

ISN Programs

Continuing Medical Education (CME) Program

Guidelines



ISN Programs Chair:
John Feehally, UK

CME Program Chair:
Fredric Finkelstein, USA

CME Deputy Chair
Peter Blake, Canada

Program Contact:
Tel: +32 2 808 04 20
Fax: +32 2 808 44 54
E-mail: cme@theisn.org

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1. General introduction

The Continuing Medical Education Program (CME) Program supports the conceptual design of local and regional meetings in resource-low countries and contributes to the set-up of a faculty by sponsoring the travel expenses of up to 3 international speakers who supplement local speakers. These renowned speakers participate in the events on a voluntary basis. They are dedicated to sharing their knowledge with doctors, specialists and nurses in underserved part of the world.

Every year the ISN CME Program brings essential teaching and training to some 14,000 doctors and healthcare practitioners. ISN typically supports 40 to 50 local CME nephrology course each year equally spread across the world.

Since 1993, the ISN CME Chair and Advisory Committee as well as the ISN Regional Boards have supported local event organizers in building suitable scientific programs matching the needs of the local nephrology community. Meetings should be organized by ISN affiliated national, regional societies or by emerging nephrology communities.

The goal of the CME program is to stimulate the interest of the local and regional nephrology communities in expanding their programs and developing relationships with experts who can provide additional information and support.

Importance of regional meetings

Meetings should be organized by ISN affiliated national, regional societies or by emerging nephrology communities. More and more, the ISN CME Program is looking to support integrated proposals for each region in order to maximize its impact. Indeed, regional meetings are platforms where nephrologists should strategically discuss the available local/regional resources and the best way to expand nephrology services. Promoting a dialogue amongst the nephrology communities in a region seems to be particular helpful.

2. Application deadline

The CME application session is open year all long.
Applications should be sent at least 3 months prior to the start of the meeting.

3. Eligibility criteria

ISN membership: It is a key requirement that both the meeting organizers and selected speakers are active ISN Member(s).

Scientific program & target audience: They should provide a formal scientific program of the meeting and target an attendance of at least 100 participants (preferably with an international/regional scope). Classroom type courses for in-house faculty are not considered eligible. A one-day CME meeting can be incorporated into a national or international conference of nephrology. A stand-alone meeting should at least have a program of 2 full days.

Speakers: Only 3 speakers can be supported by ISN (one from overseas, one regional and one local). CME supported speakers give at least 2 lectures per CME and agree to provide their slides to the ISN after the meeting. Speakers should be active ISN members and should declare any conflicts of interest

at the beginning of the talk. ISN would cover the travel and visa expenses of the speakers, and the event organizers are requested to cover accommodation

Application documents: Meeting organizers are requested to submit the duly completed CME application form together with the (draft) scientific program of the meeting. Although local meetings can also be accepted, the CME committee will accept in priority applications for regional meetings. For this reason, meeting organizers should be invited to involve neighboring regions in their program whenever possible.

ISN CME Program will not provide support for industry employees or industry planned programs.

4. Support

The ISN CME Program offers support to meeting organizers:

- Help and advice in establishing a suitable scientific program developed to meet the precise needs of the local/regional nephrology communities;
- Advice in selecting expert speakers in relation to the scientific program;
- Funding travel of a maximum of three ISN Program sponsored speakers;
- Providing travel grants for young faculty or trainees from LMIC to actively participate in the meeting
- Involving ISN regional sub-committee for advice and support.

5. Topics of CME meetings

The event content should include at least one topic that is strategic to ISN: AKI, CKD and/or ESKD. The scientific value of the event should be evident, as reflected by the selection and status of the speaker and their expertise in the field. Meeting organizers are expected to develop programs specifically related to relevant local challenges and clinical program development (e.g. teaching about AKI and promoting dialysis for AKI in low resource settings) rather than generic nephrology teaching.

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List of CME Topics

- Acute Kidney Injury
- Basic Science
- Chronic Kidney Disease
- Clinical and epidemiological research methodology
- Diabetes
- Electrolytes and acid base balance
- General Nephrology
- Global Nephrology
- Glomerular Disease
- Haemodialysis
- Hypertension
- Infections

- Interventional Nephrology
- Mineral and bone disorders
- Nutrition and Hydration
- Peritoneal Dialysis
- Renal Pathology
- Systemic Disease
- Transplantation

Fill in the application form and submit the scientific program of your meeting to cme@theisn.org

6. Speakers

We have counted that over 200 speakers, including the world's leading authorities in the field, participate in this program on a voluntary basis. They are dedicated to sharing their knowledge with doctors, specialists and nurses in underserved parts of the world.

Presentations

CME supported speakers give at least 2 lectures per CME and agree to provide their slides to the ISN after the meeting. Speakers must be active ISN members and should declare any conflicts of interest at the beginning of the talk.

Speakers are warmly invited to share their PP presentation with ISN in order to implement ISN Educational Portal helping spreading information and knowledge to the ISN kidney community.

Practicalities

The CME Program supports speaker's travels to the CME meetings (but accommodation is expected to be covered by the organizers). ISN can help speakers in booking the tickets. Ticket should be booked at least 21 days in advance to avoid expensive fares. ISN will not reimburse a ticket purchased less than 21 days before travel unless there are special circumstances.

The reimbursement request forms should be filled out and sent back (together with a scanned copy of all expenses receipts) to the ISN HQs in Brussels within 3 weeks after the CME meeting.

Expenses items without receipts will not be reimbursed.

7. Evaluation criteria

The CME Chair, Deputy Chair and a group of Regional Advisor(s) review and comment on the CME applications along the following criteria. Applications are also systematically reviewed by some advisors that do not pertain to the region of the meeting in order to collect some more neutral views on these applications as well.

- Local organizers profile
Meetings should be organized by ISN affiliated national, regional societies or by emerging nephrology communities. Meeting organizers must be active ISN members.
- Scientific quality of the agenda and alignment with ISN strategic priorities.
The scientific Program needs to be fully detailed on sessions, speakers and topics. The scientific value of the event should be evident, as reflected by the selection and status of the speakers and their expertise in the field. The topic(s) of the meeting should be in line with ISN main goals. The program should contain at least one topic that is strategic to ISN (AKI, CKD or ESKD)
- Relevance and sustainable impact of the meeting within the region
Meeting organizers are expected to develop programs more specifically related to relevant local challenges and clinical program development (e.g. teaching about AKI and promoting

dialysis for AKI in low resource settings) rather than generic nephrology teaching. Local and regional health needs should be fully described in the application form so to allow the CME Committee to have a global overview of the past, present and future actions/challenges of the host country.

- Selection of speakers and relevance of financial support requested.
The official rule is that ISN funds 3 speakers (of which one from the region). If the meeting has a regional scope, additional speakers could possibly be funded. The selected speakers must be ISN members.
- Target audience
The meeting will be of additional value if it reaches out to young people, other healthcare providers such as nurses and technicians ...
- Sponsors
Other sponsors and funding sources should be listed in the application form: this kind of information allow the CME Committee to check if the meeting is commercial and weight the intervention of the CME Program while respecting its budget availabilities and prioritizing, if necessary, other countries' needs;
- Declaration of Istanbul
Meeting organizers must endorse the principles of the Declaration of Istanbul and ensure that all scientists, presenters and topics discussed are not in conflict with the principles of DOI.
- Synergies with other ISN programs – applications submitted by sister centers or past fellows or in conjunction with an application for the educational ambassador program are given some priority consideration and are more inclined to be supported as ISN tries to maximize its local impact.

The CME chair and Deputy Chair make a final decision on the application based on the collected feedback. Applicants are notified of the outcome of their application maximum one month after the submission of the application.

Conflict of interests

In case of clear Conflict of Interests (COI) the final decision should fall back to Chair and Deputy Chair of CME Committee (e.g. a speaker listed in the CME application is part of the CME Committee).

8. ISN requirements for supported meetings

ISN visibility

In order to help promoting the ISN to the meeting delegates event organizers (or one of the ISN supported speakers) are requested to open the conference showing the Power Point slides with the ISN mission statement and overview of the ISN activities that the ISN Headquarters will provide them.

Reports

The event organizers must submit a short report within **2** weeks after the meeting. The report should include pictures, and when possible a list of delegates in excel format.

The post-meeting report helps ISN to assess the benefit and impact of its support. It is also a way for us to gather information on the main challenges and barriers for developing nephrology in host regions and the role of ISN in present and future challenges.

The contacts collected in the delegates list are to implement ISN virtual community and to spread information and knowledge on global kidney health.

Non-submission of such report might lead to rejection of ISN support for next years.

ISN welcomes any pictures and short stories about the meetings at any time during or shortly after the meeting. This greatly helps us publish short news article about the meetings and regional activities as well as share successes and challenges with the global kidney community.