

SAGES COURSE ENDORSEMENT: INSTITUTIONAL APPLICATION

Institutional course endorsement is appropriate when multiple courses are offered at the same institution. Institutional applications do not need to include course dates at the time of application. The term "endorsement" indicates that the Continuing Education Department has carefully reviewed the training center facilities, faculty, course design process, and curriculum 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.

PREREQUISITE:

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

1. Courses must be directed or coordinated by a SAGES member.
2. More than three (3) or more courses must be held per year at the institution.
3. Courses must be held in the same physical institution. The center must be equipped with adequate facilities for laboratory and classroom instruction. The center must also have a good record of animal care.
4. If the institution runs a course and the topic is not endoscopic or minimally invasive surgery, then the SAGES Course Endorsement statement should **not** be used in any promotional material.
5. Institutions within the United States should be ACCME accredited and 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.
6. The Course Director must ensure that ACCME and FDA (or equivalent) guidelines on disclosure of conflict of interest are enforced.
7. All brochures and faculty lists must be submitted to the SAGES office for annual review. If review shows a course below standards and if deficiencies are not corrected following notification by SAGES, the Training Center endorsement will be suspended.

(Please refer to the attached summary of the "FRAMEWORK FOR POST-RESIDENCY SURGICAL EDUCATION & TRAINING - A SAGES GUIDELINE" for details about individual course design.)

BENEFITS TO COURSE DIRECTORS:

1. Courses will be listed on the SAGES Website (approx 1000 page views/month).
2. Courses will be included in Mini-SCOPE, SAGES monthly email newsletter, and SCOPE, SAGES bi-annual newsletter.
3. SAGES Endorsed course list will be mailed 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.
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 email: vanessa@sages.org
4. Endorsement is valid for one year.

Institutional Application for SAGES Course Endorsement

INSTITUTION: _____

COURSE ADMINISTRATOR: _____

COURSE DIRECTOR (must be a SAGES Member): _____

Will other surgeons direct other specific courses? If yes, list all names and indicate if they are SAGES Members:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

COURSE TITLES AND/OR TOPICS: _____

AND DATES (if known) _____

COURSE TYPES (check all that apply): Lecture Only Lecture & Hands On

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

WILL CME CREDITS BE ISSUED FOR ALL COURSES? YES NO

IF YES, BY WHAT ORGANIZATION/INSTITUTION?:

IF NO, PLEASE EXPLAIN:

FACULTY LIST (Submit names of people that will serve regularly as faculty for courses - 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
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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
- Audio visual capabilities
- 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 completed application, including faculty list and biographies.

COURSE BROCHURES

Submit copies of three (3) brochures for courses previously organized at the institution applying for course endorsement. Be sure to include the written objectives for each course.

EVALUATION RESULTS

Submit a **summary** of your evaluation results for three (3) courses previous organized at the institution applying for course endorsement. (Please do not submit actual evaluation forms.)

PROOF OF ANIMAL CARE

Submit a letter from the institution's animal care committee or similar body, with descriptions of past animal care violations (if any) and how these violations have been resolved **OR** a copy of the institution's ALAC certificate.

\$500 APPLICATION FEE

Endorsement is valid for one year. Please make check payable to SAGES. This amount will be returned if endorsement is not granted, less a \$100 administrative processing fee.

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.