



The Scandinavian Society of Anaesthesiology and Intensive Care Medicine Guidelines for Course Reports, Annual Programme Reports and Finances for post graduate course programmes

These are guidelines for organizing and financing The Scandinavian Society of Anaesthesiology and Intensive Care Medicine (SSAI) postgraduate course programmes and for course reports and annual programme report. These guidelines were adopted at the SSAI board meeting in June 2006.

GUIDELINES FOR ORGANIZING AND FINANCING SSAI POSTGRADUATE PROGRAMMES AND COURSES

Organization of programs

All programmes are announced, promoted and managed as SSAI programmes.

The chairperson of the individual program is responsible for the full content and quality of the program with reference to the Educational Committee.

The chairperson from each course program should be an associated member of the SSAI Educational Committee in the interest of consistency, continuity and mutual development of the programmes

The educational committee assumes responsibility for programmes to be conducted in accordance with the guidelines and financial framework of SSAI postgraduate programmes.

The educational committee refers to the SSAI board.

SSAI course policy, sponsorship and salary

The SSAI course policy is that course fees should be as low as possible in order to cover costs.

The course organizers (chair) could be reimbursed by up to 500 Euro per day per course.

Secretarial work could be reimbursed by up to 500 Euro per course.

Facilitators (teachers/lectures) could be paid up to 500 Euro per day.

Financial support and sponsorship for individual courses are accepted as long as the sponsorships are given as unrestricted grants and the sponsors are without any influence on the educational programme or individual courses.

Finances and responsibilities

There is a separate account per educational program for programmes managed within the SSAI account.

Each course program has the responsibility of the finances of the course program itself, ie. surplus will stay within the individual program and a deficit for a specific course has to be covered by the course program as a whole.



The Intensive Care Medicine program will take care of and is responsible for the finances of the Intensive Care Medicine postgraduate course. Annual financial reports should be sent to the chairperson of the educational committee and the treasurer of SSAI.

Financial budget and reports

Budget

A budget for each programme should be made by the person in charge of a program.

The budget for each programme should be sent to the chairperson of the educational committee for approval and to the treasurer for information.

Financial reports

The final financial report for each course should be sent to the chairperson of the educational committee.

The annual financial report for each programme should be sent to the chairperson of the educational committee and the treasurer of SSAI by January 15.

COURSE REPORT FOR INDIVIDUAL COURSES WITHIN A COURSE PROGRAMME

The course-directors should write a short course report after each course. The course report should be submitted to the chairperson of the course programme for information and approval.

Template for course report for the individual courses within a course programme

Format 1-2 pages

The course report should include the following

1. Name and type of course
2. Venue and dates (location, city and country)
3. Course directors, organizers, faculty
4. Participants (numbers, nationalities, medical specialities when relevant)
5. Content
6. Evaluation
7. Financial report, sponsorship
8. Conclusion and recommendations



ANNUAL REPORTS FOR A COURSE PROGRAMME

Annual programme reports should be written by the chairperson of the course programme and should be submitted to the chairman of the Educational Committee and the SSAI Board for joint approval. Annual report should be sent to the SSAI board by January 15.

Template for Annual Programme Reports

The chairperson of the programme should write an annual course report.

Format: 2-3 pages

The annual report should include the following headlines:

1. Name of the programme
2. Courses (number, dates, locations)
3. Course-directors
4. Number of participants, nationalities, medical specialities when relevant
5. Programme evaluation
6. Examinations results
7. Sum of course fees
8. Financial support and sponsors
9. Financial budget and report
10. Perspectives
11. Conclusions and recommendations

On behalf of the SSAI Board
Freddy Lippert, Honorary treasurer
February 2007