

ICS Education Committee Meeting Minutes, Monday 26th August 2013, Barcelona

Present: Adrian Wagg (Interim chair), Donna Bliss, Stavros Charalambous, Elise De, Frederico Furriel, An-Sofie Goessaert, Ervin Kocjancic, Pallavi Latthe, Andrei Manu-Marin, Sherif Mourad, Daa Rizk, Marijke Slieker-ten Hove, Kari Tikkinen, Patrick Woodman

In Attendance: Nadir Osman, Carlos D'Ancona (CD) and Nucleio Lemos (NL)

Also in attendance; Avicia Burchill, Jenny Ellis

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| 1. | Picture of the Committee to be taken |
| | <p>AW opened the meeting and explained that his term as interim chair will come to an end on Thursday but felt it appropriate to hand over to Ervin as new chair.</p> <p>EK invited Carlos and Nuceilo to speak first so that they do not have to attend the whole committee meeting</p> <p>CD explained that for 2014 they wanted other local societies to have their society workshops/meetings to bring additional people to the meeting which in turn will provide better advertising of the meeting. AW explained that we have 8-9 max parallel session halls. It was discussed whether it was possible to have workshops during the week in order not just the first two days. CD explained that there are 4 workshops that need to be considered in addition to the standard nurse and physio workshop. NL explained the need to have translation – AB questioned just have workshops in one language and NC said that Portuguese was sufficient. CD asked whether these workshops could be free. It was agreed that this could be considered but would need board approval. It was also discussed that if these “workshops” were not listed within the education programme listing then maybe they could be sponsored. It was discussed whether to have courses over two days or one and half like Barcelona and it may make the meeting more cost efficient then maybe then 2 days. MS asked whether the delegates are only going to be interested in the workshops rather than the whole meeting especially in view of lack of language. CD explained that this was not the case and overall language levels are good but the 4 workshops need to be translated and plus nurses and physio. It was discussed that these additional workshops should be reviewed at the same time as the other workshops and it was agreed that they should apply in the normal way and brought to the attention of the reviewers and not scored. It was also discussed that the nurses and physios would like to have local speakers in their workshops and CD would assist with that. It was agreed that there may be a compromise about the scheduling and DB offered that the nurses and physios could be during the meeting days rather than on first two.</p> <p>ACTION POINT: CD to provide name of nurse and physio for workshops</p> |

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| | <p>ACTION POINT: CD to provide details of the 4 required workshops so that office can identify these when workshop applications come in.</p> |
| 2. | <p>Approval of Chicago meeting minutes Motion to approve the Chicago meeting minutes PW proposed Seconded DB Results all in favour Carried</p> |
| 3. | <p>Terms of office/ Terms of reference (Attached) 9 positions will finish in Rio. AW explained that the committee will be reviewed as part of the strategy process and so there will be a better idea of the position in January. EK explained that he will step down as chair of the courses sub-committee and SM expressed an interest in this position. A discussion was held about the sub-committees and EK called for expressions of interest to join the sub-committees.</p> <p>ACTION POINT: Decision about how many expressions of interest to call for to be clarified at January meeting. Review terms of reference then</p> <p>ACTION POINT: Ask committee for expressions of interest to all sub-committees</p> <p>ACTION POINT: It was confirmed that MS wishes to renew her position on the committee.</p> |
| | <p>1. Reports a. Courses and workshops subcommittee The plan for 2014-15 was discussed and applications are currently being received.</p> <p>AB explained that the Russian meeting and asked for guidance as to whether to proceed. A discussion was held as to whether to in principle support this course as it's a stand alone course and the costs involved will be much higher than an add-on course. It was questioned whether there was any meeting that could be combined and AB stated that this option had been exhausted and there are no suitable meetings or continence societies. It was agreed to approach Dmitri Pushkar to ask his opinion. DB suggested something joint with ESFFU from EAU. EK to speak to John Heesakkers at EAU. AB recommended that a decision be made by the end of October as to whether to proceed.</p> <p>ACTION POINT : KT/AB to contact D Pushkar and confirm the position in Russia</p> <p><i>Post script note: KT had response from George Kasyan who works in the same institute as D Pushkar who confirmed "there is no continence society in Russia and in other former soviet</i></p> |

countries, we have a Russian Urological Society which holds an annual meetings. Usually we have an ESU course there but never ICS workshop”

ACTION POINT: EK to contact EAU and see if they are interested in a joint meeting to spread costs.

b. E-learning subcommittee

PW explained that 3 workshops were being recorded at the Barcelona meeting. PW will provide a written update to the committee. These modules will be prioritised and the CME will be applied for on each. PW explained that 10 questions per lecture are provided and these questions are vetted and edited by the subcommittee. The urodynamics modules being created by the urodynamics committee was discussed and PW will be in contact with the committee chair to ensure they are checked from an educational quality point of view – not content. AB explained that the “additional committee activities” have been very popular this year. AW explained that these committee activities should be removed from workshop review proposals. EK asked whether the fistula workshops were being recorded.

ACTION POINT: Link the fistula video to the main e-learning page.

c. Education quality and evaluation subcommittee

AW explained that they had produced the two videos “good chairmanship & presentation” and the SBA workshop in Barcelona. KT was also doing how to write good abstract at the trainee session. AW explained that the survey on the core curriculum did not produce very useful results as everyone thought everything was useful and AW explained that this is still in progress.

d. Trainees subcommittee

PL formed the committee and asked for nurses and physios but did not get much response and therefore they needed some help recruiting. KT asked whether it’s a case of wording and whether the allied health do not use the word “trainee”. DB explained that they do not use the term trainee but both nurses and physios have provided a definition that fits. AW maybe use “early career” rather than trainee and maybe this should lead to the early career committee becoming its own committee in its own right.

PL explained that the questionnaire responses were not great. FF summarised the results. They found that 80% of trainees were not members and mainly because they were not aware of the benefits so we have to advertise the ICS more to these people. There was not a tradition to be a member of the ICS and also because the membership was too expensive. It was discussed whether the board would consider a reduction for trainees. ED explained that they were targeted as trainees by the AUA and were given free membership until point of graduation.

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| | <p>ACTION POINT: AW to take forward request for reduced membership rate to early career and still in training individuals and also to offer a rate without journals.</p> <p>ACTION POINT: MS agreed to send the survey to her physios</p> |
| 2. | <p>Evaluation forms discussion</p> <p>The office questioned whether to continue with the evaluation forms as it's a large task. It was questioned whether the locals could perform this as part of their evaluation but JE explained that all not all societies ask for evaluation forms and our questions are standardised. EK felt that its very important to continue with the evaluation forms and it should be an action for the quality committee to review. JE requested whether the evaluations could be made online as time consuming and get the certificate of attendance in return. This was agreed.</p> <p>ACTION POINT: quality committee to review the evaluation results when processed by the ICS office.</p> <p>ACTION POINT: Office to make courses evaluations online post meeting and link to a certificate of attendance.</p> |
| 3. | <p>Scoring of workshops application review</p> <p>DB this just needs to be approved. The document was reviewed and approved.</p> <p>ACTION POINT: Workshop scoring system needs updating with new system</p> |
| 4. | <p>Core syllabus survey results</p> <p>AW requested to defer to next meeting</p> <p>ACTION POINT: AW to defer Core syllabus survey results and bring to January meeting</p> |
| 5. | <p>Generic ICS recognition of international courses</p> <p>AW explained that this document would be how to generic recognize a course. It a mix of CME and ICS standards. The applications would come in and be reviewed by the education committee. DB felt it was too generic. AW explained that this was first draft and it can include the quality per discipline.</p> <p>EK agree with this and there should be quality of speakers. AB explained that these programs are not ICS ones and would probably come without speaker details on.</p> <p>ACTION POINT: Place the Generic ICS recognition of international courses on forum for discussion specifically to flesh out the expectations per discipline, the technical details of reviewing and ensuring a clear definition of how they will use the ICS logo</p> |
| 6. | <p>Budget/Plan for 2014</p> |

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| | EK to prepare a budget for the board. |
| 7. | <p>AOB</p> <p>DB explained that her term is coming to end in 2014 and the education committees terms of reference does not mention a nursing and physio representative as standard on the committee. DB proposed that the nurse/physio be elected to the committee so that there are specific reps and these people are linked to the nursing and physio committee. AB explained that this would requires a terms of reference change and the process for that. It was questioned whether they be appointed from within the nursing and physio committee or should they be ex officio on the nurse/physio committee – the later was agreed.</p> <p>ACTION POINT: Terms of reference to be amended and taken through channels of approval. Once agreed notify nurse and physio committee of exofficio positions.</p> <p>ED raised the point of being asked to commission a workshop on prevention of fistula to be provided free online via the ICS e-learning portal so that it can be focused on those in Africa and other countries. ED would like to ask B Star Hampton to present this workshop at ICS 2014 and have it recorded. ED confirmed that the funding was already arranged so no cost to the ICS. SM wanted to ensure that the fistula committee workshop is also accepted. It was discussed whether this could be combined.</p> <p>ACTION POINT: Place fistula workshop programme on forum for final discussion/decision</p> |