



ISPN

INTERNATIONAL SOCIETY FOR
PEDIATRIC NEUROSURGERY

ISPN GUIDELINE

Requesting to host an International Society for Pediatric Neurosurgery Educational Course

Version: 31 October 2019





1. The written request to hold an ISPN Educational Course can only be submitted by a member ('Course Convenor') through the Pediatric Neurosurgery Society or the adult Neurosurgery Society in that city/country. The request is to be sent to the ISPN Education Committee Chair at the latest 3 months before the course is to start, in order to allow time for logistical arrangements.
2. The Faculty and details of the Course are organized by the ISPN Education Committee. However, the Course Convenors are always requested to specify the topics they want covered in the Course to meet local needs. It is also their prerogative to suggest names of Faculty, but the final choice of the Faculty will be through the Education Committee who have to take into consideration issues like availability, reimbursements, etc.
3. When submitting the request to the Education Committee, the requesting member has to include the following course specifications for initial consideration:
 - a. Suggested dates and time, either a two-day or three-day course are possible
 - b. Venue and accessibility from the airport
 - c. Requested arrival and departure dates for Faculty
 - d. Available arrangements to pick up and drop off the Faculty
 - e. Whether the ISPN Course will be held together with any local meeting and whether the Faculty for the Course is involved in that meeting. Details required.
 - f. In case of a three-day Course whether ½ day is to be allocated for any networking/bonding activity between Faculty and trainees.
 - g. Whether translation facilities are requested or are considered required.
4. The Courses duration will either be a two-day Course or a three-day Course with ½ day free time. No Course which is not for at least 2 days will be accepted (as per decision of the EB in Tel Aviv 2018)
5. The Course Convenor must provide the Education Committee with the names and emails of trainees and other neurosurgeons enrolled for the Course AT LEAST 4 days prior to commencement of the Course. This is to enable them to have access to the ISPN App which will be used for the Course.
6. The invitation/request to join Course Faculty should be sent from the Education Committee and not from the Course Convenor to ensure a one-window contact.
7. A feedback form MUST be completed by the trainees before they get their Course certificate. The Course Faculty should also fill in a feedback form. The results from these feedback forms must be provided to the ISPN Education Committee.

Details of the forms are as follows:

FEEDBACK FORM - ENROLLED TRAINEES (*scores must be 0-4, 0 being worst and 4 being best*)

- Were the topics covered relevant to your current practice in pediatric neurosurgery?
- How were the arrangements for stay at the Course?
- How was the approachability of the Faculty?
- Did you have difficulty understanding the pronunciations of the Faculty? Kindly name the Faculty who you could not understand.
- Do you think what you learnt at the Course will impact your practice?
- Were you happy with the case discussions in the Course?
- What else would you like to have seen as a part of the Course?

FEEDBACK FORM - FACULTY (0-4)





- Was the attendance and participation up to your expectations?
- Did you feel the Case presentation by local Faculty was done in a way beneficial to all?
- How were the arrangement for logistics?
- What was the response to MCQ before the Course?
- What was the response to MCQ after the Course?
- Do you have any objection to your email contact being provided to the trainees if they wish to seek any clarifications after the Course?
- Are you applying for reimbursement from the ISPN for travel?
- How do you rate the interactions (0-4) with the delegates during the Course?

