

Educational Ambassadors Program

Guidelines

ISN Programs Chair:

David Harris, Australia

Program Chair:

Elena Zakharova, Russia

Program Contact :

Mara Rodrigues

Tel: +32 2 808 04 20

E-mail: eap@theisn.org

Table of Contents

1) General Introduction.....	3
2) Application guidelines.....	3
Eligibility criteria.....	3
How to apply?.....	4
3) Review process.....	5
4) Funding and reimbursement policy.....	6
5) ISN requirements for supported trainings.....	7
ISN visibility.....	7
6) Reporting.....	8

1. GENERAL INTRODUCTION

The Educational Ambassadors (EA) Program aims at filling the gaps in the practice of nephrology in the most disadvantaged regions of the world by helping development of skill sets that allows setting up or improving a specific service. The program provides ISN members with an invaluable opportunity for personal involvement in the society's educational programs while enhancing the sense of global solidarity and awareness in the renal world.

This Program enables renal centers to host experts to provide specific hands-on training or help develop new skills or services (examples would include initiating acute and chronic dialysis programs, interventional nephrology, renal pathology, nurse or technician training, CKD management in a local setting), develop an education curriculum, or to initiate community-based research or screening programs.

The essence of the EA Program is practical. It complements the other ISN Programs. It allows ISN Fellows who have returned home an opportunity to host an expert to help establish new programs, enhance training needs, and/or upskill colleagues in various areas of nephrology in poorly served regions. Sister Renal Centers (SRC) participants can organize an Ambassador visit in continuation of, or as a follow-up to specific initiatives funded by the SRC Program.

Through this Program, ISN wishes to support development of sustainable projects. The program encourages involvement of allied professionals who may be key to developing the specific service.

By ensuring that specific renal training needs are addressed by the best available experts, ISN hopes that this Program can fulfill its potential of having an immediate and tangible impact on renal health care services in resource-low countries.

All applications are carefully reviewed by the ISN EA Committee, and successful applications will receive ISN funding to cover travel and/or accommodation costs for the Ambassador.

For more details about the program or on how to apply, please contact eap@theisn.org

2. APPLICATION GUIDELINES

ELIGIBILITY CRITERIA

- Local host institution:
- Any institution in a resource low country can apply for an expert to deliver specific training provided the criteria below are met:
 - main representative at host center must be an active ISN full member
 - Adhere to the [Declaration of Istanbul](#)
 - Have contact with an expert (Ambassador) who will deliver the training.
- Experts / Educational Ambassadors

- Any expert in the field of training needed can act as an ISN Educational Ambassadors provided that:
 - He/she is an active ISN full member
 - He/she is an expert in a defined area of renal medicine documented by publications in peer-reviewed journals
 - He/she has active faculty appointments at accredited institutions
 - He/she adheres to the [Declaration of Istanbul](#)
 - He/she is ready to teach for 1 to 4 weeks in a developing nephrology center
- Experts (Ambassadors) can be physicians, nurses and/or technicians. It is however a requirement that the first visit is led by a nephrologist, and allied professionals are welcome to travel by themselves for the follow-up visits.
- Important notes:

Emerging centers who require the visit of an expert can either suggest someone they know already or ask the ISN Headquarters to match their request with an available ISN Educational Ambassador qualified in the field of training required. The Committee places value on the fit of the proposed Ambassador with local needs in terms of sustainability and is increasingly requesting that local or regional experts be invited as Ambassadors.

For more details, please contact eap@theisn.org

HOW TO APPLY?

There is no specific application deadline. Applications are welcome throughout the whole year. However, host centers are expected to submit their applications **at least 3 months before the starting date of the training.**

Applications must be submitted at least 3 months before via eap@theisn.org

- Host center to provide application statement describing purpose of training, expected impact and provide measurable outcomes;
- Provide a clear training plan (jointly developed with the expert);
- Expert to provide application statement and CV;
- Indicate the duration of the visit;
 - ISN supports the Educational Ambassador to deliver high quality and relevant training for a period of 1-4 weeks.
- Submit a clear budget proposal for the training.
 - The host centers are expected to provide local hospitality to the Ambassadors.

3. REVIEW PROCESS

After the application is submitted, it is then reviewed as follows:

1. Administrative review

- a. Check all necessary documents and details – application statement from host center, application statement from Educational Ambassador, Educational Ambassador's CV, training program and budget proposal;
- b. Check Eligibility criteria

2. EA Committee members review

- a. Each application is reviewed by Chair and Deputy Chair who represent their own regions, 1 representative of the region of the application, 1 representative of a neighboring region and 1 neutral representative who provide their input and whether they endorse or not the training;
- b. Criteria:
 - i. Relevance and impact of the training as per local needs/ goals and objectives of training (sustainability)
 - ii. Match between needs and training objectives and expert(s) selected
 - iii. Scope of training
 - iv. Involvement of other healthcare professionals (nurses, dieticians, technicians, ...)
 - v. Relevance of requested budget
 - vi. Relevance of training duration
 - vii. Ethics approval when applicable
- c. Priority consideration
 - i. SRC/STS pairs applications
 - ii. Follow up visits
 - iii. Trainings involving other kidney health professionals

3. Final decision by Chair

- The EAP Chair and Deputy Chair make a final decision on the application based on the collected feedback.

Please note that the review process may take up to 1 month and at any stage further information and details may be requested from the host center and Educational Ambassador.

4. FUNDING AND REIMBURSEMENT POLICY

Reasonable expenses related to travel, accommodation, and cost of living are reimbursed by ISN once the expert/Ambassador has returned to his/her home institution (via proven expenses) and only after submission of post training report.

Host institutions are however expected to provide financial contributions towards subsistence expenses (e.g. local transportation, daily meals and/or accommodation) for the invited experts.

ISN COVERS FOR EDUCATIONAL AMBASSADORS:

- Economy class airfare or train travel.
- Reservations should be made at least 21 days in advance. ISN will not reimburse a ticket purchased less than 21 days before travel unless extenuating circumstances – and late organization is not an extenuating circumstance!
- Transfers between home, terminal and hotels OR Auto mileage at \$0.535/mile (0.34/KM), tolls and parking between home, terminal and hotels
- Normal visa fees
- Tips related to above services
- Hotel and accommodation expenses (although these may be taken care of by the host institution)

ISN DOES NOT COVER:

- Meal expenses
- Local transportation
- ISN members do not receive honoraria for participation in ISN programs/activities
- Business class travel
- Between-meal bar bills
- Room service (unless there is unexpected acute illness)
- Personal phone calls and fax charges
- Transportation to/from destinations that are not linked to ISN activities
- Gym or spa fees
- Theater or entertainment tickets or in-room entertainment
- Rush charges for visa or passport (unless the trip is officially requested at the last-minute).
- No spouse/partner travel expenses will be covered unless the spouse/partner is also involved in the educational program
- Valet cleaning and other personal services
- Any other items not related to ISN business

Reimbursement requests should be duly filled in and submitted via eap@theisn.org together with a W8 form (for non-US residents) or W9 form (for US residents). Please make sure to submit scanned copies of your receipts or tickets for any of your expenses to be reimbursed by the ISN. This should be done and completed within maximum 60 days following the training. Reimbursements may not be processed after this period.

The payment request is accepted only after the training report is submitted via eap@theisn.org.

LOST RECEIPT

Receipts must be submitted for each expense. In case of lost receipt, ISN will not reimburse the expense.

Unless otherwise designated, the ISN will use foreign currency exchange rates from Oanda Foreign Exchange reference available at www.oanda.com. Rates will be calculated on the day of expenditure. Please note that some events may plan reimbursements in EUR only or USD. Please do not convert your expenses. Please submit them in the original currency you incurred them in.

Specify whether you prefer a check or a wire transfer - please provide all necessary bank details. Checks are only issued in USD within the United States.

5. ISN REQUIREMENTS FOR SUPPORTED TRAININGS

Successful applicants receive official communication via email (eap@theisn.org).

The EA Program Coordinator will then send the ISN logo for inclusion on printed and online material, as well as other ISN promotion material including an official PowerPoint presentation.

Note that the ISN logo should NOT be included on event/training materials (including websites) until AFTER application has been approved and is to be used specifically for the sponsored event/training only. In addition, the following statement should accompany the logo: *ISN's endorsement is for the promotion of education in general, therefore the specific content of the event/course is the responsibility of the organizer.*

ISN VISIBILITY

In order to help promoting the ISN to the event/training participants, organizers (or ISN Educational Ambassadors) are required to do the following:

- Actively recommend that participants coming to the training, meeting, course, or workshop join the ISN community and receive the bi-weekly ISN Insight e-newsletter by utilizing one of the following methods:
 - Manual registration: collect the name, surname, country, and email address of the delegates who agree to receive ISN Insight; provide this list to ISN (excel list preferable)
 - Prominently display the hyperlink to the ISN website: <http://www.theisn.org>
- Feature the name, disclaimer statement above, and logo of ISN appropriately on all publications of the event/training and provide copies of all relevant official publications to ISN

- Return the completed post-training reports (both from host center and Educational Ambassador) to ISN within 30 calendar days via the platform.

Organizers of sponsored events are requested to do the following, if feasible:

- Allow the showing of intermission slides about ISN's upcoming programs and activities
- Promote upcoming ISN events, especially the upcoming WCN
- Provide ISN with photos from the event.

ISN may contact organizers to discuss options for promotional or educational activities, such as: including ISN information in the training materials or registration documents; providing an ISN booth or table at the event for announcing ISN's conferences and promoting research, education, advocacy, and membership; and inclusion and promotion of selected proceedings on the ISN Academy (ISN's educational portal). Note that the publication of summaries, presentations, or conference audio-visual material on the ISN Academy requires a separate editorial review and approval process.

6. REPORTING

After the training, both the Host Center and the Educational Ambassador must submit a report within 30 calendar days. These reports are reviewed by the Chair of the Program and the relevant regional representatives who are in charge of following-up and assessing the impact of the course.

Only after submitting the report will the reimbursement request be accepted.

Certificates of appreciation after successful training will be issued upon special request after receipt of reports. Report submission is important for the ISN and will certainly be taken into account when considering possible future applications.