

SAGES COURSE ENDORSEMENT: APPLICATION INDIVIDUAL COURSE

Individual course endorsement is appropriate for a course that will be offered one time. Individual endorsement is also appropriate if the exact same course is to be offered multiple times, provided that the faculty, course content, and objectives are the same, and that the dates are known at the time of application. The fee for individual course endorsement is \$100.

The term "endorsement" indicates that the Continuing Education Department has carefully reviewed the concepts and objectives of the course as well as the faculty, course structure and content, laboratory involvement, if applicable, etc. in making the determination of SAGES endorsement. "Endorsement" does not in any way offer credentialing or grant approval to the participant regarding future skills or outcomes.

INSTRUCTIONS FOR SUBMISSION OF SAGES COURSE ENDORSEMENT APPLICATION PREREQUISITE:

In order to be considered for SAGES endorsement the course must meet the following regulations:

1. Course must be directed or coordinated by a SAGES member, or have as it's primary faculty, at least one SAGES member.
2. Course Director must ensure that ACCME and FDA guidelines on disclosure of conflict of interest are adhered to.
3. Courses offered within the United States should offer CME credits. If not, an explanation must be provided. Those courses offered outside the U.S. should meet the equivalent national guidelines for their country.
4. Courses must meet criteria for definition, objectives, qualification of faculty and participants, site, curriculum, components, endorsement documentation and grants as defined in the **attached summary from "Framework for Post-Residency Surgical Education & Training--A SAGES Guideline"**.
5. Individual Course Endorsement is only available for one course. If the same course is run multiple times, you may include all of the course dates in the same application. Endorsement is valid for **the course dates requested**. If the course director wishes to extend endorsement for additional series of courses, (s)he must request for a **Course Re-application Form**.
6. Post course evaluations by participants are required **no later than one month after each scheduled course**.

BENEFITS TO COURSE DIRECTORS:

1. Courses will be listed on the SAGES Website (approx 1000 page views/month).
2. Courses will be included in *SCOPE*, SAGES bi-annual newsletter.
3. SAGES Endorsed course list will be mailed or faxed to interested surgeons upon request (average of 10-25 requests per month).
4. The Course Director may include the SAGES Endorsement statement on promotional brochures and course materials.

APPLICATION:

- 1. Reply will be received within 60 days after the application has been submitted. Course directors wishing endorsement in time to print it as part of the advance program or course material must allow sufficient time for the approval process.
- 2. Fill out the application completely. Submit two (2) copies of all required documentation.
- 3. Please submit application fee and support materials directly to: Vanessa Cheung, **SAGES**, 11300 W. Olympic Blvd, Suite 600, Los Angeles, CA 90064. For administrative information, please contact Vanessa at 310-437-0544 ext 122 or via email: vanessa@sages.org.
- 4. Endorsement is valid for one year **only** for the dates included on the original application.

Individual Course Application for SAGES Course Endorsement

INSTITUTION: _____

COURSE COORDINATOR/ADMINISTRATOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

COURSE TITLE: _____

COURSE DIRECTOR: _____

(Must be a SAGES Member)

COURSE DATE/S: _____

COURSE TYPES (check all that apply): 9 Lecture 9 Animate Lab 9 Inanimate Lab

LENGTH OF COURSE (Hours): Didactic portion: Hands on portion:

WILL CME CREDITS BE ISSUED? __ YES __ NO

IF YES, BY WHAT ORGANIZATION/INSTITUTION?: _____

IF NO CME WILL BE OFFERED, PLEASE EXPLAIN: _____

FACULTY LIST (Submit names of people that will as faculty for course(s) - attach another sheet if necessary. Indicate whether or not the individuals are SAGES Members. For all NON-MEMBER faculty, submit a brief biography or summary of training, indicating experience in the area being covered. Please do not send full CVs.)

FACULTY NAME:	SAGES MEMBER
	YES NO

TRAINING CENTER FACILITY

Please give a brief description of the classroom facilities, including number of rooms available for lectures, approximate number of seats in each room, etc.

Please indicate if the facility has the following:

- Air conditioning
 Heat
 Teleconferencing capabilities

Please indicate if the facility has an animal laboratory: YES NO

If relevant, please give a brief description of the laboratory facilities, including the number of tables in the laboratory, veterinarian or lab tech on staff, etc.

PLEASE INCLUDE THE FOLLOWING DOCUMENTATION

(Submit three (3) copies of all required documentation):

COMPLETED APPLICATION

Submit three (3) copies of the completed application, including faculty list and biographies.

COURSE CURRICULUM

Submit course brochure, including written objectives and course outline. A rough draft is acceptable.

\$100 APPLICATION FEE (per course). Please make check payable to SAGES. This is a non-refundable fee.

IN PREPARING YOUR COURSE AND COURSE DESCRIPTION PLEASE REFER TO THE ATTACHED SUMMARIZED OUTLINE FROM "FRAMEWORK FOR POST-RESIDENCY SURGICAL EDUCATION & TRAINING - A SAGES GUIDELINES"

The following requirements are summarized from "FRAMEWORK FOR POST-RESIDENCY SURGICAL EDUCATION & TRAINING -

A SAGES GUIDELINE"

1. Definition: A course is a limited period of instruction with defined objectives designed to educate participants in clinical skills, techniques or procedures. Course structure and duration may vary according to the course objectives.

2. Objectives: The course must have a stated set of objective(s). The objectives must be defined as tasks, successful completion of which can be quantitatively and qualitatively assessed.

3. Qualifications of faculty: The course director and the faculty members must have appropriate clinical and/or laboratory expertise to educate the participants in the stated objectives. When clinical procedures are taught, instructors must have clinical experience in those procedures. The course must have a written policy on disclosure of faculty/industry relationships.

4. Qualifications of participants: Participants should have appropriate fundamental knowledge, skills, and clinical experience relevant to course content in order to meet the stated objectives by the course's conclusion.

5. Site/Operations: A course site must be physically adequate to meet the stated objectives and to accommodate the course's enrollment. A course may be conducted at an industry facility, provided that it is operated in affiliation with a hospital, medical institution, university or medical association, which is qualified to grant continuing medical education (CME) credits.

6. Curriculum: A course must contain didactic instruction in the following areas as they may apply to the stated objectives:

<input type="checkbox"/> Patient selection	<input type="checkbox"/> Self assessment exercises
<input type="checkbox"/> Indications and contraindications	<input type="checkbox"/> Outcome
<input type="checkbox"/> Instrumentation	<input type="checkbox"/> Follow-up
<input type="checkbox"/> Techniques	<input type="checkbox"/> Pre- and post-operative care
<input type="checkbox"/> Complications	<input type="checkbox"/> Documentation

Components that should be included are:

printed materials (syllabus, reprints, bibliography) pre and post testing

Components that may be included:

inanimate model practice video instruction/practice

animate tissue/organ practice simulator models

animate laboratory instruction and practice procedure observation

7. Endorsement: Course directors should provide Continuing Medical Education (CME) credits and/or obtain endorsement by appropriate medical organizations.

8. Documentation: The course director and/or instructor should provide written assessment (determined in part by the post-test) of the participant's mastery of course objectives. Documentation for certain courses consisting of only didactic instruction may consist of verification of attendance.

Educational grants: Educational grants provided by industry to support any educational program, course, skills laboratory or preceptorship must be clearly noted in promotional and educational materials.