

Educational Committee Report
for NDA Board
Sept 14th, 2018

Tove Agner /Sirku Peltonen

Members of the Educational committee

- Denmark: Tove Agner, chairman
- Finland: Laura Huilaja (Oulu), Sirkku Peltonen (Turku)
- Iceland: Bolli Bjarnasson
- Norway: Eidi Christensen
- Sweden: Desiree Wiegleb-Edström

Previous courses

- 2nd Nordic Course in Virtual Dermatopathology, 26–27 April, 2018, Reykjavik
- 3rd Nordic Dermoscopy Course, 5–6 April 2018, Gothenburg
- 5th Nordic Course on Skin Surgery, 16–17 November, 2017, Copenhagen
- 1st Nordic Course in Virtual Dermatopathology, 27–28 April, 2017, Reykjavik
- 2nd Nordic Dermoscopy Course, 6–7 April 2017, Gothenburg
- 4th NDA Course on Skin Surgery, 17–18 November 2016, Copenhagen
- 3rd Global Dermatology Course, 6-7 October 2016, Stockholm and 10-14 October 2016, Addis Abeba
- 1st Nordic Dermoscopy Course, April 7–8 2016 in Gothenburg
- 3rd NDA Course on Skin Surgery August 28-29th 2015, Copenhagen
- 2nd NDA Course on Skin Surgery February 5-6th 2015, Copenhagen
- 1st NDA Course on Skin Surgery August 28-29th 2014, Copenhagen

Courses decided for years 2018-2019

- 1st Nordic Course on Lasers in Dermatology, 16–17 November, 2018, Copenhagen
- 4th Nordic Dermoscopy Course, 28–29 March, 2019, Gothenburg
- 6th Nordic Course on Skin Surgery (next course planned for November 7-8, 2019 in Copenhagen)
- (A new course in Virtual Pathology is not yet planned)

Courses planned or discussed but organizer or timing not decided yet:

- Laser – maybe again in 2019?
- Pediatric dermatology: Sweden –no, Denmark – maybe? Finland – maybe in March 2020 with focus on genetic diseases and malformations?
- Psychodermatology: Norway – no

Activities of the Educational Committee

- E mail communication
- Updated guidelines for organizing NDA courses
- Face-to-face meeting planned for May 2019 during the Nordic Congress in Gothenburg.

Updated guidelines for NDA course proposals

- The intention of the NDA courses is to provide high quality courses of practical topics, not regularly covered by national organizers, and to support Scandinavian net-working within dermatology.

Who can propose a course?

- Member of the NDA with an academic affiliation. Pharmaceutical companies are not to be involved.

To whom the course proposals should be sent?

- **Information should be sent to the NDA Main Office, email address info@nordicdermatology.com from where it will be forwarded to the Educational Committee for assessment.**

Guidelines for NDA course proposals

What attachments are needed for course proposal?

- A curriculum for a resident course should include a program with defined aims concerning the knowledge, skills and abilities that should be obtained during the course. Number of participants should be around 50.

Question: Should we design a form to collect the information? Could also ask to explain how the course will be evaluated.

How many months before the event should a proposal be submitted?

- A course proposal should be submitted at least nine months in advance.

Who decides which courses are accepted?

- Educational committee reviews the proposals and recommends courses to the NDA board which makes decisions.

Guidelines for NDA course proposals

The economy of the courses

- **First-time course organizers should submit a budget to the Educational Committee for approval. A guarantee sum from the NDA of 100 000 SEK is suggested for the first course in the rare case of a deficit following the course. The organisers are encouraged to repeat the course. Repeated courses should be self-funding. Any surplus goes to the organisers/affiliation.**

Payments of the organizers/teachers/lecturers

- Speakers can be paid (1000 Euro), and travelling can be reimbursed.

Practical organization of the course

- It is recommended that professional organizer (for example CAP) is hired to take care of the practical arrangements. **Question: Who signs the contract?**

How are the potential participants informed?

- The courses should be advertised by NDA website, Forum for Nordic Dermatology and Venereology as well as the national dermatological societies. Professional organizers may contribute to the spreading of information.

To whom should the courses be directed?

- The overwhelming majority of participants at the course should be from Nordic countries, and the title of the course should clearly indicate that (ex: Nordic course on....)

How should the courses be evaluated?

- The organizer of the course has to collect evaluations from the participants. The evaluations should be sent to the NDA office which forwards the evaluations Educational Committee.
- **How should repeated courses be arranged?**
- The organisers should inform the Educational committee if they are interested in repeating the course, and a suggested date should be approved by the Educational Committee.