



international bowel
ULTRASOUND GROUP

IBUS CURRICULUM

**IBUS Regional Hybrid
Module 1 Workshop
-
General information
and requirements**

IBUS Regional Hybrid Module 1 Workshop

- **Purpose:** To optimize local training and support the dissemination of intestinal ultrasound (IUS) knowledge and skills within a specific region/country to foster collaboration on IUS
- **Why:** In high uptake regions with a significant demand, access to international workshops may be limited due to trainees' time and budget restrictions
- **What:** The IBUS Regional Hybrid Module 1 is similar to the traditional Module 1 courses; however, learning is broken into 2 parts: online and in person.
 - Module 2 training must take place within the same region/country and Module 3 conditions remain the same as for the traditional Module 1 workshop
 - Sponsorship should be self-sustained within that region, and IBUS Office costs and endorsement fee apply

IBUS Regional Hybrid Module 1 Workshop

- This workshop consists of 2 parts:
 1. **Theoretical and didactic training** through an interactive, self-directed “Introduction to Intestinal Ultrasonography” eLearning course provided via IBUS
 2. **Practical training** with hands-on experience in an introductory face-to-face course organised by the local team with IBUS oversight
- eLearning precedes the practical component (**mandatory requirement** – access via IBUS website)
- The hands-on component should take place during a face-to-face interactive course
- Depending on the local organisers’ preferences, 2-3 short lectures can be included in the program

Faculty members

- Tutors must be IBUS members and IBUS certified or come from an IBUS-certified training center. Experienced GIs not IBUS certified must be approved by IBUS
- Minimum requirements: 1 representative from EduCom and 1 from the Governing Board (GB) should attend. If a GB member is not able to attend, GB is responsible for appointing another experienced IBUS representative
- Travel and accommodation for speakers, tutors and staff must be covered by the workshop budget (flights < 5 hours economy, for flights > 5 hours business class)
- Speakers and tutors' travel should be planned according to the program

Hands-on sessions

- A maximum of **5 participants** should be allocated per US machine for optimal exposure and experience (and 1 healthy volunteer or patient)
- At least 1 **IBUS experienced tutor** should be assigned per session/group
- US machine suppliers to be reached out to by local organisers. US machine suppliers Corporate Members of IBUS should be given priority depending on the terms of the agreement (to be discussed during kick-off meeting)
- Healthy volunteers and patients should be recruited by the local team. Reimbursement and consent request according to local regulations, is the responsibility of the local organisers

Participants

- The number of participants attending the workshop should be agreed during the kick-off meeting (to make sure the right venue is selected, and enough funds are raised)
- Participants' management will be done by the IBUS office (only in English), and applications will be managed via Monday.com (access via the IBUS office)
- Participants' selection to be agreed by the workshop steering committee guided by the local organisers (minimum requirements discussed during kick-off meeting)
- Participants are responsible for their own travel organisation and expenses. The local organisers should provide details of hotel(s) located close to the venue. Neither IBUS or the local organisers will pay or guarantee for participants' hotel bookings
- For successful completion, participants should be present for the entire program including pre- and post-course test

Venue requirements

Intro & lectures:

- 1 main room for participants + speakers/tutors
- AV for speakers (2 microphones, projector, screen, podium, monitor for speaker, laptop, clicker, AV support)
- Classroom style or round tables preferred
- Registration desk outside of main room

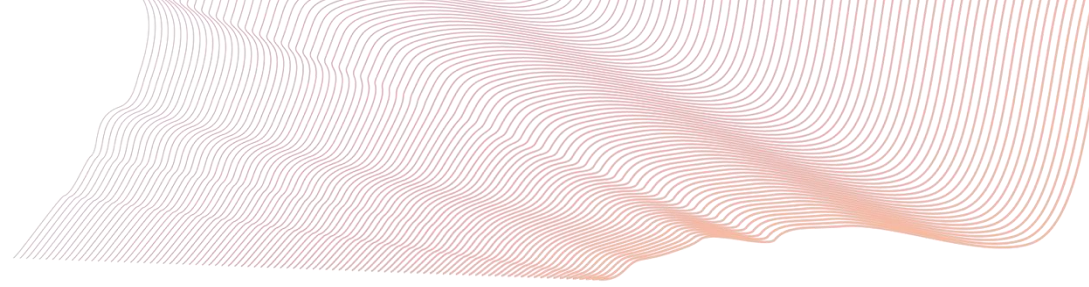
Additional requirements:

- Easily accessible for participants and healthy volunteers/patients
- Accommodation options available nearby
- Set up half-day before workshop
- 1 small room for faculty during the workshop
- 1 x optional dinner (depending on local organisers' preference)
- Meals as per program
- Lecture hall and breakout rooms should be located as close as possible
- Please keep in mind that 20+ patients will join for the hands-on sessions, therefore we suggest having a small sitting area close to the breakout rooms

Breakout rooms:

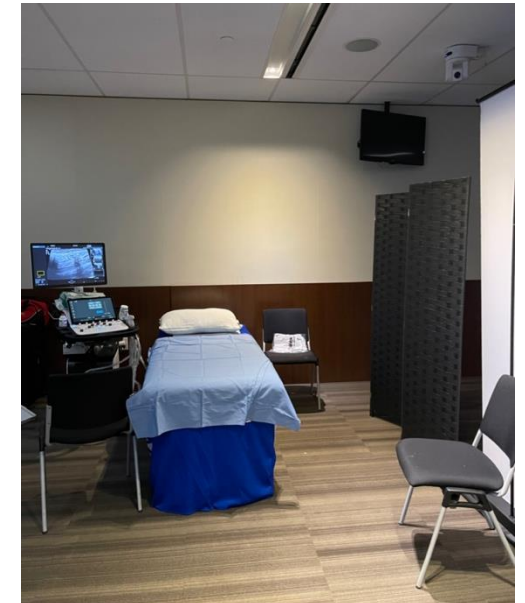
- 1 large room which can be divided with curtains or panels (patients should not be able to see each other – suggested dimensions minimum 4m x 4m) or separate breakout rooms
- 1 tutor + max 5 attendees (+1 patient/healthy volunteer)
- Each room should have:
 - 1 bench/bed for patients/healthy volunteers;
 - 1 chair with wheels (w/o back) for the person scanning (other participants will stand when patients are present);
 - 1 standard chair for patients' belongings;
 - Paper sheets for benches (or bedsheets), 1 pillow, paper towels to clean gel, 60x60 cloths (or large disposable Incontinence bed pads – around 3 per patient), gloves in different sizes, hand sanitizer, and bins. Enough material to refresh the rooms after each patient;
 - Gel for machines (usually provided by US machine suppliers, make sure to have some backup stock);
 - 1 US machine per room (US machines should be top range (not portable) and with a convex 3.5 MHz and a higher frequency linear probe (around 7 MHz));
 - Power outlet at each station for the US machines;
 - Extension cord for US machine (if needed).
 - If applicable: Video Cases Libraries equipment: 1 laptop, a separate screen and chairs for participants

Venue set-up



Breakout rooms

Lecture Hall



IBUS Responsibilities

- Approve local concept by GB & EduCom
- 2 Tutors from EduCom and GB (or appointed representatives)
- Announcement and application through ibus-group.org
- Participants' management via Monday.com
- Assess evaluation reports
- Issue certificate of attendance
- Module 2 placement management including access to logbook. Process to be discussed during kick-off meeting

Onsite logistics

- The IBUS Office support the local organisers based on the tasks defined on the budget and tasks allocation document
- IBUS office (1 person), may arrive 1 day before the start of the workshop if needed. To be agreed during kick-off meeting
- Workshop material:
 - Pens & notepads (depending on budget)
 - Badges / Lanyards / signage (arranged by local organisers)
 - Ad hoc printing material

Local Organisers Responsibilities

- Submit application form to IBUS Governing Board
- Seeking and securing funding (no pharma speaking slots)
- Logistics: venue (AV, catering, breakout rooms, etc.), hotels and travel (for faculty and staff)
- Select workshop local steering committee members (IBUS Office, GB and EduCom members will be part of the committee)
- Workshop promotion via mailers, social media, etc.
- **Healthy volunteers and patient recruitment and coordination**
- Plan Module 2 training for at least the first 2 weeks (out of 4)

Budget Items

- Travel, accommodation and transfer costs for faculty and staff
- Venue, AV equipment and technical support
- Workshop material for hands-on sessions, participants, branding, etc.
- Catering during the workshop and social activities (e.g. faculty dinner, workshop dinner, etc.)
- Patients' compensation based on local regulations
- IBUS Endorsement and IBUS Office costs
- Taxes and additional costs (travel reimbursement, payment fees, etc.)

Suggested Timeline

12 months prior to WS	Workshop application form submitted	Local Organisers
10 months prior to WS	Program and budget finalised and approved	Local Organisers - IBUS
9 months prior to WS	Sponsorship confirmed and funds raised	Local Organisers
8 months prior to WS	Service agreement and payment scheduled issued	IBUS
7 months prior to WS	1. Confirm venue/hotel 2. Faculty invites sent 3. US machines secured	1. Local Organisers 2. Local Organisers (with IBUS approval) 3. Local Organisers
6 months prior to WS	Deadline for faculty to confirm/decline their attendance	Local Organisers
6 months prior to WS	Workshop webpage ready, applications open	IBUS (with Local organisers approval)
5 months prior to WS (min)	Faculty and staff flights and accommodation booked	Local Organisers
5 months prior to WS	Applications close, review applications	Local Organisers - IBUS
4 months prior to WS	Application responses sent + issuing invoices	IBUS
2 months prior to WS	1. Patients' recruitment 2. Venue details finalised	1. Local Organisers 2. Local Organisers
1 month prior to WS	1. Selected participants to take eLearning module 2. Lecture presentations follow up 3. Faculty onsite details shared	1. IBUS 2. Local Organisers 3. Local Organisers
Workshop	Workshop	All
2 weeks after WS	1. Issuing certificates 2. Post-event calculations & payments	1. IBUS 2. IBUS + Local organisers