



## **ICS Education Committee meeting Agenda**

**Sunday 14th October 2012,**

**Venue: China National Convention Center (CNCC), Beijing**

**Room: 405**

**Time: 14.30-17.30**

**Known Attending:** Werner Schaefer (Chair), Adrian Wagg, Elise De, Sherif Mourad

**Apologies:** Stavros Charalampous, Andrei Manu-Marin, Pallavi Latthe, Diaa Rizk, Donna Bliss, Herney Garcia, Patrick Woodman, Frederico Furriel, Herney Garcia, Ervin Kocjancic, Marijke Slieker-Ten Hove,

**Also in Attendance:** Kari Tikkinen, An-Sofie Goessaert

**In Attendance:** Dan Snowdon, Avicia Burchill, Dominic Turner, Jenny Ellis

*Please be aware that the below timings are approximates for each point.*

- |  |               |
|--|---------------|
| 1. Picture of the Committee to be taken  | 14.30-14.35   |
| 2. Approval of Chicago meeting minutes<br>(Attached)                                     | 14.35-14.45   |
| 3. Terms of office/ Terms of reference<br>(Attached)                                     | 14.45-15.00   |
| 4. Reports   | 15.00-15.30   |
| a. Courses and workshops<br>subcommittee   |               |
| b. E-learning subcommittee   |               |
| c. Education quality and<br>evaluation subcommittee                                      |               |
| d. Trainees subcommittee   |               |
| 5. ICS recognition of courses- related to<br>urodynamic courses                          | 15.30-15.45   |
| 6. Proposal for mechanism whereby<br>courses are "approved" by ICS                       | 15.45-16.00   |
| 7. Recommendations to board on<br>strategy for educational activities<br>outside the ASM | 16.00-16.30   |
| 8. Budget/Plan for 2013  | 16.30-17.00   |
| 9. AOB   | 17.00 – 17.30 |



## **ICS Education Committee meeting Minutes**

**09:00-17:00, 13<sup>th</sup> January 2012**

**Courtyard Marriott Magnificent Mile, Ontario Room, Chicago, USA**

**Attending:** Werner Schaefer (Chair), Donna Bliss, Elise De, Ervin Kocjancic, Sherif Mourad, Daa Rizk, Marijke Slieker-ten-Hove, Adrian Wagg, Patrick Woodman

**Apologies:** Stavros Charalambous, Pallavi Latthe, Andrei Manu-Marin

**In Attendance:** Dan Snowdon, Dominic Turner

### **Decisions on workshops and courses for ICS 2012**

#### **1. Choose workshops for ICS 2012**

DS confirmed that Kenes had informed the ICS that the maximum number of workshops would not ideally exceed 48, i.e. 12 parallel.

The committee discussed the workshop categories and how best to link the programme to local interests. WS suggested that a course on Basic Urodynamics would be popular and this should be delivered.

AW recommended that the committee create a standard syllabus, and that this had been under discussion for years. If the syllabus existed then the committee could seek out specific topics and speakers each year.

The committee reviewed the workshops with a high variance in scores.

WS recommended closer links between the Education and Urodynamic Committees. The modules of the Urodynamic Committee should be approved by the Education Committee before being presented as official ICS material. AW suggested that WS formally write to the Urodynamics Committee Chair, asking for stronger links between the committees, including having an Education Committee representative on the Urodynamics Committee.

**Action:** WS to contact the Urodynamics Committee Chair to discuss closer links with the Education Committee and the need for the Education Committee to review and approve Urodynamics modules.

(Donna Bliss joins the meeting)

WS stressed the importance of Chairs checking that speakers are available or interested to speak before a submission is made. The guidelines should also make it clearer for an applicant to note in their submission if they would be presenting their own products.

**Action:** Office to amend the workshop submission guidelines to make it clearer that a Chair must confirm speaker availability before submitting.

**Action:** It should also be made clearer that submitters must disclose at the submission stage if they are presenting any of their own products. The latter should be included in the workshop application system. WS will directly approve the wording.

DS asked the committee to consider the special requirements of accepted workshops at the review meeting. This was agreed and will be looked at once the accepted list is complete. WS asked the office to check special requirements during the submission stage, and to report any unusual or particularly expensive requests to the Workshops and Approved Courses Subcommittee (WACS).

**Action: Office to check workshop special requirements during the submission stage, and to report any unusual or particularly expensive requests to the Workshops and Approved Courses Subcommittee.**

The committee discussed the evaluation feedback of 2011 workshops, with one workshop not approved due to negative feedback on the conduct of the faculty, one member in particular. The vote for this decision was agreed as 5 for rejection, 2 abstention, 2 for approval. Therefore the workshop was rejected.

After reviewing workshops by score variance, the committee viewed results by overall score and category combined. The committee agreed there would be no ICS education courses for ICS 2012.

The committee discussed e-learning courses. DT explained that the ICS undertook the filming of workshops in Glasgow, with the results of a higher quality than that of Prous. The ICS could work directly with industry on webcasting, and this would offer an increased revenue.

**Action: DT to provide Patrick Woodman with a list of what courses were previously taped for e-learning purposes.**

## **2. Changes to workshop procedure for ICS 2013**

The WACS should look at workshop applications as they are submitted.

The committee discussed how to better use the workshop evaluations.

**Action: The workshop application system to include asking if any changes have been made to the workshop as a result of the previous year's evaluation.**

DB recommended that upon submission it is mandatory that Chairs and speakers note their discipline.

**Action: Workshop application system to be amended to make it mandatory for speakers and Chairs to note their discipline.**

DT asked that for 2013 the Education Committee discuss the order of reviewing before any acceptances or rejections are made. This would allow for a more ordered review meeting.

**Action: For the 2013 review meeting, Education Committee to discuss the order and structure of reviewing before any acceptances or rejections are made.**

DS asked if an intermediate workshop category should be added, as upon inspection of the evaluation forms approximately 75% of delegates judged workshops to be of intermediate level. The committee felt this was chosen as the middle option and it was agreed to maintain the two current levels: basic and advanced.

## **ICS Education Committee meeting**

### **3. Approve minutes of last meeting and discuss any outstanding actions**

E-learning: DT explained that the ICS filmed 7 workshops during ICS 2011: the ICS office had filmed 4, and Prous had filmed 3. The workshops filmed by the ICS office were of a higher quality. The e-learning project has stalled since due to a poor response from Chairs and speakers regarding the essential e-learning questions. Suggestions for improving the response were offered, such as asking for the questions before the course runs. ED and PW offered to assist in chasing up the questions, or ultimately writing the questions themselves.

DT reported that CME was not agreed for the e-learning courses yet, but the application was pending and would be submitted when the questions were received from the Chairs and speakers. The CME costs are €600 per hour and CME accreditation is valid for two years.

DT explained that Chris Angle was leaving the ICS office and as one of Chris's primary roles was e-learning development the capacity of the office would be reduced until Chris was replaced.

**Action: PW and ED to write the missing e-learning questions if responses are not received by the end of January 2012.**

It was confirmed that the E-learning subcommittee will review the questions. AW offered to write a house style for the questions.

**Action: AW to write a house style for ICS e-learning questions.**

Cadaver course: WS was not convinced the Education Committee should be delivering this course. DR attended the course and attested to its professionalism, and that the course had been under discussion for nearly two years before being delivered. The team and facilities in Porto were excellent and they are keen to host another course in 2012. SM suggested the support for delegates be reduced, perhaps not covering accommodation. The committee felt that this course was important under the education remit of the ICS.

The committee asked for some minor changes to be made to the wording of the Glasgow committee meeting minutes. The minutes were then approved.

### **4. Review of Education Committee**

AW referred the committee to the two papers in the agenda that outlined the revised remit and functions of the Education Committee. The two papers are attached at the end of the minutes.

The committee needs to engage more with trainees. Trainees were suggested as being defined as those who had completed their bachelors degree within two years.

The second paper discussed the setting of a core curriculum and the increased planning of annual meeting workshops. This would effectively be an extension of the remit of the WACS.

**Motion: to present both of Adrian Wagg's papers for approval at the Board meeting on 15 January 2012.**

**9 agree.**

**Motion carried**

## 5. Education Course procedure

The committee discussed the growing number of courses and course requests. Comments were made that a strategy for courses is essential and an improved course approval procedure needed consideration and implementation. DS stated that the office also required a set procedure to facilitate course development, as currently the system was unwieldy and with the number of courses increasing a clearer procedure would be extremely helpful. AW felt that the current system was not coordinated or organised as efficiently as it could be. This did not always reflect well on the professional reputation of the ICS. WS commented that it has to be taken into account that most courses originate from personal contact and initiative and that the best way for courses to develop were to continue through these individual contacts.

The committee agreed that adding more course information to the ICS website would clarify the procedures for the office, reviewers and applicants. DB reiterated the importance of a strategy for courses.

**Action:** Office to add course information to the ICS website to make applying clearer, and to better facilitate the work of the office and the education committee reviewers.

The course procedure was discussed, with the slides from the Glasgow 2011 meeting shown as these offered a robust structure (slides are attached at appendix a). The draft model was approved by the committee.

WS noted some disagreement with the slides as we do not have an Educational Activity Subcommittee as in Appendix a.

**Action:** Education Committee course structure approved (as at appendix a).

## 6. Education Course update

The committee discussed a pending add-on course in Venezuela. There was disagreement whether the local host agreed to cover all cost (as was stated by DR) or whether they still asked for \$ 15.000 financial support in addition to the ICS covering airfares (as stated by WS). It was agreed to contact the hosts directly after the meeting in an attempt to expedite the process.

**Action:** Office to contact the Venezuela add-on course hosts in order to move the application forwards. *(post meeting note: the host withdrew the application for March 2012, and will resubmit for a course in later 2012)*

The committee viewed, and updated the course list for 2012. The overview sheet will need to be redesigned and shared in a public area with the education course subcommittee.

WS queried whether the committee should receive requests with a ready-made programme and set of speakers. DB did not see a problem with this assuming the programme and speakers met the approval of the education committee.

**Action:** AW to work on the course strategy, procedures and education course guidelines. The drafts to then be posted on the discussion forum.

## **7. Meet the experts: format and general discussion**

The committee agreed to continue with the current format. A new lead contact was required now that Hashim Hashim had stepped down from the committee.

**Action:** Education Committee to agree on a new lead contact for the Meet the Experts organisation.

## **8. Webcasts for ICS 2012**

This was discussed earlier in the meeting.

## **9. E-learning update**

This was discussed earlier in the meeting.

## **10. AOB**

Physio meeting: MSH will send a request for an additional physiotherapy meeting to the office.

Deputy Chair of the Education Committee: the vote will be made live following the Chicago meeting.

**End of meeting. Next meeting to be held in Beijing, 14 October 2012.**

## **Summary of 13 January 2012 meeting actions**

**Action:** WS to contact the Urodynamics Committee Chair to discuss closer links with the Education Committee and the need for the Education Committee to review and approve Urodynamics modules.

**Action:** Office to amend the workshop submission guidelines to make it clearer that a Chair must confirm speaker availability before submitting.

**Action:** It should also be made clearer that submitters must disclose at the submission stage if they are presenting any of their own products. The latter should be included in the workshop application system. WS will directly approve the wording.

**Action:** Office to check workshop special requirements during the submission stage, and to report any unusual or particularly expensive requests to the Workshops and Approved Courses Subcommittee.

**Action:** DT to provide Patrick Woodman with a list of what courses were previously taped for e-learning purposes.

**Action:** The workshop application system to include asking if any changes have been made to the workshop as a result of the previous year's evaluation.

**Action:** Workshop application system to be amended to make it mandatory for speakers and Chairs to note their discipline.

**Action:** For the 2013 review meeting, Education Committee to discuss the order and structure of reviewing before any acceptances or rejections are made.

**Action:** PW and ED to write the missing e-learning questions if responses are not received by the end of January 2012.

**Action:** AW to write a house style for ICS e-learning questions.

**Action:** Office to add course information to the ICS website to make applying clearer, and to better facilitate the work of the office and the education committee reviewers.

**Action:** Education Committee course structure approved (as at appendix a).

**Action:** Office to contact the Venezuela add-on course hosts in order to move the application forwards. *(post meeting note: the host withdrew the application for March 2012, and will resubmit for a course in later 2012)*

**Action:** AW to work on the course strategy, procedures and education course guidelines. The drafts to then be posted on the discussion forum.

**Action:** Education Committee to agree on a new lead contact for the Meet the Experts organisation.

## APPENDIX A

### ICS Education Course structure

Organisational revisions required because:

- Increasing number of add-on education courses (up to 8 in 2011, not including Cadaver and Fistula courses (3).
- Need to ensure ICS standards are met in location, programme and speaker chosen
- To provide sufficient support to ICS office in course organisation.



### Educational Course Strategy

- The overarching strategy for the ICS educational courses is to provide accessible, low cost education for younger professionals; to encourage and promote multi-disciplinary and inter-disciplinary education; to, reach developing world audiences and additionally to, promote the ICS and its activities and mission.





# Proposal

Create an Educational Activity Subcommittee:

- Multi-disciplinary
- 3-4 members maximum

# Course Procedure

Stage 1, initial contact. 12-9 months before course

- Course representative approaches ICS office/Education Committee
- Information exchanged, rep asked to complete course application form
- Form to be checked by ICS Office and then distributed to EC Chair and Subcommittee
- These persons then consider application, possible speakers, programme items

# Course Procedure

## Stage 2: Application received (12-7 months before course)

- The preliminary application and sub-committee proposals for the course will be posted on the ICS website for 2-3 weeks for review by the Education Committee and other ICS Committee Chairs.
- Suggestions for alternative speakers / content may be made at this point. The Educational activities sub-committee reserves the right to act upon these comments or not.
- The EC Chair and Educational Activities Subcommittee have the final say in accepting or declining the application



# Course Procedure

## Stage 3: 10-7 months before course

- Course programme and speakers finalised.
- Budget submitted to ICS Treasurer
- Once budget advertised the course can be openly promoted via the ICS Office
- ICS Office will work on course organisation with the hosts and EC Chair/Educational Subcommittee. To have one point of contact?
- Course evaluation considered by EC Chair and Educational Subcommittee



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## **ICS Education Committee Terms of reference**

**1. PURPOSE:** The ICS Education Committee and its subcommittees oversee all educational activities within the ICS. This includes stand-alone and add-on ICS Educational Courses, ICS Lectures at meetings and via the internet, development of educational materials and e-learning, as well as courses and workshops at ICS Annual Scientific Meetings. The committee is also responsible for the educational quality of all activities and for relevant faculty development activities within the ICS. The committee is responsible to the ICS board of trustees to which it makes an annual report and makes an annual budget request.

### **2. FUNCTIONS:**

- **Continuing Medical Education** producing guidance for the ICS membership concerning CME - points of ICS activities - both congresses, courses, workshops and other professional activities - both on a National and International level;
- **Trainee Education:** formulate curricula for trainee education in the field of urinary incontinence and pelvic floor dysfunction
- **Urodynamics committee:** Work with the urodynamics committee to promote good practice and provide educational input to its learning modules as requested
- **Neurourology committee:** Work with the Neurourology committee to promote sound educational practice and provide input into learning modules as requested.
- **Nursing and Physiotherapy committees:** Work with both committees to ensure representative delivery of education to trainees of all disciplines and in all venues
- **Workshop and ICS Course Applications** To review applications and make recommendations for inclusion for workshops at the Annual Scientific Meeting
- **Educational courses at the ASM** To establish courses in accordance with the Educational curriculum and to invite presenters as appropriate
- **ICS Faculty development.** To produce and/ or recommend relevant courses for the development of ICS Faculty in all relevant ICS activities.
- **Educational Quality.** To recommend methods by which the quality of education and its delivery can be maximized within all educational activities of the ICS. The committee shall also be responsible for making recommendations to the Board regarding the periodic evaluation and review of all such activities in line with the society's strategic direction.

**3. RESPONSIBLE TO:** ICS Board of Trustees and ICS General Secretary

### **4. COMPOSITION:**

Total Members	Method of Appointment	Name	Term of Office	Term Start/End Term No.
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General Secretary	Ex officio	See Appendix A	3 years	
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. The Chair should have served as a committee member, either current or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.	See Appendix A	Term of office: 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.	Term finishes 2013
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2)	See Appendix A	3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.	
Subcommittees	<b>Educational courses and workshops</b> (4 members + Chairman ex- officio)		Sub committee chairman appointed by Ed Comm chair from within Ed. Comm.. 1 member must be a trainee	

	<b>E-learning</b> (4 members)		Sub committee chairman appointed by Ed Comm chairman from within Ed. Comm.. 1 member must be a trainee	
	<b>Trainees</b> (4 members + Chairman ex-officio)		Sub committee chairman appointed by Ed Comm chairman from within Ed. Comm	
	<b>Educational Quality</b> (4 members + Chairman ex- officio)		Sub committee chairman appointed by Ed Comm chairman from within Ed. Comm. 1 member must be a trainee	
Updated Sept2011				

### **Role of the Chairman**

The Chairman of the Education Committee of the ICS is responsible for

- the co-ordination of the activities of the Education Committee, and sits, ex –officio on each of its standing sub-committees.
- ensuring that the activities of the committee are in accordance with current ICS strategy.
- preparation of an interim (half year) and final annual report for the Board of Trustees and for the Annual General Meeting.
- liaison with the Scientific Committee Chairman and the PCO regarding the ICS Educational courses and workshops at the ASM and the State of the Art Lectures to be delivered at the ASM.
- ensuring that ICS Faculty adhere to the relevant ICS Faculty etiquette and have conformed to relevant faculty development requirements as and when they arise.

### **Roles of the standing sub- committees**

## Educational courses and workshops.

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, function to:

- establish links with relevant professional societies in countries underserved by the ICS in order to deliver high quality, multi-professional educational activities as add-on courses to relevant national or international meetings. (See documents: ICS course standard operating protocol and “Guidelines for Educational Courses and Workshops”)
- canvass for and arrange ICS sponsored lectures at such meetings.
- seek to establish ICS visiting lectureships / professorships to deliver educational courses to universities and post - secondary educational institutions.
- make recommendations for the core curriculum of ICS Educational courses to be delivered at the ASM
- commission relevant courses and workshops by tender in response to requests from the membership or following advice from the Education committee regarding novel areas of research.
- select, based upon merit and quality, workshops for delivery at the annual scientific meeting of the ICS following the application and bidding process.

The sub-committee shall consist of 4 members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional and shall include **1 trainee member**. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub-committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

## E- learning

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, function to:

- make recommendations to the Education committee for the establishment and development of e-learning courses relevant to the membership of the ICS.
- Recommend to the Board the commission of learning materials as required to deliver the modules selected for development
- Liaise with the Urodynamics committee regarding the development of Urodynamics modules
- Liaise with the nursing and physiotherapy committees regarding the development of relevant modules
- Liaise with the ICS web developer in the creation, maintenance and development of e-learning materials
- Survey existing e-learning modules for quality assurance
- Survey existing e-learning resources within other similar professional societies and work to create necessary linkages to ensure efficient resource usage

The sub-committee shall consist of 4 members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional and shall include 1 trainee member. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub- committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

## **Trainees**

For the purposes of this document trainees are defined as doctors in training, research students and nurses and physiotherapists within two years of qualification

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, function to:

- Make recommendations on educational activities relevant to trainees which should be pursued by the Education committee
- Liaise with the physiotherapy, nursing, Neurourology and Urodynamics committees to ensure that the educational needs of trainees are met.

Members of this sub-committee will serve on each of the other sub-committees of the Education committee to ensure that trainees are represented across the range of educational activities of the ICS

The sub-committee shall consist of 4 trainee members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub- committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

## **Educational quality**

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, functions to:

- review the educational content and quality of the ASM in the light of pedagogical educational theory and method, and to make recommendations regarding joint educational ventures relevant to the audience of ICS with the aim of maximizing the educational value of the meeting.
- maintain and improve the educational quality of ICS educational activities and the scientific content of the annual scientific meeting
- co-ordinate and organize ICS faculty development activities such as teaching skills courses, chairmanship skills, effective PowerPoint etc
- advise on educational pedagogy to ensure that ICS faculty are up to date
- liaise with relevant ICS committees to ensure that educational activities are evaluable and evaluated in accordance with prevailing educational theory
- assist with the development of course evaluations by other relevant ICS committees
- liaise with the scientific committee with regard to developing the delivery of scientific presentations and its evaluation at the annual scientific meeting.

The sub-committee shall consist of 4 members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional and 1 member shall be a trainee. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub- committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

**MEETINGS:** The entire committee will meet twice yearly in a face-to-face meeting. Special arrangements for online attendance will be made on an individual basis. One of these meetings shall be at the Annual Scientific meeting. Standing sub-committees shall normally meet by WebEx / teleconference / email, unless exceptional circumstances arise, when the Chairman of the Educational committee shall be responsible for authorizing an additional face to face meeting and sourcing the required budget from the Board / Honorary Treasurer.

**QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members. Quora of sub-committees will be 50% of the membership. All Chairmen shall have a casting vote in the event of tied vote.

**MINUTES:** Minutes are recorded at each meeting and posted on the ICS website in accordance with 2009 ICS Bylaw 6.1-6.4).

**REPORTING & ROLES:** The Chair of each standing sub-committee committee is required to prepare an annual report for the Education committee Chairman who in turn is responsible for providing a twice yearly (interim and final) report to the Board of Trustees. The Chairman of the Education Committee is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.



## **Agenda item 19, continued**

### **ICS Education committee: Planning for the future, setting a core curriculum and planning ASM workshops**

- A. This paper sets out a view on the establishment of a system for the allocation, selection and commissioning of the educational content prior to the annual scientific meeting (ASM), normally held on the first two days of the ASM.

#### **There shall be three categories of event:**

1. ICS Educational Courses
2. Commissioned workshops
3. Member initiated workshops

#### **1. ICS Educational courses**

These courses form the “core curriculum” of ICS educational activity at the ASM. Each course is an official part of the ASM and contains ICS approved content. The core curriculum will be established by the ICS Education committee with oversight by the Educational quality sub-committee and the Scientific committees. The core curriculum content will be subject to regular review. Acknowledged experts in each area will be invited to present a course covering the required content. Each course will be subject to evaluation and amendment to content and delivery made in response to audience feedback and changing needs of the clinician community.

Educational courses will:

- cover the essential knowledge and competence required of a clinician working in the fields of incontinence and pelvic floor dysfunction.
- include faculty development, and
- provide educational and teaching skills to attendees.

Subject matter may include those areas which are less likely to be initiated by ICS members, but, in the event of a member initiated workshop being designated as an Educational course in any year, ICS approved terminology and standards must be used in that course for it to be designated as such.

#### **2. Commissioned workshops**

Workshops which either cover or introduce novel areas of investigation, management, basic science or research may be commissioned by the Education committee in response to perceived need or increasing interest within the scientific community. The courses and workshops subcommittee shall be responsible for the commissioning, budgeting and organisational oversight of these courses, subject to the approval of the Chairman of the Education committee.

### **3. Member initiated workshops**

Applications to run workshops initiated by members shall be invited prior to the ASM in accordance with current ICS policy (give the policy number and deadline – 1 April?). All workshops undergo peer review for content, delivery, quality of the application, content, prior performance of either the workshop or its presenters, and perceived interest. Workshops must comply with current ICS guidelines.

#### **B. Organisation and scheduling**

The Courses and Workshops sub-committee in association with the Scientific committee and the ICS office shall be responsible for the scheduling of ICS educational activities at the ASM. All applications for budgetary support for these activities shall be subject to the approval of the Education Committee chairman, who shall allocate funds from the annual budget.

## ICS Education Committee Terms of reference

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### **2. FUNCTIONS:**

- **Continuing Medical Education** producing guidance for the ICS membership concerning CME - points of ICS activities - both congresses, courses, workshops and other professional activities - both on a National and International level;
- **Trainee Education:** formulate curricula for trainee education in the field of urinary incontinence and pelvic floor dysfunction
- **Urodynamics committee:** Work with the urodynamics committee to promote good practice and provide educational input to its learning modules as requested
- **Neurourology committee:** Work with the Neurourology committee to promote sound educational practice and provide input into learning modules as requested.
- **Nursing and Physiotherapy committees:** Work with both committees to ensure representative delivery of education to trainees of all disciplines and in all venues
- **Workshop and ICS Course Applications** To review applications and make recommendations for inclusion for workshops at the Annual Scientific Meeting
- **Educational courses at the ASM** To establish courses in accordance with the Educational curriculum and to invite presenters as appropriate
- **ICS Faculty development.** To produce and/ or recommend relevant courses for the development of ICS Faculty in all relevant ICS activities.
- **Educational Quality.** To recommend methods by which the quality of education and its delivery can be maximized within all educational activities of the ICS. The committee shall also be responsible for making recommendations to the Board regarding the periodic evaluation and review of all such activities in line with the society's strategic direction.

**3. RESPONSIBLE TO:** ICS Board of Trustees and ICS General Secretary

### **4. COMPOSITION:**

Total Members	Method of Appointment	Name	Term of Office
General Secretary	Ex officio	See Appendix A	3 years
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. The Chair should have served as a committee member, either current or in the past. Nominations received by April 1st as advertised. Voting regulations as	See Appendix A	Term of office: 3 years, renewable once by Chair/committe e approval. Further terms could be

	stated.		approved in exceptional circumstances and by referral to the ICS Trustees.
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2)	See Appendix A	3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees	<b>Educational courses and workshops</b> (4 members + Chairman ex- officio)		Sub committee chairman appointed by Ed Comm chair from within Ed. Comm.. 1 member must be a trainee
	<b>E-learning</b> (4 members)		Sub committee chairman appointed by Ed Comm chairman from within Ed. Comm.. 1 member must be a trainee
	<b>Trainees</b> (4 members + Chairman ex-officio)		Sub committee chairman appointed by Ed Comm chairman from within Ed. Comm
	<b>Educational Quality</b> (4 members + Chairman ex- officio)		Sub committee chairman appointed by Ed Comm chairman from within Ed. Comm. 1 member must be a trainee

## Role of the Chairman

The Chairman of the Education Committee of the ICS is responsible for

- The co-ordination of the activities of the Education Committee, and sits, ex –officio on each of its standing sub-committees.
- Ensuring that the activities of the committee are in accordance with current ICS strategy.
- Preparation of an interim (half year) and final annual report for the Board of Trustees and for the Annual General Meeting.
- Liaison with the Scientific Committee Chairman and the PCO regarding the ICS Educational courses and workshops at the ASM and the State of the Art Lectures to be delivered at the ASM.
- Ensuring that ICS Faculty adhere to the relevant ICS Faculty etiquette and have conformed to relevant faculty development requirements as and when they arise.

## Roles of the standing sub- committees

### Educational courses and workshops.

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, function to:

- Establish links with relevant professional societies in countries underserved by the ICS in order to deliver high quality, multi-professional educational activities as add- on courses to relevant national or international meetings. (See documents: ICS course standard operating protocol and “Guidelines for Educational Courses and Workshops”)
- Canvass for and arrange ICS sponsored lectures at such meetings.
- Seek to establish ICS visiting lectureships / professorships to deliver educational courses to universities and post - secondary educational institutions.
- Make recommendations for the core curriculum of ICS Educational courses to be delivered at the ASM
- Commission relevant courses and workshops by tender in response to requests from the membership or following advice from the Education committee regarding novel areas of research.
- Select, based upon merit and quality, workshops for delivery at the annual scientific meeting of the ICS following the application and bidding process.

The sub-committee shall consist of 4 members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional and shall include **1 trainee member**. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub- committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

## E- learning

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, function to:

- Make recommendations to the Education committee for the establishment and development of e-learning courses relevant to the membership of the ICS.
- Recommend to the Board the commission of learning materials as required to deliver the modules selected for development
- Liaise with the Urodynamics committee regarding the development of Urodynamics modules
- Liaise with the nursing and physiotherapy committees regarding the development of relevant modules

- Lease with the ICS web developer in the creation, maintenance and development of e-learning materials
- Survey existing e-learning modules for quality assurance
- Survey existing e-learning resources within other similar professional societies and work to create necessary linkages to ensure efficient resource usage

The sub-committee shall consist of 4 members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional and shall include 1 trainee member. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub- committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

## **Trainees**

For the purposes of this document trainees are defined as doctors in training, research students and nurses and physiotherapists within two years of qualification

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, function to:

- Make recommendations on educational activities relevant to trainees which should be pursued by the Education committee
- Liaise with the physiotherapy, nursing, Neurourology and Urodynamics committees to ensure that the educational needs of trainees are met.

Members of this sub-committee will serve on each of the other sub-committees of the Education committee to ensure that trainees are represented across the range of educational activities of the ICS

The sub-committee shall consist of 4 trainee members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub- committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

## **Educational quality**

This sub-committee will, in accordance with ICS strategy set by the Board of Trustees, functions to:

- Review the educational content and quality of the ASM in the light of pedagogical educational theory and method, and to make recommendations regarding joint educational ventures relevant to the audience of ICS with the aim of maximizing the educational value of the meeting.
- maintain and improve the educational quality of ICS educational activities and the scientific content of the annual scientific meeting
- co-ordinate and organize ICS faculty development activities such as teaching skills courses, chairmanship skills, effective PowerPoint etc
- advise on educational pedagogy to ensure that ICS faculty are up to date
- liaise with relevant ICS committees to ensure that educational activities are evaluable and evaluated in accordance with prevailing educational theory
- assist with the development of course evaluations by other relevant ICS committees
- Liaise with the scientific committee with regard to developing the delivery of scientific presentations and its evaluation at the annual scientific meeting.

The sub-committee shall consist of 4 members of the Education committee and the Chairman of the Education committee ex-officio. The sub-committee shall be multi-professional and 1 member shall be a trainee. The Chairman of the sub-committee is appointed by the Chairman of the Education committee following advice from the

membership of the Education committee and may be removed by the Chairman of the Education committee in accordance with current ICS bylaws.

The sub-committee may co-opt any active ICS member for any required period of time in order to fulfill its remit. Such co-opted members will not become members of the ICS Education Committee but shall be eligible for appointment / election in accordance with current bylaws should a vacancy arise.

**MEETINGS:** The entire committee will meet twice yearly in a face-to-face meeting. Special arrangements for online attendance will be made on an individual basis. One of these meetings shall be at the Annual Scientific meeting. Standing sub-committees shall normally meet by WebEx / teleconference / email, unless exceptional circumstances arise, when the Chairman of the Educational committee shall be responsible for authorizing an additional face to face meeting and sourcing the required budget from the Board / Honorary Treasurer.

**QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members. Quora of sub-committees will be 50% of the membership. All Chairmen shall have a casting vote in the event of tied vote.

**MINUTES:** Minutes are recorded at each meeting and posted on the ICS website in accordance with 2009 ICS Bylaw 6.1-6.4).

**REPORTING & ROLES:** The Chair of each standing sub-committee committee is required to prepare an annual report for the Education committee Chairman who in turn is responsible for providing a twice yearly (interim and final) report to the Board of Trustees. The Chairman of the Education Committee is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

## **Appendix A**

### **Education Committee terms of office**

<b>Role</b>	<b>Member</b>	<b>Term Start</b>	<b>Term End</b>	<b>Term Yrs</b>	<b>Elected</b>	<b>Term details</b>
<b>Chair</b>	Werner Schaefer	24 Aug 2007	24 Aug 2013	6	Y	6 year term will finish 2013. Cannot renew
Committee Member	Donna Bliss	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Stavros Charalambous	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014
Committee Member	Elise De	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Ervin Kocjancic	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Pallavi Latthe	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014
Committee Member	Andrei Manu-Marin	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Sherif Mourad	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Diaa Rizk	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Adrian Wagg	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Patrick Woodman	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014.
Committee Member	Physiotherapy Marijke Slieker-Ten Hove	01 Sept 2011	30 Oct 2014	3	N	3 year term will finish in 2014.