:

Membership, collaboration, faculty reimbursement

Context / Committee:

Education Committee, Executive Board

Details:

1. **Local Course organizer:** The request to host an ISPN Educational Course has to come from an active ISPN member. The request should be sent 6-12 months in advance of the scheduled course. The earlier an application arrives, the better in terms of planning.

The request should be supported by the national or regional Neurosurgical or Pediatric Neurosurgical Society in the respective country or region (if there is any). If there isn't any such society available, approval may be given on a case-by-case basis.

2. **Course application:** The request to host an ISPN Educational Course should contain the following details pertaining to the course:
 - a. Course duration: proposed date and time, either 2 or 3 days
 - b. Whether the ISPN Education Course is held in conjunction with any local meeting or as a stand-alone event; and whether the ISPN Course Faculty should also be involved in that local meeting. Details required
 - c. Venue and details of distance and directions from the airport

- d. Preferred faculty arrival & departure dates
- e. Transport arrangements for pick-up and drop-off the faculty
- f. Ability and commitment to fund the local arrangements, i.e. any required translation facilities
- g. The probability to have the required minimum 30-50 attendees
- h. Digital arrangements, adequate wifi connection is highly recommended

Program related:

- i. Main focus topics
 - j. For a 3-day course whether a ½ day for any social activity with faculty and trainees is included
 - k. Hands-on workshop or practical activity is also an option for the third day
 - l. Case presentation by local faculty or attendees after each session is encouraged and the names of these presenters should be included on the program in advance. In case there are not sufficient local cases, advise the Education Committee and the international faculty in due time to provide cases for discussion and complete the program at least 30 days in advance
 - m. Important session to include: How I do it..
 - n. Nursing program, dedicated session or lunch time session is encouraged
3. **Scientific organization and course schedule:** The faculty and educational details of the course are organized by the Education Committee. Local hosts are requested to state the topics they want covered in the course. It is also the local hosts prerogative to suggest preferred names of ISPN faculty, however the final faculty selection will be made by the Education Committee based on ISPN criteria.
 4. **Duration:** Approved courses will be either a 2 full day course or a 3-day course with ½ day free. No course which is run over at least 2 days will be accepted (*as per decision of the EB in Tel Aviv*).
 5. **List of course participants:** The Local Course Organizer must provide a structured list of course attendees to the ISPN Education Committee. The complete list of participants should be submitted on the last day to the ISPN and should include at least the following details: name, affiliation, email, Mobile/WhatsApp number, training category and level.
 6. **Number of invited ISPN faculty:** For a 2-day course, the number of ISPN faculty permitted is 4-5, and for a 3-day Course it is 5-6. Any remaining faculty should be regional. Nurses participation should be discussed on a case by case basis.
 7. **Faculty selection:** In choosing the faculty, the ISPN Education Committee will consider the overall budget of the course, ensuring that invited foreign faculty have to travel least distances. The entire list of faculty with a proposed budget should be sent to the Treasurer and President prior to confirmation of faculty. The MoUs with the continental bodies must be kept in mind when considering faculty members.

Invited Faculty must be informed of their selection and subject matter to be covered at least 60 days prior to commencement of the course.

Faculty members are required to:

- a) Submit 5 MCQ questions (1 out of 4/5 choices correct) at least 1 week before start of the course.
 - b) Prepare a conclusion slide for each talk which will be based on that subject as covered in the ISPN Guide
8. **Faculty reimbursement:** requests must be submitted by the faculty within 1 month of completion of the course in our template form. Reimbursement requests are made through the Education Committee to the ISPN Treasurer stating the hours of flying time to reach the course venue. A copy should be mailed to the Chairman, Education Committee. The Chairman will send the details of faculty for each course to the Treasurer as soon as the course is completed. Payments should be finalized within 3 months after the course. The Education Committee Chair will send a list of the course faculty to the treasurer and individually, each faculty will send their banking details to the Treasurer. After payment the treasurer will confirm with the Education Chair that is done.

Reimbursements will follow the fixed structure based on hours of flying time: (Details in relevant SOP).

9. **Feedback form:** MUST be completed by the trainees before they receive their certificate. The preparation of course completion certificates lies with the local organizer. In addition, the faculty should also complete a feedback form.

Details of the forms are as follows:

FEEDBACK FROM PARTICIPANTS (*scores must be 0-4, 0 being the lowest and 4 being the highest score*)

1. Were the topics covered relevant to your current practice in pediatric neurosurgery?
2. How were the arrangements for stay at the course?
3. How was the level of interaction with the faculty?
4. Did you have any difficulty understanding the faculty?
5. Kindly state details of this difficulty
6. Do you think what you learnt at the course will impact your practice?
7. Were you happy with the case discussions in the course?
8. What else would you like to have seen as a part of the course?

FEEDBACK FROM FACULTY (0-4)

1. Was the attendance and participation up to your expectations?
2. Did you feel the case presentation by local faculty was beneficial to all?
3. How were the arrangement and logistics?

4. What was the response to MCQ after the course?
5. Do you have any objection to your email contact being provided to the participants if they wish to seek any clarifications after the course?
6. Are you applying for reimbursement from the ISPN for travel?

Review period:

Every second year.