

Application for EULAR US Endorsement of International MSUS Courses

Course title	
Scientific organiser	

A. Basic-level MSUS courses and Focused MSUS courses

EULAR scientific endorsement can be requested for **Basic-level MSUS courses** and for **Focused MSUS courses** (i.e. Vasculitis, Sonoanatomy, Paediatric). These courses must fulfil appropriate scientific criteria and be conducted in agreement with EULAR requirements. Please note that the minimum number of planned participants should be 30 people. In order to help us evaluate your application, please provide all required information below:

1. The **scientific organiser/director** should either have been a Faculty member in at least 3 EULAR Sonography courses in the previous 5 years or have successfully attended the EULAR course for Ultrasound Trainers (i.e. "Teach the Teachers" course or TTT) in Rheumatology.

Please list name and relevant qualification:

[Click here to enter text.](#)

2. At least 80 % of the **Faculty** (i.e. speakers) should have attended the TTT (with all pre-requisites it implies) or have been speaker in at least 2 EULAR Sonography courses in the previous 3 years or tutor in at least 3 EULAR Sonography courses in the previous 5 years. From 2016 onwards at least 80% of the Faculty should fulfil above mentioned criteria.

Please list and state the qualification for each faculty member (including their country) below:

[Click here to enter text.](#)

3. The Faculty should comprise at least 10 teachers (i.e. speakers) from more than 4 different EULAR countries. Please include the countries next to the faculty members in **above** listing.
4. The official language of the course should be **English**. I confirm ☐
5. The **tutors** (i.e. hands-on instructors), if different from the Faculty, should be experts in MSUS, selected by the scientific organisers and chosen according to the EULAR US guidelines for performing a MSUS examination. Please state the qualification for each tutor including their country below:
[Click here to enter text.](#)
6. The **Basic-level course** should follow the Recommendations for the Content and Conduct of EULAR MSUS courses (Naredo E, et al, Ann Rheum Dis 2008: 67:1017-22), which include:
 - a. Specific theoretical and practical curriculum
 - b. Total time 20 hours
 - c. Maximum 6 participants per tutor in the practical sessions
 - d. At least 50% of total time should be spent in practical training

I confirm that these specifications apply: ☐

The **Focused ultrasound courses** should also include:

- a. Specific theoretical and practical curriculum
- b. Total time of at least 15 hours
- c. Maximum 6 participants per tutor in the practical sessions
- d. At least 50% of total time should be spent in practical training

I confirm that these specifications apply: ☐

7. Participants registering for a basic MSUS course endorsed by EULAR should have priority if they have already participated in the **EULAR Online Introductory US course**. From 2016 onwards successful participation in the **EULAR Online Introductory US course** previous to attending the basic level will be mandatory.

I confirm to strictly adhere to this regulation ☐

B. Intermediate MSUS courses

To apply for scientific endorsement for an intermediate MSUS course, scientific organisers need to have previously organized at least 2 basic-level MSUS courses scientifically endorsed by EULAR in the previous 5 years. These courses must fulfil appropriate scientific criteria and be conducted in agreement with EULAR requirements which are as follows:

1. **The scientific organiser/director** should have been a Faculty member in at least 3 EULAR Sonography courses in the previous 5 years.

I confirm ☐

Details: [Click here to enter text.](#)

2. At least 70 % of the Faculty (i.e. speakers) should have been a Faculty member in at least 3 EULAR Sonography courses in the previous 5 years. The rest of the Faculty should have attended the TTT (with all pre-requisites it implies) or have been tutored in at least 3 EULAR Sonography courses in the previous 5 years.

I confirm ☐

Details:
[Click here to enter text.](#)

3. The Faculty should comprise at least 10 teachers (i.e. speakers) from more than 4 different EULAR countries.

I confirm ☐

Details:
[Click here to enter text.](#)

4. The official language of the course should be **English**. I confirm ☐

5. The tutors (i.e. hands-on instructors), if different from the Faculty, should be experts in MSUS, selected by the scientific organisers and chosen according to the EULAR US guidelines for performing a MSUS examination.

I confirm ☐

Details:
Click here to enter text.

6. The minimum number of planned participants should be 30 people. I confirm ☐
7. In addition, **the convenors and organisers of this course should be committed to follow the EULAR Competency Assessment system for the MSUS intermediate courses**, which consists of the following requirements:

- Participants should have attended the EULAR introductory US online course, a EULAR basic MSUS course or a EULAR scientifically endorsed basic MSUS course.
- Prior to acceptance to the course, applicants should send to the Faculty members a total of 6 normal examinations of each joint region in one Power Point file (i.e. shoulder, elbow, wrist & hand, hip, knee, ankle & foot), according to the EULAR Guidelines for Musculoskeletal Ultrasound in Rheumatology (Ref. Backhaus M, et al. Ann Rheum Dis 2001).
- Images should be presented in a power point file. **Important:** Each slide should include: - One imaged structure each in longitudinal and transverse plane - A legend with the anatomic area, imaged structure and scanning planes - Parameters of the ultrasound machine - Identity of the person scanned should be removed.
- The Faculty members need to provide assessment and feedback. Applicants might need to be asked to repeat the ultrasound examinations and submit the images again for assessment by the Faculty.
- Upon approval of the assessment, the applicant needs to be asked to register for the course.
- The organisation and procedures for the above process should be provided by the convenor/organiser of the MSUS intermediate course.
- Participants should be asked to bring a total of 60 normal ultrasound examinations (each in a power point presentation) on a USB stick to the course. The Faculty reserves the right to randomly request and audit the full set of ultrasound examinations from each participant.

All Convenors and organisers of this course fully agree with this procedure and implement it accordingly ☐

8. **The Intermediate-level course** should follow the Recommendations for the Content and Conduct of EULAR MSUS courses (Naredo E, et al, Ann Rheum Dis 2008: 67:1017-22), which include:
Specific theoretical and practical curriculum.
- a. Total time 20 hours
 - b. Maximum 6 participants per tutor in the practical sessions
 - c. At least 50% of total time should be spent in practical training

I confirm ☐

C. Advanced MSUS courses

Advanced MSUS courses are currently not being endorsed by EULAR.

D. General guidelines for EULAR scientific endorsement of courses or meetings

In addition to the above-mentioned specific requirements and criteria for ultrasound courses, please note that these General Guidelines also apply.

Please also read them thoroughly and confirm – by signing the application form on the final page – that your application also fulfils these general requirements for EULAR scientific endorsement.

Important notice: Financial rules for ultrasound courses differ from general courses as mentioned in the Appendix of the General Guidelines (below). This is because of the higher cost involved for equipment etc. Participation fees will be evaluated individually.

GENERAL GUIDELINES FOR EULAR SCIENTIFIC ENDORSEMENT OF COURSES OR MEETINGS

1. These guidelines apply to all organisers of courses or scientific meetings who wish to use the label “**EULAR scientific endorsement**” or “**This course/meeting has been scientifically endorsed by EULAR**”.
2. Any use of such a designation is subject to approval by the EULAR Council and must not be advertised or applied in any way before it is granted.
3. Applications for EULAR scientific endorsement may be considered by the EULAR Council twice a year, i.e. at its meetings in **March and September**. To be eligible for consideration, applications must be received by the EULAR School Administration (education@eular.org) at least six weeks prior to the EULAR Council meeting, i.e., as a general rule before.

Application deadline: 15 January, 15 April, or 15 July

4. Applications should include:
 - a. Proposed designation of the course/meeting, venue, and dates
 - b. Programme, including educational objectives, speakers, and time schedule
 - c. Other endorsements or patronage granted or applied for
 - d. Sponsorship made transparent
 - e. Appreciation of the points raised under parameters of evaluation (point 6 below)
 - f. Name, address, phone number and e-mail of contact person
5. Each application will first be evaluated by the chairperson of the Education committee and any other Committee of EULAR as may be appropriate.
6. Parameters of evaluation:
 - a. Obligatory features
 - i. International faculty or international organising committee, predominantly European
 - ii. Registration is open to all EULAR member countries.
 - iii. Overall educational and/or scientific value of the meeting
 - iv. “Value for money” for the participants, i.e., course or registration fees in line with EULAR rules (see annex)
 - v. Formal evaluation of the course/meeting by attendees
 - vi. No influence whatsoever of sponsor(s) on the programme, its content, or speakers.
 - b. Factor of preference
 - i. CME accreditation
7. After evaluation, the chairman will submit a recommendation to the next available meeting of the EULAR Council. Decisions will be communicated to the contact person within 20 days after the meeting of the EULAR Council.

8. The label or statement “EULAR scientific endorsement” or “This course/meeting has been scientifically endorsed by EULAR”, as well as the “EULAR endorsed course” logo may be used in announcements and promotions of the course/meeting. All material is subject to prior approval from the EULAR School Administration. The name of EULAR should be presented separate from logos of commercial sponsors and placed clearly separate from the course organising institution. **The use of the EULAR corporate logo in any material (including course certificate) is strictly prohibited.**
9. EULAR will not be involved in any logistic or financial management aspects of the course/meeting. Substantial changes in its scientific content and arrangements of sponsorships should be immediately communicated to EULAR.
10. Applications should be submitted for each individual course or meeting.
11. The organisers will send to the EULAR School Administration a report of the course/meeting within 60 days of its completion, including a summary of the evaluation by attendees. Submission of this report is a condition for consideration of subsequent applications.

ANNEX: FINANCIAL RULES FOR EULAR Scientifically Endorsed COURSES

EULAR Scientifically Endorsed Courses should be accessible for many participants; as guidance course fees should be as follows:

- 1-day course maximum EUR 350
- 2-day course maximum EUR 650
- 3-day course maximum EUR 850

When lodging and food is included in the course, the total course price may be increased by 150 euros per day. These prices INCLUDE VAT where applicable.

Based on specific characteristics of a course higher course fees may exceptionally be considered by the EULAR Council.

Approved by the EULAR Council (previously Executive Committee) in March 2013

I accept the EULAR rules and regulations as stated above.

Signature/name of the scientific course organiser: _____

Name

Please address your application to the EULAR School Administration, education@eular.org and include the course programme and other relevant documentation within the time frame stated under point 3 of the General Guidelines.