



ICS Education Committee meeting Agenda

Monday 26th August 2013,

Venue: Centre Convencions Internacional de Barcelona (CCIB)

Room: M213

Time: 08.00-10.00

Known Attending: Adrian Wagg (Interim chair), Kari Tikkinen, Diaa Rizk, Sherif Mourad, Patrick Woodman, Andrei Manu-Marin, Donna Bliss, An-Sofie Goessaert, Frederico Furriel, Ervin Kocjancic, Pallavi Latthe

Apologies:

In Attendance: Sophie Fletcher, Nadir Osman

Also in attendance: Avicia Burchill, Jenny Ellis

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

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| 1. Picture of the Committee to be taken | 08.00-08.05 |
| 2. Approval of Chicago meeting minutes
(Attached) | 08.05-08.10 |
| 3. Terms of office/ Terms of reference
(Attached) | 08.10-08.20 |
| 4. Reports | 08.20-08.40 |
| a. Courses and workshops
subcommittee | |
| i. Actions to date | |
| ii. Strategic plan for 2014-15
> Russia standalone course
2014 discussion | |
| b. E-learning subcommittee | |
| i. Actions to date | |
| ii. Plan for 2014-15 | |
| c. Education quality and evaluation
subcommittee | |
| i. Actions to date | |
| ii. Plan for 2014-15 | |
| d. Trainees subcommittee | |
| i. Actions to date | |
| ii. Plan for 2014-15 | |
| 5. Evaluation forms discussion
>Education Course reviews | 08.40-09.00 |



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| 6. Scoring of workshops application review
(see attached) | 09.00-09.15 |
| 7. Core syllabus survey results | 09.15-09.20 |
| 8. Generic ICS recognition of international
courses (See attached) | 09.20-09.30 |
| 9. Budget/Plan for 2014 | 09.30-09.50 |
| 10. AOB | 09.50-10.00 |



ICS Education Committee meeting minutes
Sunday 13th January 2013,
Venue: Courtyard Marriott Magnificent Mile, Chicago
Time: 10.00-17.00

Attending: Adrian Wagg (Interim, interim Chair), Donna Bliss, Elise De, Ervin Kocjancic, Sherif Mourad, Kari Tikkinen, Patrick Woodman

In Attendance: Beth Shelley, Dan Snowdon, Dominic Turner

Apologies: Stavros Charalampous, Andrei Manu-Marin, An-Sofie Goessaert, Pallavi Latthe, Diaa Rizk, Frederico Furriel, Herney Garcia, Marijke Slieker-Ten Hove

1. Choose workshops for ICS 2013

AW clarified some structural annual meeting changes for the committee. The annual meeting will now be held fully within Monday to Friday. A maximum of (approximately) 30 workshops will be approved, with 10 held on Monday and 20 on Tuesday.

DT added notes directly to the workshops database and a copy was shared with all meeting participants following the meeting.

As there were more reviewers this year the score variances were lower. The committee discussed those workshops with a variance score above 7.

Workshops were then considered by category and score. The committee sought a balance of high quality workshops covering a wide number of categories. This would allow the greatest choice of high quality workshops for the annual meeting delegates. This meant that some high scoring workshops were declined this year

A point was made that some future workshops could be delivered online only and viewed at the ICS booth and on the ICS website.

Action: AW to write to Abdul Sultan to ask if he would do a workshop on the prevention of obstetric fistulae for the 2013 programme. This could be a physical or online workshop.

(Sherif left the meeting)

2. Changes to workshops procedure for ICS 2014

The reviewers could not see the profession of the Chair and speakers. DT confirmed that all applicants must declare their professions so there is a glitch in the system for what reviewers see. This will be fixed.

Action: DT to fix website to allow reviewers to see the professions of Chairs and speakers.

EK asked about ICS Education Courses, as some workshops used to be given this status. AW replied that this was on hold until the core syllabus was defined.

The committee discussed having a more interactive workshops programme. ED noted that this would require more investment due to the cost of technology and handheld devices. DB added that interactivity must be tailored to the workshop and it does not apply to every subject.

Word limits for applications and a few options to make application scoring easier discussed. It was agreed that the 'Experience and Qualifications' section of the application form would be revised to read "In 150 words (750 characters) describe how you are qualified to give this talk on this subject. For example, your clinical research/experience". The 150 word limit would be spread across three categories, with a maximum of 50 words for each. The categories were agreed as: Clinical, Publications and Presentations.

Action: DT to update the experience and qualifications section of the workshop application form.

The scoring criteria were also reviewed. It was resolved that DB and KT would undertake a review of these criteria and report back to the committee.

Action: DB and KT will review the scoring criteria for workshop applications. This will be shared with the committee by mid-March 2013.

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

The minutes from the Beijing meeting (October 2012) were approved.

Actions points from the meeting were discussed:

Trainee Survey: KT will take forward the trainee survey

Urodynamics Modules: AW summarised the position between the Education and Urodynamic Committees. The Education Committee should make recommendations on quality and format, but not content. DB made a point that committees should collaborate more closely with the Education Committee and each other.

Urodynamic Course Recognition: the whole committee will review future requests for recognition. Due to time sensitivities Sherif's imminent course will be reviewed by the Education Committee Chair only.

4. Education Courses 2013

AW outlined the budget agreed by the Board. This totals £52,500. £21,800 has already been committed for 2013 and £2,500 is earmarked for an AUA guest lecture. A comment was made that the visibility of the ICS at the AUA guest lecture must be increased.

AW explained that it is the Education Committee's decision regarding how the budget is spent. A longer term course strategy needs to be developed. For 2013 a focus on South America is relevant given the ICS annual meeting being in Rio in October, 2014. DB agreed with the need for a strategy and added that this made reviewing applications easier. A strategy would also encourage targeted applications.

ICS office staff should be considered to attend strategically important courses or regions, e.g. South America in 2013.

Repeat courses, such as PACS, were discussed. EK felt that attendance was important but at a reduced level. AW recommended a guest lecture only for 2014.

AW asked that educational course development be placed online to allow the Workshops and Courses Subcommittee (and wider committee) to track progress. DT said this could be scheduled in for April 2013 if all content had been pre-agreed by the committee. Up to this point the committee can track progress via the overview spreadsheet. The overview sheet will be sent to the subcommittee following the meeting as prompt decisions are now needed for 2013 courses.

Action: DT to create online education course tracker in April 2013 (if all content is received before this time)

5. Meet the Experts: format and general discussion

Elise De and Marijke Sliker-ten-Hove are leading on the organisation for ICS 2013. Annual Meeting and Scientific Chair David Castro and Montse Espuna are also assisting.

The committee discussed the format of the sessions. DB noted that a general perception among nurses is that the sessions are surgically-focused. Experts should cater to the multidisciplinary audience.

ED asked if questions from delegates were sent to the experts in advance. DS confirmed that this had definitely happened. The questions will also be sent to moderators as of 2013.

A suggestion was made for a Spanish-language table and a trainees' table.

There was a general concern that a few vocal delegates dominated the discussion on tables of 10. The committee agreed to set a cap of 6 delegates per table and to have fewer tables and

speakers than that arranged in ICS 2012. Registrants should complete a form noting what they want from the session.

Action: 2013 Meet the Experts session changes: cap of 6 delegates per table. Fewer tables and experts. Delegates to complete form noting what they want from the session.

Experts need clearer instructions on what is expected of them. AW agreed to write some house rules.

Action: AW to write house rules for Meet the Experts speakers

6. E-learning update

PW reported that the ICS office had taped five workshops at ICS 2012. Development is currently under way to create e-learning questions and adapt these to the ICS house style.

The committee discussed the production of e-learning questions and difficulties encountered with authors to date. It is clear that a PowerPoint presentation on how to write questions for e-courses is needed. The guide on house style should also be referred to.

E-learning courses can be CME-accredited, although the accreditation is only valid for two years. Accreditation costs are high.

DT explained the office's current focus is on completing one full e-learning course and then share this with the Education Committee. The course will function in multiple formats. The aim for CME-accredited e-learning courses to be available on the ICS website by ICS 2013.

Action: E-learning Subcommittee to choose three ICS 2013 workshops for filming and conversion into e-learning courses. The current list of filmed courses will be circulated before new courses are chosen. Guidelines will be developed and shared with those workshops chosen.

A 3 hour morning workshop on how to craft e-learning questions will be run in ICS 2013. AW will provide this session for up to 20 people.

7. Trainees

A trainee session will be arranged for ICS 2013. The session will be an opportunity for honing skills and networking, ideally including a sponsored evening meal and drinks.

The definition of 'trainee' was discussed. This can be defined in any number of ways depending on the country or profession.

Action: AW to send current ICS definition of trainee to the Physiotherapy and Nursing Committees and consensus to be reached on a working definition for this event

The committee discussed the potential for misrepresentation of 'ICS presentations' when abstracts were presented at the Nurses' Forum or the Physiotherapy Round Tables. This will be discussed with the ICS Board.

Action: AW to lead discussion and present a paper to the Board

8. AOB

The process of allocating speakers to education courses was reviewed. It was agreed that effort should be made to ensure that speakers are always appropriate to the subject. Sometimes costs and logistics will play a factor in these decisions. A process for allocating speakers to subjects needs to be created to avoid this being considered on a case by case basis.

Action: ED to produce a process for allocating speakers to subjects.

In response to a query from Diaa, the speaker overview list was viewed. It was clear that some speakers had presented far more than others. The spread should be balanced and it is the duty of the Workshops and Courses Subcommittee to ensure this occurs.

Action: Workshops and Courses Subcommittee to ensure speaker allocation to courses is balanced and certain speakers do not dominate.

EK recommended an Education Committee stance on the multidisciplinary balance of courses. A definition of each profession would assist ensuring that presentations were delivered by suitably qualified persons.

Action: WACS to produce definitions of each profession

The meeting was adjourned; the next meeting will take place on 26 or 27 August 2013 during ICS 2013.

Education Committee Terms of Office

Role	Member	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Stepping down	Additional Information
Chair	Werner Schaefer	24-Aug-07	24-Aug-13	6	Y	6 year term will finish 2013.			Removed 2013
Interim Chair	Adrian Wagg	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Donna Bliss	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Stavros Charalambous	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Elise De	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Pallavi Latthe	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Andrei Manu-Marin	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Sherif Mourad	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Diaa Rizk	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Patrick Woodman	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014. Cannot renew			
Committee Member	Marijke Slieker-Ten Hove	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014. Can renew			Can renew would need to confirm.
Committee Member- Trainee	Frederico Furriel	18-Oct-12	03-Jul-15	3	N	3 year term will finish in 2015. Can renew			
Committee Member- Trainee	Herney Garcia	18-Oct-12	03-Jul-15	3	N	3 year term will finish in 2015.			New Member 2012 Notified the office that he was stepping down 19/2/13
Committee Member- Trainee	An-sofie goessaert	18-Oct-12	03-Jul-15	3	N	3 year term will finish in 2015. Can renew			
Committee Member- Trainee	Kari Tikkinen	18-Oct-12	03-Jul-15	3	N	3 year term will finish in 2015. Can renew			
Committee Member- Trainee	Nadir Osman	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016			New Member 2013
Committee Member	Ervin Kocjancic	29-Aug-13	15-Sep-16	3	Y	3 year term will finish 2016. Can renew once by election			New Chair 2013

Nominations 2014

9 positions end in 2014. If the committee wishes to keep some members on then it will need to be discussed and confirmed in meeting and request provided to BoT. Otherwise number of expressions of interest required needs to be determined

Marijke needs to confirm whether renewing.

Key	
Colour	Meaning
	Stepping down in Barcelona
	Will need to confirm if renewing/ positions will need to be advertised after Barcelona
	New member/position

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
General Secretary	Ex officio	See Membership Page	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/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.

	stated.		
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2)		3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees	Educational courses and workshops (4 members + Chairman ex- officio)		Subcommittee chairman appointed by Ed Comm chair from within Ed. Comm. 1 member must be a trainee
	E-learning (4 members)		Subcommittee chairman appointed by Ed Com chairman from within Ed. Comm. 1 member must be a trainee
	Trainees (4 members + Chairman ex-officio)		Subcommittee chairman appointed by Ed Com chairman from within Ed. Com
	Educational Quality (4 members + Chairman ex- officio)		Subcommittee chairman appointed by Ed Com chairman from within Ed. Comm. 1 member must be a trainee
Updated March 2013			

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 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. Quorum 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.

For Terms of Office Information please see [Membership Page](#)



Agenda item 6;

Part of ... Guidelines for Scoring ICS Workshops

3. Scoring

Three criteria are used for the scoring of the workshops:

- Originality/Topicality
- Educational Value
- Clinical/Scientific Relevance

For each criterion, your marks can be:

- 5 - Excellent
- 4 - Very Good
- 3 - Good
- 2 - Fair
- 1 – Poor

3.1. Topicality and interest to ICS

Excellent: Addresses issue of current importance and interest to ICS members / Topic is of fundamental interest the audience of ICS / Promotes discussion of understudied but important topic / Unique or interesting approach to a topic / An update of a common topic when new information becomes available

Good: Moderate level of above points

Poor: Little relevance and interest to ICS

3.2. Educational Value

Excellent: Knowledge of the delegate will be advanced by completion of the workshop / Multinational and multi-disciplinary perspectives offered as appropriate / Innovative and interactive teaching strategies such as hands-on opportunities, videos and/or case discussion / Engaging speaker(s) who is/are highly qualified or expert in the field

Good: Moderate level of above points



Poor: / Little to no use of innovative or interactive teaching strategies / No multinational or multi-disciplinary perspectives when seem appropriate and needed

3.3. Clinical/Scientific Relevance

Excellent: Workshop content is supported by evidence, focusing on high-quality research findings / Workshop will have significant impact on delegates' way of thinking and practice / Will challenge their minds and give excellent take home messages and actions / Will encourage new research into the area

Good: Moderate level of above points

Poor: Low clinical or scientific relevance

NOTE: Please try to score each criterion as independently as possible to the other criteria. Thus a workshop might score "Excellent" for Originality/Topicality and "Very Good" for Clinical/Scientific relevance, but "Poor" for Scientific Merit - or any other combination. Please do not hesitate to contact the ICS Office if you have any questions.



ICS Course Recognition Guidelines

Background and history

Since 2003 the ICS has “recognised” urodynamic training programmes for those courses which conform to ICS standards. They are framed in a way that is applicable internationally with variations to suit local conditions. Organisers of urodynamics courses and training programmes that conform to the standards apply for ICS recognition and in return for a small fee are provided with a certificate stating that the programme conforms to the ICS standards thus giving an internationally recognised seal of approval.

Overall strategy for ICS course recognition

In the long term the ICS wishes to become an institution that can accredit continence related educational courses around the world, allowing attendees to gain CPD hours. This process will take several years to implement and will require considerable resources to set up. In order to begin the process the ICS will work to offer “recognition” to all disciplines and topics.

Application & Review

Applications from proposers of courses should be in a standard format. Guidelines on what is expected in terms of quality standards should be produced for those applying for recognition, along the lines of those generated for accreditation. The Education committee will liaise with relevant experts to ensure the quality of the proposed content of the course and will ensure the standards for accreditation have been met. ICS will consider the recognition of such activities on the basis of the primary form of presentation; the potential for the learner to engage, actively, with the educational event or material. Final sign off for recognition is provided by the Education Committee. Admin, certificates and fees are handled by the ICS office.

Application guidelines and procedure should cover:

- Standard Cover Page
- Background to application (i.e. who course should be targeting) How the applications should vary depending on country of application.
- What skills the applicant should have in order to run the course – and detail the supporting evidence
- What basic skills/requirements should the delegates have before attending the course
- Specify desired length of course
- What kind of training is proposed i.e. didactic lectures, hands on
- All content and approach conform to the current published recommendations/terminology of the International Continence Society where they exist
- Outline what principles and practical techniques that should be included

The application should request the following items:

- the application should outline why seeking recognition is important and outline expected educational outcomes.
- a course outline and the course schedule, in English;
- Evidence of conduct of a needs assessment in preparation for the course, how that process was performed, and what relevant educational needs have been identified from that process.
- Description of the target audience
- Description of faculty, including experience and qualifications the programme organiser must specify how and by whom the participants' experience, logbook, and case presentations (if applicable) will be assessed. Assessment may be delegated to an appropriate professional body.
- The Provider must identify and communicate the expected educational outcome(s) of the course. These must be explained in terms of the expected educational impact in knowledge, skills, attitudes or behaviours, or ethical lessons, and where in practice this will have an impact.
- The application should state how active learning be achieved. Examples include: multimedia presentations; protected time for question and answer sessions; opportunities for audience participation; key-pad votes and discussion
- That a handout should be provided to every delegate - copies to be supplied these need not be translated into English.
- A post programme evaluation should be carried out – copies to be supplied these need not be translated into English.
- If the course is supported by corporate donors then full disclosure is required.
- Confirmation that the course is in compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.

Fees

The application for recognition should be accompanied by a non-refundable sliding fee

- From zero to 250 participants: 300 GBP
- From 251 to 500 participants: 600 GBP
- From 501 to 1000 participants: 900 GBP
- Over 1000 participants; contact office

Recognition of each course would last for 1 year and the course can be run again in the same format. Any application for a similar, altered course can be made and recognition applied for, for a smaller fee? Details of re-application would need to be discussed further.