European School of Pathology (EScoP)Course organization

# Preamble

The European School of Pathology (EScoP) was founded by Gianni Bussolatti in the early 1990’s in response to a generally felt need for the European Society of Pathology (ESP) to assume responsibility in the field of postgraduate education in pathology. Courses were initially organized in a single site in Torino. Eastern European countries subsequently requested similar courses 'closer by’. In response to this call, EScoP developed branches in Craiova, Krakow, Zagreb, Ankara, …. Branches organize typically one course per year. The courses are provided ‘off the shelf’: course programs are ready including available faculty. Programs can be slightly adapted to local needs but the course format is quite strict:

* the number of participants is limited to around 50 to favor interaction
* faculty is limited in number (typically 4 lecturers for a 3 day course)
* faculty members stay during the whole meeting
* courses are practice oriented and include an important amount of practical work on microscopic images (this used to be optical microscopy but now is mostly virtual ‘digital’ microscopy)
* programs are built in half-day topic oriented modules with a ‘sandwich’ structure: an introductory lecture, followed by practical work with a ‘learning by doing’ approach and closed off by a ‘wrap-up’ in which the lecturer goes through main problematic issues as illustrated in the cases. A program template is provided to favor standard course programming
* structured self-evaluation is part of the course program

Courses target senior trainees/junior consultant level. Basic training should be local and expert level training is provided in the Giordano program.

Course programs can be 'on demand' (often branch organizers request a course on a new topic or a revised edition of an existing course) or proposed by ESP working groups. When the Education Subcommittee (EduCom) receives a request for a course, a course coordinator (expert in the field) will be identified with the request to propose a detailed program of the course based upon a standard template (including names of tutors, topics, time schedule, preferred periods of the year when course can be given, maximal frequency per year). This proposal will be submitted through the ESP office to the EduCom who will modify/approve it. After EduCom approval, the course will be listed on the EScoP course program. Any local branch organizer may request an existing course or development of a course on a new topic.

# Responsibilities of the course faculty

• for a new course, the identified course coordinator will submit a structured program proposal through the ESP office to the EduCom

# • Upon request from a branch organizer EduCom will ask the relevant course coordinator to activate the program, in interaction with the requesting branch. Activating implies setting a date in close interaction with the ‘standard’ faculty. In case of need (inconvenient date for one of the faculty members) the course coordinator will identify back-up faculty

# Responsibilities of the local organizer

**Before the course starts:**

• Branch organizer contacts EduCom with a request for a course; as a rule, branch organizers will follow a ‘two years ahead’ schedule allowing for optimal inter-branch coordination, financial planning and preparation time for faculty

• Branch organizer interacts with the course coordinator to set dates and arrange details of the program

• Branch organizer submits the course proposal to EduCom

• Branch organizers are responsible for the local aspects of the organization

• Hands-on facilities must be available (either microscopes or digital/virtual microscopy facilities)

• A structured budget outline will be proposed at least 6 months before the expected start of the course; this will be confirmed by the EduCom

• Branch organizers are financially responsible for local organization

• Course registration is done through the branch organizers

• In case of using virtual microscopy, the organizers are encouraged to use the central digital microscopy facilities of the ESP in conjunction of the infrastructure for the Education Portal (PathXL), as this service does not induce any additional cost to the organizer. In case of using any other IT solution than PathXL, the organizer is responsible for making the scanned material available for ESP educational portal.

**Within 6 weeks after the course has finished:**

• Branch organizer assures adequate evaluation of courses and feed-back to the faculty

• Branch organizer will submit the final report regarding the number of participants, course evaluation, etc.

• Final accounts of the course organization will be submitted to the ESP treasurer and EduCom

# Responsibility of the ESP office

• The office receives requests for courses and sends these on to the EduCom chair

• The office liaises with branch organizers to ascertain the availability of necessary infrastructure. The checklist covering all essential points is provided by the ESP office (see Appendix 1).

• The office maintains a list of ‘on the shelf’ courses on the ESP website. EScoP course program will be updated on the ESP website

• The ESP office will announce regularly by email EScoP course program to ESP membership and maintain an updated course program in the ESP newsletter

• ESP (EduCom) will assure EACCME credits

# Financial support of the EScoP courses

• Organizer of EScoP course can through the office ask ESP for financial support. To be eligible for such support, course must fulfill all general criteria as specified above. Only expenses related to faculty travel (train, bus, economy flight, taxi if necessary) and accommodation (reasonably priced hotel) are eligible for ESP subsidy.

• ESP treasurer pays travel and lodging expenses to EScoP course faculty upon request by the branch organiser, within the budget of the EduCom and upon approval by the EduCom. The set maximum ESP support for a course is Euro 5000. EduCom will prepare an annual budget proposal for the Treasurer ESP to be included in the ESP annual budget proposal to the General Assembly.

APPENDIX 1.

CHECKLIST – infrasctructure and other requirements necessary for hosting an EScoP course

|  |  |  |
| --- | --- | --- |
| ITEM | YES | NO |
| Application to host an EScoP course\* |  |  |
| Budget plan |  |  |
| Lecture hall with IT facilities  |  |  |
|  Computer and projection |  |  |
|  Internet access (wifi or cabled) |  |  |
| In case of technical course: brief description of the laboratory where “hands on” course is being planned |  |  |
| Reasonable catering facility (lunch) in- or close to the building where the Course is being held |  |  |
| Bank account that can accept international transactions |  |  |
| Registration form |  |  |
| Evaluation form |  |  |
| Host name, address, e-mail address |  |  |
| Contact person name, address, e-mail address if different from the Host |  |  |
|  |  |  |
|  |  |  |

\*including the program and list of Faculty members