



CENTRE OF EDUCATION (COE) REQUIREMENTS

PREAMBLE

The World Federation for Ultrasound in Medicine and Biology (WFUMB) aims to establish WFUMB Centers of Education in countries worldwide where there is a need to meet the increasing demand for education and training in ultrasound and to assist with improving patient care.

In establishing a Centre of Education (COE), the national ultrasound Society, the COE and WFUMB agree to the following terms:

ITEM 1: MISSION

After identifying potential COE candidates the WFUMB Task Force Group will work with the national society to create the COE. In the situation where no multidisciplinary society exists, the WFUMB will help to establish a society so that the COE can be established.

ITEM 2: TERMS

1. **COE Candidate:** The COE Task Force Group is looking for COE candidates. This period should not be longer than 1 year during which time the agreement will be prepared.
2. **COE:** After evaluation the COE will get higher support from WFUMB for 3 years
3. **Established COE:** WFUMB support is available for a further 2 years
4. **Independent COE:** After this time the COE should work independent without financial support from WFUMB but under supervision/umbrella of WFUMB.

The agreement with the COE is eligible for renewal on a biennial basis. In order for the agreement to be renewed, the COE must have upheld its responsibilities in accordance with this agreement and be approved for renewal by the WFUMB COE Task Force Group, the Education Committee and the WFUMB Administrative Council.

Classification:

Specialty, capability and experience of the director and his/her team, and the capacity of the institution are the decisive criteria for the classification of the COEs.

A COE may offer:

1. Ultrasound courses (basic, advanced and for special fields and techniques) at regular intervals
2. Training facilities for long term education in practical ultrasound
3. Library and teaching material
4. E-learning education

It may also serve as a reference center (e.g. via telemedicine) for the region and especially for former students. Larger, high level centers may spread their activities in the region by founding and supporting satellite centers in its region.

CENTER OF EDUCATION APPLICATION

ITEM 3: FUNDING

Site Investigation visit		3,000 USD from WFUMB COE TFG budget
COE Candidate	Two years	5,000 USD annual support 2,000 USD for WFUMB Congress attendance and /or COE Regional Federation Meeting
COE	Three years	5,000 USD annual support 2,000 USD for WFUMB Congress attendance and/or attending COE Regional Federation
Established COE	Two years	2,000 USD for annual support 1,000 USD for WFUMB Congress attendance
Independent COE	After 7 years	Continue to affiliate with WFUMB but without WFUMB financial support

In order to qualify for the WFUMB support

- the COE must submit in advance a detailed proposal of meetings or workshops, including a financial budget to the COE Regional Director and WFUMB COE Director by 1 October for presentation to trade partners at RSNA
- the expenditure and receipts for reimbursement should be submitted to WFUMB's administrative office prior to December 31 for the year in which the costs are incurred. Retrospective claims for support are not admissible. Any available funding not utilized in a given year shall not be carried forward without approval of the WFUMB Administrative Council
- all reimbursement requests need to be approved by the WFUMB Treasurer
- annual reports covering the year's activity are required to be submitted before 31 December for review by the Administrative Council
- the COE continues to be a full member of their National Society for the duration of the WFUMB financial support
- any changes in the COE administration are advised to WFUMB.

ITEM 4: RESPONSIBILITY OF THE SUPPORTING NATIONAL SOCIETY & LEADERSHIP OF COE

The National Society supporting the COE should be an established organization and a member of a regional WFUMB federation.

The appointment of the Director representing the COE shall be approved by the supporting Society and this approval notified to the WFUMB COE TFG.

The COE is responsible for managing the finances, including requests for reimbursements for the expenses of all COE activities and collection of course fees. WFUMB will financially support the Society as specified in Item 3.

ITEM 5: RESPONSIBILITY OF THE COE

The COE shall be responsible for conducting annual educational programs under the name of "WFUMB Center of Education" through the sponsoring Society, and providing timely activity reports to the WFUMB COE TFG and WFUMB Administrative Council. The COE is responsible for managing all of its financial obligations, consistent with its WFUMB approved budget.

ITEM 6: RESPONSIBILITY OF THE WFUMB EDUCATION COMMITTEE AND THE COE Task Force Group:

The WFUMB COE Task Force Group (TFG) offers advice regarding a COE's education curriculum; reviews COE requests and recommends approval of these to the WFUMB Administrative Council; recommends teachers/educators for the COE educational programs from the other societies affiliated with WFUMB; and reports on the activities of the COE to the WFUMB Administrative Council. It has the right to send observers to the COE's. The COE TFG committee organizes meetings of the COE directors of a region every 2 years together with the chairperson (or his/her substitute) every 2 years, in conjunction with a regional ultrasound conference.

ITEM 7: THE NAME OF WFUMB

The COE is authorized to use the name of "WFUMB" only as a "WFUMB Center of Education" and only while the COE remains in compliance with the terms of this agreement.

The WFUMB COE logo may be used for the promotion of the Centre during the term of this agreement but not the WFUMB logo.

The COE may offer an acknowledgment of attendance for any completed course or workshop.

ITEM 8: DISSOLUTION

A decision to dissolve the COE shall be taken by the WFUMB Administrative Council after receipt of such a proposal from either the WFUMB COE TFG or the concerned Society.

The WFUMB Administrative Council has the right to cancel the COE agreement prior to its expiration if the COE does not adhere to the terms of the agreement or if the actions of the COE are not consistent with WFUMB's mission.

The COE has the right to make representations to the Administrative Council but the decision of the AC is final.

ADA MYRTO
Course Director

Bleina SHRAZI
Course Co-Director

31st May - 2019
Date of Agreement

[Signature]
WFUMB COE TFG Director

[Signature]
WFUMB Education Committee Chair

[Signature]
Regional COE TFG Director