

EFUMB BYLAW No 11

Regulations for the organisation of an ultrasound Endorsed Course

INTRODUCTION

The Endorsed Course comprises of an ultrasound teaching course, a minimum of one day, organised by members of the National Societies which comprise EFSUMB, or by specialist European or International societies/organisations whose aim it is to promote the application of ultrasound in medicine and/or biology. The course can be held in the national language and with a national faculty.

In order for a course to be accredited as an Endorsed Course the organisers must comply with the following regulations.

1) **LEVEL OF EDUCATION**

The target level of education should normally be high level advanced. For all courses the target level of education must be indicated according to the EFSUMB recommendations in all material issued prior to the course.

2) **SYLLABUS AND COURSE NOTES**

Endorsed Courses may be held in the National Language. The course syllabus must be compiled prior to the course and must include summaries or notes on the content of the lectures. Every participant must receive a copy of the syllabus at the beginning of the course.

3) **APPLICATION**

An application to obtain acceptance for a course must be made in writing to the Chairman of the Education and Professional Standards Committee (EPSC), and copied to EFSUMB, before the proposed date of the course. All material submitted with this application, including the preliminary programme must be in English.

4) **ACCEPTANCE**

The EPSC has the authority to determine the suitability of any proposed course and deem a course suitable for Endorsed status. In the case of disagreement, the decision may be referred to the Executive Bureau.

5) **PROGRESS REPORTS**

The Chairman of the EPSC must submit a list of the past Endorsed Courses to the Executive Bureau after each EPSC Committee meeting.

6) **FACULTY**

The names of the faculty must be submitted with the application but there is no requirement for foreign lecturers.

7) **EFUMB FEE**

A fee of 150 Euro is due to EFSUMB once the course has been accepted. After payment the EFSUMB Endorsed Course logo will be supplied. The fee is not refundable.

8) **PROMOTIONAL MATERIAL**

Once an Endorsed Course has been approved all promotional material must include the Endorsed Course logo. Endorsed Course announcements, once supplied to EFSUMB, will be put on the EFSUMB website at EFSUMB's expense. A link from EFSUMB's webpage to a dedicated website arranged by the organisers is welcome.

9) **OBSERVERS**

When a course has been accepted the EPSC may nominate 1 (one) official unpaid EFSUMB observer who shall attend without payment of the registration fee. The observer will attend the whole course and will provide a report to the EPSC within 6 (six) months of the completion of the course.

10) **CORRESPONDENCE**

All official correspondence concerning a course application must be sent to the General Secretary in the EFSUMB Office.

11) **COURSE ORGANISERS PACK**

A course organiser's pack is available from the General Secretary online. This pack includes a copy of the latest version of the Endorsed Course bylaw, logo and information on applying for EACCME accreditation.

Vienna - August 2011

Athens – November 2015