



**ICS Urodynamics Committee meeting Agenda**

**Wednesday 14th September,**

**Venue: Tokyo International Forum**

**Time: 07:00-08:00**

**Room: G407**

**Known Attending:** Peter Rosier (Chair), Michael Guralnick, Roman Zachoval, Jerzy Gajewski, Carlos D'Ancona, Enrico Finazzi Agro, Margaret McDougald,

**Also in Attendance:** Avicia Burchill, David Castro-Diaz, Luis Abranches Monteiro (New),

**Known Apologies:** Tamara Dickinson, Gunnar Lose, Alan Wein,

**Unconfirmed:** Alex Digesu, Alexandre Fornari (New), Eskinder Solomon (New), Jian Guo Wen, Jose Batista, Tufan Tarcan (New)

1. Take a committee photograph
2. Approval of Montreal Minutes (Attached)
3. Terms of office (Attached) - Alan Wein and Tamara Dickinson extension?
4. Terms of Reference (Attached)
5. Checking of modules (Attached)
6. Publication of the modules and neurourology and urodynamics manuscript format
7. New Standard Operational Documents discussion from the ICS office (Attached)
8. AOB



### **Urodynamics Committee Budget Request 2016-2017**

Filming of Urodynamics modules option- filming during EAU or at ICS office.

Attendees: Roman Zachoval, Alex Digesu & Andrew Gammie

Also in attendance: Roger Blackmore

#### **EAU**

Room Hire: £700\*

Travel: Roger Blackmore (ICS office). Train = £100

Total = £800

\*Estimate cost, assuming this will be a day delegate rate including room hire and catering

#### **ICS office**

Room Hire: N/A

Catering: £50

Travel: Roman Zachoval, Alex Digesu & Andrew Gammie. Train = £300, Taxis = £100

Total = £450

## ICS Urodynamics Committee Meeting Minutes

Tuesday 6<sup>th</sup> October 2015,

Venue: Palais des Congres

Room: 512H

Time: 14:00-16:00

**Attendees:** Peter Rosier (Chair), Carlos D'Ancona, Tamara Dickinson, Enrico Finazzi Agro, Jerzy Gajewski, Michael Guralnick, Margaret McDougald, Alan Wein, Jian Wen, Roman Zachoval

**Known Apologies:** Alex Digesu, Gunnar Lose, Jose Batista

**In Attendance:** Nickie Robinson, David Castro-Diaz

Meeting started with a short silence to recognise the passing this year of Mario Joao Gomes

Peter Rosier (PR) welcomed David Castro-Diaz (DCD) as board liaison, DCD explained the board liaison role and advised that their only concern is that they should be disseminating the info they have.

### 1. Take a committee photograph

### 2. Approval of Rio Minutes

Any comments on minutes from Rio meeting – all agreed, no comments.

**Action – Need a committee member to nominate approval and another to second.**

### 3. Terms of office

There are 8 committee members who will have completed 6 years on the committee and will therefore be stepping down in Tokyo: Jose Batista, Carlos D'Ancona, Tamara Dickinson, Enrico Finazzi Agro, Jerzy Gajewski, Margaret McDougald, Alan Wein and Roman Zachoval. There are also 2 members who have completed a 3 year term and are therefore able to renew for a further 3 years with the Chairs agreement: Jian Wen and Alex Digesu

*Post Script: Alex and Jian have confirmed they wish to renew. Also please note that there is an option for the Chair to submit a request to the Board of Trustees to retain some of the members stepping down for a further period in order for the committee to transition with new members.*

**Action – Office to renew Alex Digesu & Jian Wen**

**Action – PR to advise if he will be applying to the Board of Trustees for succession planning regarding the 8 vacancies.**

### 4. Terms of Reference

There were no changes to the terms of reference

## 5. Outstanding Actions

- 5.1. AW suggested module to report / template urodynamics – the suggestion is still there but there is a new good urodynamics practice document available, containing a paragraph on the content of a template for such report.

### Action – PR to advise if this action is now completed

- 5.2. “How to set up equipment” video – There should be more attention to education on the website. There is a template for new modules. No problem making videos and publishing them, it is more a technical problem. If we have machines in the videos, then they must all be used, we can show no favouritism.

### Action – Committee to look into a “How to set up equipment” video (ongoing)

- 5.3. Modules linked to Campbell Electronic Edition - This can be done if Campbell wants to make a link there is no objections. Roger Dmochowski is happy to take to N&U.

## 6. AOB

There is a new PowerPoint template available for modules. All new modules are being created in this template. The old ones are being updated and will be available shortly.

New Modules – Bladder Diary is a last minute addition. The aim is to try and present all the modules in the Friday session. Everyone is happy to try and present all the new modules at the session on Friday. There are already ideas for new topics for next year. EFA noted that the modules are based on fairly old data/science. PR advised that he is involved in the ICI-6 section on Urodynamics and commented that if they see the need for new data then we can look into this. DCD asked if they are only looking at Urodynamics. PR highlighted that all activities with regard to diagnosis in lower urinary tract dysfunction are potential module topics. All modules need to be based on as much evidence as possible, however the perspective is for teaching not for science of the modules. It can be slightly controversial but there must be evidence. There is so much need for the simple basics. If we can go up in levels then that's ok but need to have the basics, translated into practice and practical advises.

### Action – PR to advise if new modules are required from ICI-6

#### Top

1. Change to “good urodynamics and clinical practice”
2. Members can organise working group for modules
3. Is there anything PR should report to the board?

Presentations on the website should be more visible. PR suggested that education should be on the front page of the website – this is something to aim for.

### Action – Office to put Education onto the front page of the website

EFA we should also track the number of times the pages / articles are accessed.

**Action – EFA to advise how often the tracking data should be sent**

**Action – The office to provide the tracking data to EFA (frequency to be confirmed)**

The committee has agreed long ago that the slides should be accessible to the membership for download, to be used in their own teaching activities. MM also highlighted that the modules should be dated so they can be regularly checked and if outdated or discrepancies are noticed then the committee needs to flag this / raise awareness. This could be added to the agenda for each Annual Meeting. PR thought that ownership / responsibility should be added to the modules. JG suggested that the slides should be restricted and protect from editing, would we be able to add an ICS watermark? PR comments that is not really possible to protect something that is (has been) on the internet and also mentioned that we should be presenting the slides at every opportunity and allow others to do so as well.

**Action – Committee to check for outdated or incorrect modules and notify office**

**Action – Office to add checking of modules to the agenda for Tokyo 2016**

EFA raised the prospect that the Education committee will be asking for a combined ICS course. This was received as a good idea, and MM thought that a practical course would be good – having the equipment to show in a practical approach. PR confirmed that this would have to come through him in the first instance.

**Action – PR to liaise with Education Committee regarding a possible combined course**

PR asked the question - Should we be more active at presenting our modules? General feeling is that they should be presented only once, then could be put on the website for eLearning. TD said that SUNA have backed away from presenting courses, so this provides an opportunity for ICS. She also asked if the courses could be done as a video conference once then offer as a purchased? CDA suggested that they could include exam questions / interactive / direct learning. There was a general discussion regarding accreditation or certification, and the consensus was that this would be too difficult as this would be different for different countries, although PR raised the idea that should the committee find a way to create a urodynamics course based on the modules – ICS recognised? A long term objective? Need to keep as simple and accurate as possible. Principles are important but standardisation is a big problem in this field, without even looking at certification or accreditation. First the committee should look at is standardisation by teaching and spreading knowledge eg. EMG is never standard so you will never find out if it is useful or not because the differences in techniques hamper comparison. If you can get everyone using the same standard then you can find out if it is useful in the future.

**Meeting Ends**

**Urodynamics Committee Terms of Office**

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Comments
Peter Rosier	Chair	23-Oct-14	14-Sep-17	3	Y	6 year term ending in 2017- cannot renew	
Jose Batista	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Carlos D'Ancona	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Tamara Dickinson	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Enrico Finazzi Agro	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Jerzy Gajewski	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Margaret McDougald	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Alan Wein	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Roman Zachoval	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Gunnar Lose	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Michael Guralnick	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Jian Wen	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- cannot renew	
Alex Digesu	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- cannot renew	
Alexandre Fornari	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Eskinder Solomon	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Luis Abranches Monteiro	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Tufan Tarcan	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
David Castro-Diaz	Exofficio	25-Feb-15	14-Sep-17	2	N	Ex-officio	

Quorate No=5

**Nominations 2017**

Peter stepping down in Florence- position to be advertised after Tokyo.

Jose, Carlos, Tamara, Enrico, Jerzy, Margaret, Alan and Roman will step down in Tokyo.

Peter to request from Board an extension for Alan and Tamara.

Gunnar and Michael to confirm whether they wish to renew their position on the committee. If not then these positions will need to be advertised after Tokyo.

Key	
Colour	Meaning
	Stepping down in Tokyo
	Stepping down in Florence
	Elect position- will need to re-apply
	Will need to confirm if renewing/ positions will need to be advertised after Tokyo
	New member/position
	No action

## ICS Urodynamics Committee Terms of Reference

### 1. PURPOSE:

The ICS Urodynamics Committee develops specific content for the training of good urodynamic practice. The ICS-UC should provide this for basic and (very) advanced education, about the complete variety of diagnostic methods that applicable to diagnose LUT and pelvic floor function that has an ICS watermark and can be made available to all relevant persons.

### 2. FUNCTIONS:

To initiate and support the development and the maintenance of educational modules that are relevant for ICS. To guide ad-hoc working groups with an initiative to develop a future ICS teaching module, according to the ICS-UC manual (2010).

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

### 4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
ICS General Secretary	Ex officio	<a href="#">See Membership Page</a>	3 years
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Urodynamics Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April Voting regulations as stated.	<a href="#">See Membership Page</a>	Term of office: 3 years, renewable once by Chair and committee consensus. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Members:	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 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	None		

Updated January 2016			
-------------------------	--	--	--

**5. MEETINGS:** One face-to-face meeting during the Annual Scientific meeting; Occasional gatherings during other congresses. All other deliberations and internal minutes will be circulated by email.

**6. QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

**7. MINUTES:** Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to ICS Bylaws.

**8. REPORTING & ROLES:**

The Chair of the ICS-UC shall prepare an annual report to the Board of Trustees that is supported by the committee members. The report outlines achieved goals as well as future objectives, strategy and budget requests.

The Chair of the ICS-UC shall be present at the Annual General Meeting.

The Chair of the ICS-UC shall submit an interim report that is supported by the committee members to the Board of Trustees' mid term meeting. The date that this report will be required will be given in advance each year.

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

Topic (initiative)	Level	Working group Established	Lead of Working Group	Working Group Final document produced	Documents on uro committee forum for 2 weeks	Revisions	Final Slides set	Final Manuscript	Recorded presentation
Measurement of post-void residual urine		X	Enrico Finazzi-Agrò				X	X	ICS 2014
Ambulatory monitoring		X	Alex Digesu	X	X		x	X	ICS 2014
Recognize and correct artifacts on urodynamic traces		X	Andrew Gammie				X	X	ICS 2014
Pad weight testing in the evaluation of urinary incontinence.		X	Jan Krhut				X	X	ICS 2013
ICS teaching module: Analysis of voiding, pressure flow analysis (basic module)	Basic	X	Peter Rosier				X	X	ICS 2013
Detrusor Leak Point pressure in patients with relevant neurological abnormalities		X	Tufan Tarcan	X			X	X	ICS 2014
Videourodynamics		X	Carlos D'Ancona				X Revision 2016	X Revision	ICS 2013 Update
Cystometry (basics)	Basic	X	Carlos D'Ancona				X Revision 2015	X Revision	ICS 2013 Update ICS2015
(Valsalva) Leak Point Pressures ((S)UI)		X	Christian Cobreros	X			X	X	ICS 2014
Measurement of Leak Point Pressure in Patients without neurological abnormalities		X	Christian Cobreros	X			X	X	ICS 2014
Philosophy and aims of urodynamics		X	Margaret McDougald				X	X	ICS 2014
cystometry in children		X	Wen Jian Go				X	X	ICS2015
pressure flow in children		X	Wen Jian Go				X	X	ICS2015
artifacts on urodynamic traces (advanced)		X	Andrew Gammie				X		ICS2015
Cystometry in Patients with Spinal Cord Injury		X	Enrico Finazzi Agro				X	X	ICS2015
Clinical neurourological examination		X	Márcio Averbeck				X	X	ICS2015
Voiding diary		X	Margaret McDougald				X		ICS2015
How to set up your equipment									May include filmed practice
Analysis of voidingPressure flow analysis (basic module)	Basic		Yukio Homma						planned 2016
Cystometry (basics)	Basic		Yukio Homma						planned 2016
cystometry in children			Wen Jian Go						Planned 2016
pressure flow in children			Wen Jian Go						Planned 2016
Practice of uroflowmetry in children		X	Giovanni Mosiello						planned 2016
Pelvic Muscle Surface EMG		X	Roman Zachoval						planned 2016
Cystometry in patients with Parkinsonism			Enrico Finazzi Agro						planned 2016
Zeroing, setup and corrections			Andrew Gammie						planned 2016
Diagnosis in Physiotherapy			Alex Digesu						planned 2016



**Dear Committee Members,**

Please review the standard operating procedure for producing an “ICS Educational Module”. Please note that this is still a working document and if you have any comments please direct them to Jenny or Avicia in the office. It is hoped that Educational Modules will be the gold standard of online educational content that the ICS produces. Over the next few months other types of online content will also have a procedure created so that any content that is placed on ICS TV will have followed the process of authorisation.

If you have not already we encourage you to view and review the content already on ICS TV <http://www.ics.org/tv> We require your feedback before this takes a prominent position on the ICS website.

## **ICS Educational Module Standard Operating Procedure**

The ICS strategy over the next 5 years is to increase scientific and educational output and to become the go to society for scientific content. In addition to standardisation reports the ICS committees have been creating educational modules. Educational modules are central to the ICS strategy of facilitating the exchange of knowledge and experience among interdisciplinary health programmes. The ICS is seeking to develop and distribute high quality global health educational modules; define standards and competencies in health education; and address the needs of students, educators, and trainees as they seek to gain the skills and knowledge necessary to become healthcare leaders.

These modules consist of a PowerPoint available for download, a video and a peer reviewed published article. The outcome of these modules is that educators around the world can download the ICS module and present this to their students/colleagues. It is also expected that when an ICS speaker is invited to speak at an educational course or guest lecture the educational modules are used to provide the standardised educational content. The paper sent to NUU should be a systematic review of the content and should be in accordance to the 'PRISMA -checklist/guidelines'.

This document has been created to assist those Working /Committee groups who wish to create a module for the ICS and to ensure adherence with the approved process.

### **Vision for final product:**

1. Has clearly outlined learning objectives at the beginning.
2. Peer reviewed paper published in NeuroUrology & Urodynamics
3. Video demonstrating/explaining key issues and/or techniques—goes beyond paper to increase depth of learning.
4. PowerPoint presentation.
5. The entire module could be used by an individual over the web or as part of a course for students directed by a mentor.

### **Working/Committees General Information**

- The composition needs to be ICS members, multi-disciplinary, multinational and representing the most important stakeholders where appropriate. However if content is clearly for one discipline then sole disciplined groups are acceptable.
- Non ICS members can be part of a working group as experts or representatives of specific stakeholders but they must become an ICS member for the duration of their time on the project.
- Each group should choose a lead established at the outset who will also be the first or last author on the published paper. All members of the group will be responsible for the entire content of the module as a group. Note the lead of the group does not need to be the person who records the video. The presenter must have a clear speech, free of strong accent – see the guidelines document for preparing the module content (INSERT LINK WHEN READY).
- It is recommended that the module is presented to an audience at the annual meeting before it is recorded and where possible before the manuscript is sent for publication. This will provide valuable feedback.
- The module cannot be sponsored in any way and no bias should be given towards one particular product, pharmaceutical or equipment. Best practices must be followed in avoiding brand names. When there is any mention of specific product a disclaimer should

be added to the start of the document advising that ICS does not endorse this product over other products on the market.

- The ICS will not provide financial budget for face to face meetings of any group but will consider budget proposals for videoing the content.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also offer facilities for teleconference or WebEx, upon approval of a budget request.
- It is expected that a module should take no longer than 6 months to prepare.

### **Educational Module creation procedure**

Stage	Action	Comment
Proposal Stage	Creation of committee/working group to prepare proposal.	This can be a committee who have decided to prepare a module or a group of ICS members.
Proposal Stage	Budget and proposal is sent to ICS office. Proposal should explain the module in no more than 2 pages outlining the aims and objectives, learning outcomes, target audience and requirement for module. Budget will only cover the costs of filming and editing costs. Budget can be prepared in conjunction with ICS Office who can assist with the best way to record the module.	ICS Office ensure no overlap with other working groups and will advise the appropriate committee. ICS office to notify Education, Standardisation committee of proposal in progress. Budget to be approved by Board of Trustees
Preparatory Stage	Working group reviews the literature, and prepares the manuscript.	Office will assist with creating online forums for easy discussion and monitoring/chasing if required.
Review Stage	Manuscript is sent to Education and Standardisation Steering Committees and Board of Trustees who review for educational value and standardisation adherence.	These committees are not commenting on the content of the module. The committees should respond within 2 weeks.
Publication Stage	Once approved the review paper can be sent for publication in the ICS journal, Neurourology & Urodynamics. The PowerPoint slides are then to be prepared and video recording will be completed in conjunction with the ICS office.	Article submitted to NUU should clearly reference International Continence Society (ICS) Educational Module. Discussion with the ICS office concerning best way to record content.
Implementation Stage	Once completed the ICS office will disseminate the content via the ICS website, social media and other outlets.	

#### **Checklist:**

- Working group created and chair appointed

- Budget and proposal sent to ICS Office
- Budget and proposal are reviewed and approved by Board of Trustees
- Working group prepares review paper
- Content reviewed by relevant Education, Standardisation Committees and Board of Trustees
- Paper submission to NUU
- PowerPoint and ideally video manuscript is prepared
- Video is recorded
- Video is edited
- Module is added to ICS website and advertised