

Procedures for ILAE oversight and ILAE Academy endorsement of learning activities in epileptology by the ILAE education council

Approved August 2021

Preamble 1: This document has been drafted from minutes of the Endorsement Task Force of the education council held online on Feb 9th, March 16th, April 21st, 2021 and the Education Council meeting April 26th, 2021, and shall define terminology use of ILAE teaching activities and the endorsement procedure by the ILAE Education council. Such endorsement will be herein defined as endorsement by the ILAE Academy and endorsed activities will have the right to **a)** use the ILAE Academy logo, **b)** be announced on the ILAE Website as “ILAE Academy endorsed” and **c)** learning objectives will be linked to the ILAE curriculum (on same website).

Preamble 2: It is the position of the ILAE Education council that such an endorsement has to fulfil standardized criteria. Such rules are necessary to **a)** apply any CME accreditation program of the ILAE in the near future, and **b)** to directly integrate into the teaching portfolio of the ILAE Academy in order to achieve a certificate for either Level 1, 2 or 3.

Preamble 3: The Education council encourages all ILAE regions and chapters to launch and organize topic oriented teaching courses addressing their specific needs. These teaching courses will be regarded as ILAE teaching activity, therefore, and shall **a)** use the ILAE region or chapter logo, and **b)** will be posted on the ILAE website as regional or chapter activity (as requested). However, these activities do not need to be reviewed or endorsed by the ILAE Education council, unless they specifically requested features specified in Preamble 1 a-c.

Preamble 4: During the COVID-19 pandemic a large number of online-webinars were offered from various bodies, including the ILAE, to maintain access to various teaching activities. The ILAE Education council very much appreciates these national, regional and international initiatives. The structured teaching format of the ILAE Academy, as outlined in this document, is often not compatible with the relatively unstructured format of these webinar activities and usually does not allow monitoring of student engagement/interaction. The ILAE Education council will not review nor endorse individual webinars, therefore.

Preamble 5: Budget requests shall be overseen by the entity receiving the endorsement request, i.e. curricular courses by the Education council, regional activities by the ILAE regional boards, chapter activities by an ILAE chapter. Hence, all budget requests are finally subject to approval by the ILAE treasurer and the ILAE executive committee.

The ILAE Education council recognizes four different categories of learning activities that are tutored and/or in person:

1. **ILAE curricular courses** are organized by the ILAE, i.e. the Education council, in order to sustain the success of ILAE’s structured learning program, i.e. the ILAE Academy. Budget requests will be overseen by the Education council.
2. **ILAE regional courses** are organized and overseen by regions; no need for review & endorsement by the Education council unless the organizers want Academy

endorsement and request it via the ILAE website-application. . Budget requests will be overseen by the entity requested to review the teaching activity.

3. **ILAE chapter courses** are organized and overseen by ILAE chapters; no need for review & endorsement by the Education council unless requested via the ILAE website-application. . Budget requests will be overseen by the entity requested to review the teaching activity.
4. **Other teaching courses in Epileptology** are organized and overseen by ILAE bodies or third parties; no need for review & endorsement by the Education council unless the organizers want Academy endorsement and request it via the ILAE website-application. Budget requests will be overseen by the entity requested to review the teaching activity. Industry-initiated teaching activities will not be reviewed nor endorsed by the ILAE Education council.

To be endorsed by the Academy, teaching activities shall specify their learning objectives according to ILAE's learning curriculum for Epileptology (Blumcke et al. Epileptic Disorders 2019), as well as measures for student engagement and learning success, i.e. ILAE's post-course evaluation form. Endorsement is defined by a structured review process by the ILAE Education council. Upon successful review the course organizers are entitled to use the logo "ILAE Academy endorsed course".

The Education council strongly recommends to apply similar rules, i.e. specifying learning objectives and student engagement, for any teaching activity endorsed by any other entity than the ILAE Academy in order to promote the learning experience and success.

1. ILAE curricular courses

List of currently available **curricular courses:**

1. Teaching courses at ILAE congresses (as an introduction to ILAE learning portfolio)
2. PET courses
3. EEG in neonates (Summer school of the DM commission)
4. Neuroimaging (Summer school of the DM commission)
5. Neuropsychology (Summer school of the DM commission)
6. Neuropathology (Summer school of the DM commission)
7. Advanced Dianalund EEG course

The following structure shall apply to a curricular course:

- 1.) The structure of a curricular course shall be transparent and based on a defined set of learning objectives. LOs shall not change unnecessarily between consecutive courses.
- 2.) Learning materials shall be made available prior to the course and to all participants.
- 3.) The success of the learning activity shall be evaluated by (interactive) testing of competencies acquired through LO, as specified by the proposal/invitation. Each student has to give a feedback after the activity, therefore, whether the LO was met by the content. Feedback questionnaires should be prepared to address each predefined LO. The commonly used Survey Monkey ILAE questionnaire should be also used to measure the learner's satisfaction with the learning activity.
- 4.) A curricular course budget must be balanced and should always build on revenues from registration fees. The Education council will transparently review budget requests. Upon approval by the ILAE's finances committee, the Education council will cover the budget. An annual course and budget renewal is recommended.
- 5.) In order to guarantee the delivery of a curricular course, it is pivotal to build a large enough faculty and the Education council shall oversee mid-term planning and time schedules. The ILAE Congress council will also monitor scheduled dates to avoid conflicts with existing ILAE learning activities.

2. + 3. ILAE Regional and Chapter Courses and Academies

Regions and chapters shall develop their own set of criteria for the endorsement and these criteria should be made public, i.e. posted on website (if applicable). The Education council is willing to assist in this matter and strongly recommend to ask at least for learning objectives pertinent to each learning activity and student engagement measures for the endorsement review.

4. Other teaching Courses

Other teaching courses in Epileptology including those held jointly with other professional societies (tutored and/or in person) endorsed by the Education council will have to deliver the following structure:

The learning activity must be submitted via the online form not later than 8 weeks before the scheduled dates. The Education council will review the proposal and endorse or give recommendations, which must be addressed in a revised submission. In case of additional request for financial support and pending a positive evaluation of the proposal, the Education council will

forward the request to the ILAE treasurer. A positive review and endorsement by the Education council will not guarantee, however, that the financial request will be granted by the ILAE treasurer. Teaching courses organized by pharmaceutical or other medical companies will not be endorsed by the ILAE.

The following items were often in need for advice or require revisions:

- 1) A course has to address learning objectives pertinent to the content of the course (taken from the ILAE curriculum). LO shall not exceed more than 3 in a half-day course (or shorter), 5 in a day's course or 10 in a 2-3 day's course.
- 2) The success of the learning activity shall be evaluated by (interactive) testing of competencies acquired through LO, as specified by the proposal/invitation. Each student has to give a feedback after the activity, therefore, whether the LO was met by the content. Feedback questionnaires should be prepared to address each LO. The commonly used Survey Monkey ILAE questionnaire should be also used to measure the learner's satisfaction with the learning activity. The course organizer must prepare and disseminate these forms.
- 3) The Education council recommends all possible ways for student engagement in the learning activity. The proposal should specify this engagement.
- 4) The ILAE Congress council will monitor scheduled dates to avoid conflicts with other ILAE learning activities.

The ILAE, ILAE regions or ILAE chapters can create open-format and/or open-access webinars. The ILAE Education council will not endorse individual webinars, including those organized by any third party.

The structured teaching format of the ILAE Academy will likely interfere with the relatively open format of webinars. The ILAE Education council will not review nor endorse individual webinars, therefore.

Disclaimer: it is recommended to contact the Education council before planning to submit an endorsement application to discuss or clarify the procedures mentioned above.