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ANZSN Education and Training Portfolio Governance Framework

Contents

1. Introduction	4
1.1. Scope	4
1.2. Objectives	4
1.3. Guiding Principles	5
2. ANZSN Education and Training Portfolio – Alignment with the RACP Curriculum	5
3. Education and Training Portfolio Governance Structure and Accountabilities	8
3.1 ANZSN Council	8
3.2 ANZSN Committees	8
3.3 Oversight of the ANZSN Education and Training Portfolio	10
3.3.1 Role of the ETC	11
3.3.2 Current ETC Portfolios	11
3.3.3 Role of the ETC Education and Training Portfolio Leads	11
3.4 Other ANZSN Committees	14
3.5 ANZSN Office	14
4. Education and Training Portfolio Governance Processes, Roles and Responsibilities 15	
4.1 Development, approval, endorsement and review of education and training courses	15
4.1.1 ANZSN courses	15
4.1.2 ANZSN endorsed education and training course content	16
4.1.2.2 Peritoneal Dialysis (PD) Academy as Hosted by Baxter Health Care	18
4.2 Delivery of education courses	19
4.2.1 General organising principles supporting the delivery of ANZSN education and training courses and other activities	20
4.2.2 Management of the Kidney eLearning Hub	23
4.2.3 Role of the ANZSN Office	24
4.3 Financial Matters	25
4.4 Risk Management	26
4.4.1 Core elements of the risk management framework	26
4.4.2 Risk management checklist	27

4.5	Other Governance Matters	27
4.5.1	ANZSN Governance Charter	27
4.5.2	Delegation of Authority Policy.....	27
4.5.3	Insurances	28
4.5.4	Sponsorships and use of the ANZSN logo	28
4.5.5	Management of Intellectual property	28
4.5.6	Website and database maintenance	28
4.5.7	Organisation of Conferences	28
5.	Review	29
6.	Contact Details	29
7.	Appendix - Step by step planning guides and related information	30
7.1	Step by step guide - ANZSN Basic and Advanced Courses and the HD Academy 30	
7.2	Step by step guide - ANZSN Nephrology and Transplantation Update Course....	34
7.3	Template for Review of Educational Materials.....	38
7.4	Step by step guide - Kidney School webinars	40
7.5	ANZSN Consent Form [as at 11 November 2019].....	46
7.6	Course Dates, Locations and Frequency	48
7.7	Course and eLearning Hub Fee Schedule.....	49

ANZSN Education and Training Portfolio Governance Framework

1. Introduction

The ANZSN Education and Training Governance Framework (Framework) outlines the structures and processes established to support the effective management of the Society's education portfolio including its education and training courses and online education portal (Kidney eLearning Hub).

1.1. Scope

The Framework covers the breadth of activities related to programs and platforms encompassed within the Society's education and training portfolio, including programs developed, delivered, reviewed or endorsed by, or on behalf of, the ANZSN, and those curated or hosted on the Kidney eLearning hub or other online platforms conducted by ANZSN (eLearning Hub).

All those involved in the planning, development, delivery, endorsement, review, curating or hosting by ANZSN of new or existing courses, lectures, seminars or training programs, including:

- members of the ANZSN administration;
- members of the ANZSN Education and Training Committee (the ETC);
- relevant Committee Chairs and Education Portfolio Leads nominated by the ETC; and
- persons engaged by ANZSN in respect of the education and training portfolio functions and delivery,

should undertake their ANZSN education and training related roles and functions within the scope of, and consistent with, this Framework.

1.2. Objectives

The objectives of this Framework are to:

- establish a standard governance structure to advise Council on the operational and strategic management of the ANZSN education and training portfolio and related functions;
- outline standard governance processes to support the maintenance of the portfolio and the highest standards of professional learning; and
- clarify the roles and responsibilities of those tasked with the planning, development, delivery, review, endorsement, hosting or maintenance of the programs and platforms comprising the education and training portfolio for or on behalf of ANZSN.

In fulfilling the objectives, the aim is to:

- provide comprehensive training and education that covers the spectrum from clinical science to basic science/research.
- support the education and training of Advanced Trainees, who are at the early stage of their career in Nephrology; and
- support the continuing medical education (CME) and training of Nephrologists.

1.3. Guiding Principles

Supporting the education and training of ANZSN members is core to the mission of the Society.

The ANZSN education and training portfolio will develop resources for clinicians who are training, researching or practising in, and basic scientists researching, Nephrology or fields principally involving kidney function, health or disease in Australia and New Zealand.

The courses within the education and training portfolio will reflect:

- the curriculum and standards established by the Royal Australasian College of Physicians (RACP) taking advice from the RACP directly and through ANZSN representation on the RACP's Advanced Training Committee in Nephrology (Australasia) and the Advanced Training Subcommittee (New Zealand);
- the advice of ANZSN Committees including the Scientific Program and Awards Committee (SPAC), the Education and Training Committee (ETC), the Clinical Policy Advisory Committee (CPAC), the Research Advisory Committee (RAC) and the Dialysis Advisory Committee (DAC), particularly in relation to specialist training courses run in parallel with major ANZSN conferences; and
- the advice of affiliated Committees and/or Societies including, but not limited to:
 - the Renal Scientists Group, in relation to the development of research training across the spectrum of fundamental, clinical and translational research;
 - the Australian and New Zealand Society of Interventional Nephrology (ANZSN), in relation to education and training in interventional nephrology; and
 - Transplant Society of Australia and New Zealand, in relation to renal transplant education and training.

2. ANZSN Education and Training Portfolio – Alignment with the RACP Curriculum

The education and training courses developed or endorsed by the ANZSN are informed by the curriculum developed by the RACP for the training and registration of Nephrologists in Australia and New Zealand.

Together, the core training curriculum and professional qualities curriculum, guide the training of Nephrologists, and act as a reference source for ongoing professional development of qualified Nephrologists in Australia and New Zealand.

The ANZSN provides advice to the RACP on the training and professional development needs of Nephrologists, and is represented on relevant College committees. This includes representation (via invitation) on the:

- RACP Advanced Training Committee for Nephrology (ATC) Australasia; and
- RACP New Zealand Advanced Training Subcommittee (NZATS).

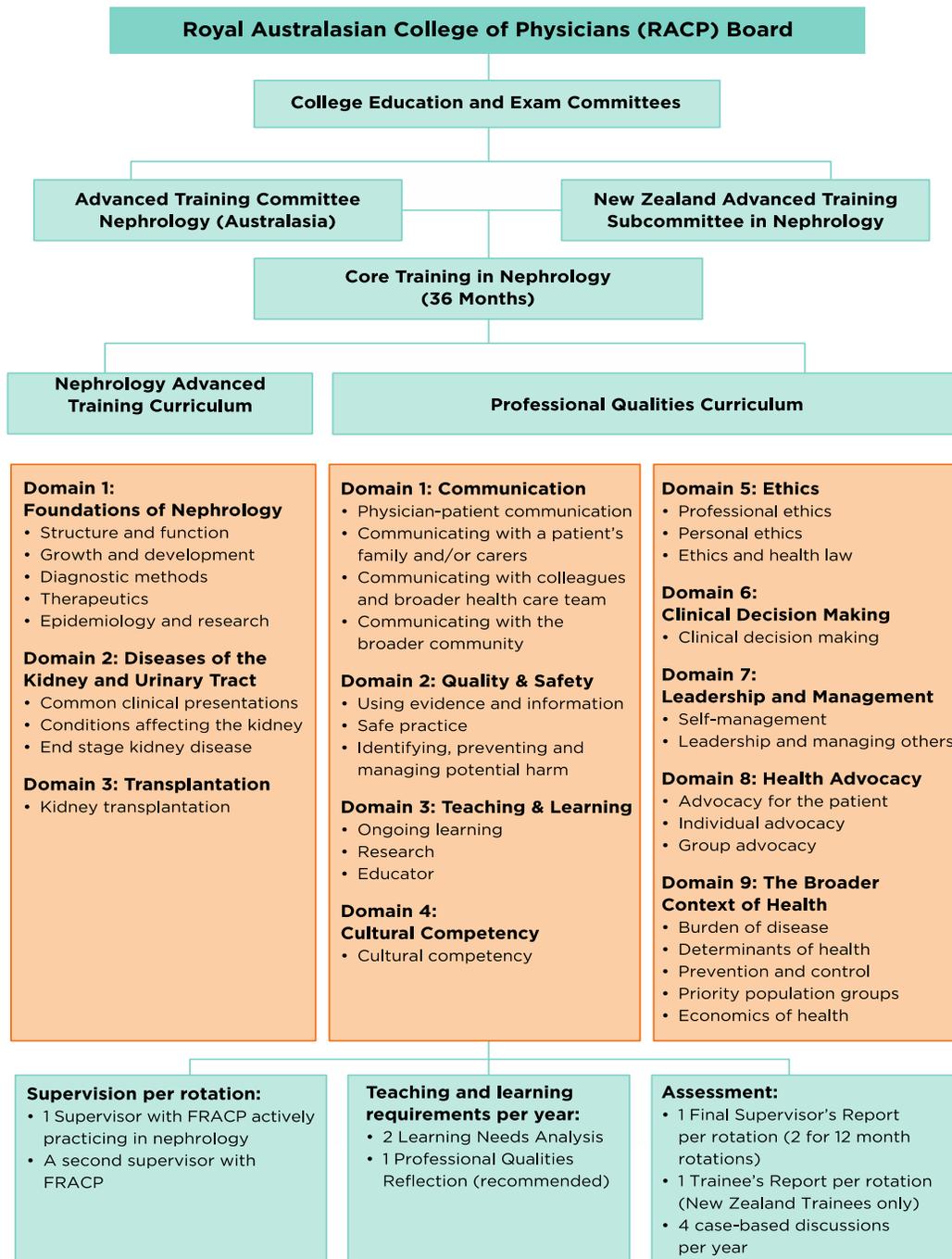
These committees advise the RACP on the development of the curriculum and examination matters which inform the standards for those training and practicing in Nephrology.

ANZSN ATC representatives will also sit on the ETC in order to ensure a two way flow of information and advice.

The ANZSN Council is directly represented (by invitation) on both the ATC and the NZATS with representation providing an opportunity to contribute to the strategic development of the curriculum and related matters in Nephrology.

The structure supporting the development the Advanced Training Curriculum by the RACP is at Diagram 1.

Diagram 1: RACP Structure – Advanced Training Curriculum Development¹



¹ https://www.racp.edu.au/docs/default-source/default-document-library/default-document-library/professional-qualities-curriculum.pdf?sfvrsn=a34f2d1a_8

3. Education and Training Portfolio Governance Structure and Accountabilities

The governance structure and accountabilities supporting the ANZSN Education and Training Portfolio are underpinned by, and consistent with, the ANZSN Constitution, existing Council endorsed Committee structures and ANZSN policies and principles of good corporate governance.

3.1 ANZSN Council

The ANZSN Council is responsible for the affairs, business and property of the Society.²

In fulfilling its role, Council is responsible for promoting the achievement of the Society's objects, which includes a focus on education.³

Consistent with this object, Council's role is to set the strategic direction, and ensure the appropriate operational performance, of the education and training activities of the Society. These include but are not limited to:

ANZSN conducted conferences and courses:

- Conferences: Annual Scientific Meeting (ASM), biennial Dialysis Nephrology and Transplantation (DNT) Workshop and the biennial Home Dialysis Conference (HDC); and
- Education courses: Basic, Advanced and Nephrology and Transplantation Update courses, Kidney School and the Haemodialysis (HD) Academy.

ANZSN supported conferences and courses:

- Peritoneal Dialysis (PD) Academy (developed by Industry); and
- Other conferences supported by the ANZSN from time to time, where the Society may have representation or provide advice in relation to the scientific program.

ANZSN online platforms and their hosted content:

- Kidney eLearning Hub which provides curated and accessible, on-line educational resources for nephrologists, advanced trainees, nurses and allied health professionals in Australia, New Zealand and elsewhere.

3.2 ANZSN Committees

In undertaking its role, Council may delegate its power, including to a Committee.⁴ Consistent with this power, Council has appointed five standing committees to provide expert advice on matters of strategic and operational importance.

To a greater or lesser extent all the ANZSN standing committees have a role in supporting excellence in professional practice and the development of education and training programs.

² Clause 32, ANZSN Constitution

³ Clause 4, ANZSN Constitution

⁴ Clause 43, ANZSN Constitution

These committees include:

- Education and Training Committee (ETC), which is the principal source of advice on the education and training courses developed or endorsed by the ANZSN;
- Scientific Program and Awards Committee (SPAC), which has oversight of the scientific program supporting the ASM and the HDC;
- Clinical Policy Advisory Committee (CPAC), which in addition to providing policy advice, is responsible for the organisation of the program for the biennial Dialysis Nephrology and Transplantation (DNT) Workshop;
- Research Advisory Committee, which in addition to providing advice on the furtherance of research, may develop and host education sessions to promote and support the development of research skills; and
- Dialysis Advisory Committee (DAC), which provides advice on safety and quality matters in Nephrology and until 2020, is responsible for the development of the scientific program for biennial Home Dialysis Conference.

The Council may determine to delegate certain of its powers and functions to a Committee and a Committee in turn may be authorised by Council to sub-delegate in appropriate circumstances.

Table 1: Summary of Governance Structures – Education and Training Portfolio

<p>ANZSN Council</p> <ul style="list-style-type: none"> • Sets the strategic direction for the development and delivery of the education programs and platforms to be provided or hosted by the ANZSN and monitors performance against objectives • Appoints the Education and Training Committee (and any sub-committee) to provide expert advice on educational matters, and determines its terms of reference and membership • Approves the governance structure, policies and procedures supporting the development and implementation of the Society’s educational activities • Assesses and establishes risk management and internal control mechanisms to ensure regulatory and related compliance requirements are met • Determines the budgetary allocation to support the ANZSN’s educational programs and platforms • Promotes the ANZSN’s educational activities and engages with sponsors to secure support for those activities • Reports key outcomes in relation to the education and training portfolio to Members and key stakeholders • Liaises and provides advice to the RACP in relation to the ANZSN’s position in relation to the curriculum for advanced training in Nephrology
<p>ANZSN Education and Training Committee</p> <ul style="list-style-type: none"> • Advises Council on the strategic direction for the educational and training programs (across all career stages and from basic through clinical science) of the ANZSN and reports on key outcomes • Provides practical oversight of the Society’s educational and training programs including the design, delivery and evaluation of the education courses offered by the ANZSN, including program and curriculum development, selection of speakers and practical matters (venue, catering) • Provides practical oversight (curation) of the Society’s eLearning hub including: <ul style="list-style-type: none"> ○ reviewing and approving all material uploaded to the site; ○ ensuring consent has been procured for all material housed on the site; and ○ determining the period the material will be housed on the site • Represents the ANZSN and provides advice to the RACP in relation to the advanced training curriculum, within the context of a Council approved strategy.
<p>Other ANZSN Committees</p> <ul style="list-style-type: none"> • Provide practical oversight of the DNT Workshop and HDC, liaising with the ETC on any relevant educational matters.
<p>ANZSN Office</p> <ul style="list-style-type: none"> • Provides administrative support to the ETC (and other Committees) in the development, delivery, evaluation and curation of ANZSN education and training programs; and • Provides administrative support to the ETC and the Education and Training Portfolio Leads in relation to the delivery of the ANZSN education programs and Kidney eLearning hub.

3.3 Oversight of the ANZSN Education and Training Portfolio

The ANZSN Education and Training Portfolio is directly overseen by the ETC, which reports to Council through the Honorary Executive.

The current governance structure is set out in Diagram 2.

3.3.1 Role of the ETC

The ETC is the principal source of strategic advice to Council on education and training matters.

The Committee's key function is to foster, promote and deliver high-quality education and training in Nephrology in the fields of Clinical and Basic Sciences.

The Committee is also responsible for forming links and partnerships with others in the fields of education and training, including the Royal Australasian College of Physicians (RACP), which is responsible for Advanced Training in Nephrology and the ongoing professional development of Nephrologists.

To support the effective operations of the ETC, the Committee Chair and Deputy Chair, in consultation with Committee members, will appoint Education and Training Portfolio Leads to provide focused expertise on the key areas encompassed by the Committee's responsibilities.

Portfolio leads generally hold more than one portfolio, with the aim of distributing the workload whilst optimising the fit with each Committee member's particular skills, knowledge, experience and areas of interest.

3.3.2 Current ETC Portfolios

The current ETC portfolios include:

- Basic Course
- Advanced Course
- HD Academy
- Nephrology and Transplantation Update Course
- Kidney School/webinar liaison
- PD Academy Liaison (review and endorsement) ⁵
- Kidney eLearning Hub
- TSANZ Liaison
- DNT Workshop Liaison
- RACP ATC Liaison (Australia and New Zealand)
- Regional Liaison
- Gender equity, diversity and inclusiveness (including consumer liaison)

3.3.3 Role of the ETC Education and Training Portfolio Leads

The role of the Portfolio Lead/s for Education and Training is to:

- provide a source of strategic advice and expertise to the ETC and Council on education matters, liaising with other ANZSN Committees and Working Groups where relevant;
- represent the ANZSN on the RACP Advanced Training Committees (subject to ETC approval under delegation of Council);

⁵ The PD Academy is developed and conducted by Baxter Healthcare. At the invitation of Baxter Healthcare, the ANZSN ETC reviews and endorses the curriculum and program as appropriate prior to the conduct of each Academy.

- coordinate the planning and delivery of the ANZSN education and training courses in relation to educational matters (curriculum and program) and logistics (venues, payments, insurance, sponsorship, marketing, consents, certificates of attendance etc);
- liaise with non ANZSN education providers seeking endorsement of education programs and training programs, providing advice and guidance on steps to be followed;
- act as the contact point on the day to day management of the Kidney eLearning Hub in relation to content and logistical matters (payment, consents, IT liaison, compliments and complaints management etc).

The ANZSN Office provides logistical support to the Education and Training Portfolio Leads relating to the planning and delivery of the educational courses and the management of the Kidney eLearning Hub.

Table 2: Summary of Governances Processes – Education and Training Portfolio

<p>ANZSN Education and Training Committee</p> <ul style="list-style-type: none"> • Appoint Education and Training Portfolio Leads • Provide expert advice and support to the Portfolio Leads in the development and review of education courses and the curation of the eLearning Hub • Review and approve education course materials and advise on the curation of the eLearning Hub • Monitor and review the Governance Policy for the Education Portfolio
<p>ETC Education and Training Portfolio Leads</p> <ul style="list-style-type: none"> • Lead the development and review of education courses (content, speakers) with the support of the ANZSN Office as required • Lead the curation of the Kidney eLearning Hub website and liaise with the ANZSN Office as required • Liaise with the ANZSN Office to plan, deliver and evaluate the education courses (Basic, Advanced, HD Academy and Kidney School)
<p>ANZSN Office</p> <ul style="list-style-type: none"> • Provide secretariat support to the ETC • Under the direction of the Honorary Executive Officer, support the Education and Training Portfolio Leads in the planning, delivery and evaluation of education courses (dates, venue, catering, payment, sponsorship, communications, consents, certificates of attendance, general secretariat support and attendance at the courses etc) • Maintain the Kidney eLearning Hub with the advice of the Education and Training Portfolio Lead (coordinate the quality review process and upload documents (ensuring relevant approvals are in place), secure and confirm consents etc) under the direction of the ANZSN Honorary Executive Officer • Maintain general support infrastructure for the Education Portfolio (governance policy, payment arrangements, insurances, licences, consent forms, IT contracts etc) under the direction of the ANZSN Honorary Executive Officer

3.4 Other ANZSN Committees

Other ANZSN Committees, and time defined Working Groups, may also provide advice to Council or the ETC on education and training matters. In relation to the standing conferences of the Society, the ETC will consult with:

- SPAC in relation to the planning and delivery of the ASM and the HDC;
- CPAC in relation to the planning and delivery of the DNT Workshop;
- RAC in relation to research focused workshops or parallel ANZSN badged meetings at the Annual Scientific Meeting; and
- DAC in relation to the HDC (until 2020).

ANZSN Committees and Working Groups may also provide advice on broader educational matters, including advice to Council on the training curriculum for Nephrologists and the structure of that training program.

3.5 ANZSN Office

The ANZSN Office is responsible for the day to day administration of the Society under the direction of, and within the resources allocated by, the Council and its Honorary Executive. The Honorary Executive comprises the President, the President Elect, Honorary Executive Officer and the Treasurer.

The administrative functions of the ANZSN Office include:

- the provision of secretariat support to Council, its standing committees and working groups, including preparation of agendas, minutes, proposals and related matters;
- the provision of membership services, including the processing of membership applications, membership dues, complaints and compliments and the organization of the Annual General Meeting (AGM) of members;
- day to day office administration including, but not limited to:
 - financial management, including the preparation of the budget, and monitoring and reporting of financial performance;
 - strategic project delivery and operational policy development;
 - communications, including maintenance of the ANZSN website, preparation of the Weekly Update, the Annual Bulletin and general communiques and correspondence;
 - provision of secretariat support to ANZSN Committees and Working Groups; and
 - other functions, including regulatory reporting, risk management (insurances) and management of third party contracts in relation to IT, Accounting, Audit, HR and Legal services.
- the provision or procurement of advice on policy, compliance or other matters relevant to the sound conduct of the Society's affairs consistent with its Constitution and mission.

4. Education and Training Portfolio Governance Processes, Roles and Responsibilities

The development, approval, review and delivery of the ANZSN education and training programs and the curating and hosting of educational materials on the Kidney eLearning hub, as well as the review or endorsement of third party education and training programs, are guided by the processes outlined below.

The ANZSN Office is the point of liaison in conducting and managing the relevant governance processes and will seek the advice of the Honorary Executive Officer or Council, as required, to ensure compliance with ANZSN policies and guidelines, and sound governance of the education and training portfolio.

4.1 Development, approval, endorsement and review of education and training courses

4.1.1 ANZSN courses

(i) Development of new courses

The ETC may recommend to Council the development of a new ANZSN education course.

Prior to recommending such a course the ETC must oversight the development of a scoping document. The scoping document will outline the subject area/s covered, target audience, length, frequency and mode/s of delivery of the proposed course, the education or training need it will address, what additional benefits it will provide to the ANZSN education and training portfolio, and the resources required to develop and conduct the course, including administrative, financial and volunteer both of a once-off and recurrent nature.

The ETC will then consider the scoping document and determine whether to recommend to the Council the proposed course. Any recommendation is to be submitted to the Council via the Honorary Executive for consideration and approval, and is to be accompanied by the relevant scoping document, and a short summary of reasons for the recommendation.

(ii) Management of an existing course

The designated ETC Education and Training Portfolio Lead is responsible for leading the development of the content of each of the education and training courses developed by the ANZSN. This includes the program and curriculum for the Basic, Advanced and Nephrology and Transplantation Update Courses, the HD Academy and Kidney School.

The Education Portfolio Lead may convene a working group comprising relevant expertise to develop the content, whilst ensuring alignment with the RACP curriculum for advanced training in Australia and New Zealand. The program and curriculum are to be submitted to the ETC for review and approval.

Once approved, the program and curriculum for each course will be subject to regular review and revision to ensure:

- continued alignment of the content with the RACP curriculum and any other relevant sources; and

- adjustment (as appropriate) to reflect participant feedback from the preceding course.

The process of review and revision will occur at least three months prior to the planned delivery of each program.

The revised program, and proposed lecturers and presentations, are to be submitted to the ETC for review and approval, unless the revisions are substantive, in which case Council approval is required.

(iii) Review of Education Courses/Abstracts for eLearning Hub

The ETC will, in conjunction with the SPAC, develop and maintain a list of External Education Course/Abstract Reviewers (who must be Nephrologists) with nominated expertise available to review abstracts, presentations and other course content proposed to be used or hosted by ANZSN.

Reviewers will be called upon to review the presentations or other course materials arising from each of the ANZSN education courses and any other materials proposed for uploading to the Kidney eLearning hub.

The relevant Education and Training Portfolio Lead is authorised to select Reviewers, having regard to the particular materials, task and expertise required. In the event that there are insufficient reviewers available and/or reviewers with the relevant expertise on the abovementioned list, the Education and Training Portfolio Lead, in consultation with the ETC Chair will appoint other Nephrologists with the appropriate expertise to undertake reviews.

Prior to appointing someone as a reviewer, the Portfolio Lead must discuss with the person any potential conflicts of interest, or other matters that may lead to a real or perceived bias in carrying out an objective and fair-minded review that have been declared or which the Portfolio Lead is otherwise aware of. Where there is an actual conflict, or factors creating a real or perceived bias, a reviewer must not be appointed to undertake the particular review.

The Education and Training Portfolio Lead is also responsible for negotiating with any author/developer of presentations or other materials, any changes that may be recommended by reviewers. The author/developer will then be required to submit a consent form for the final form of any presentation or other educational materials prior to placement on the eLearning Hub.

The Portfolio Lead is authorised to approve the uploading of material where there is a consensus between all reviewers that the material is suitable. Where there is no consensus amongst all reviewers then the Portfolio Lead is to refer the matter to the ETC for further consideration.

4.1.2 ANZSN endorsed education and training course content

4.1.2.1 General provisions

The ANZSN may be approached from time to time to endorse an education or training course or program developed by an external organisation. The ANZSN will only endorse course content, and is not responsible for endorsement of any other aspect of course development or delivery by an external organisation.

Any external course/program content is to be submitted to the ETC for review and recommendation as to endorsement, followed by Council approval.

The designated ETC Education and Training Portfolio Lead will be responsible for managing the review of the content of any external course or program and for liaising with the external organisation/proposer, as necessary.

The ETC will utilise the List of Reviewers outlined at section 4.1.1 (iii) above, as required, to advise it in determining whether there is reasonable alignment between the external course and the RACP curriculum and whether to recommend content endorsement to the Council.

The ETC will then advise the external organisation if it proposes not to recommend endorsement of the course/program content to the Council. Where the ETC does not recommend endorsement, it is a matter for the external organisation whether it wishes to submit revised course/program content for further review and endorsement.

If the ETC does recommend endorsement of the content of an external organization's course/program, the approval of Council is required prior to advising the organisation of the terms of the endorsement by the ANZSN of the course/program content.

Table 3: Summary of requirements for ETC endorsement of educational courses (internal and external *)

Focus:

To secure ANZSN endorsement, the course/program content needs to be specific to the needs of Advanced Trainees, Nephrologists and/or Research Scientists in the field of Nephrology.

Courses that target a general clinical or research audience (as opposed to a specialist Nephrology audience), will not generally be endorsed by the ANZSN.

The reason that the ANZSN's endorsement is being sought must be clearly stated.

Key requirements:

All courses/programs to be submitted for ANZSN endorsement of content must include the following:

- 1) Clear outline of the target audience, subject area/s to be covered, educational goals, and expected educational outcomes, and an express written statement that the course proposer acknowledges and agrees that in providing any endorsement of content ANZSN bears no responsibility or liability for the conduct or delivery off the relevant course/program, and that the course proposer relies entirely on its own inquiries and its own due skill, care, professional assessment and judgement in determining the content of, and conducting and delivering, its course/program.
- 2) The proposed course/program outlined in sufficient detail to enable reasonable assessment by the ANZSN, including any written course/program content available in advance of course delivery and the program of course presenters/lecturers/speakers, their CVs and their specific role/s and expertise in the relevant subject area/s, together with abstracts of their intended presentations/lectures/seminars/workshops.
- 3) A list of pre-course materials including:
 - a) curriculum for the individual lectures/ workshops delivered linked to the learning objectives; and
 - b) a list of pre-reading references for participants.

- 4) Information on post-course activities including:
 - a) a repository of the material from the course in formats like PDF, PowerPoint or multi-media; and
 - b) feedback loops from participants on course/program content.
- 5) An explanation as to why ANZSN endorsement of course/program content is being sought.

Process:

- (a) All courses/programs to be submitted to the ETC for approval of content must first be reviewed by the nominated Education and Training Portfolio Lead.
- (b) The Portfolio Lead is to arrange for a review of the material (two independent reviewers in addition to the Portfolio Lead), drawing on the ANZSN Abstract/Course Reviewer list and ensuring reviewers have the appropriate expertise. A minimum of three reviews is required (Portfolio Lead review and two independent reviews).
- (c) The Portfolio Lead will discuss reviewer comments with the course proposers.
- (d) If following review the external organisation wishes to proceed with seeking endorsement of the content, the course/program material is to be submitted to the ETC for consideration, together with the reviews:
 - i. If submitted to a meeting of the ETC, the course is supported if a majority present agree;
 - ii. If circulated out of session, the course is supported if 100% of eligible ETC members agree.
- (e) Following ETC review, a recommendation to endorse the course/program content is referred to the ANZSN Council for approval.
- (f) ANZSN Office advises the ETC and course proposers of the Council decision (including a request to use the ANZSN logo and name in the program).
- (g) Course proposers to be advised (in writing) of the wording that may be used as to ANZSN endorsement in publishing information about the course/program, that ANZSN endorsement is of the course/program content only as submitted to ANZSN, and that any changes subsequent to ANZSN review should not be taken as endorsed by ANZSN.

* Note: Where a third party is seeking ANZSN endorsement of a course, the ETC must enquire as to the reason the endorsement is being sought and undertake an assessment to ensure that the benefits outweigh any risks. The ANZSN has an obligation to its Members to ensure that any course/program whose content it endorses meets a basic quality threshold such that the Society's endorsement will not put at risk the trusted name of the ANZSN.

4.1.2.2 Peritoneal Dialysis (PD) Academy as Hosted by Baxter Health Care

The ANZSN may be invited to endorse the program and curriculum for the PD Academy hosted by Baxter Health Care.

Table 4 sets out the process to be adopted by the ANZSN.

Table 4: Process for ANZSN review and endorsement of the annual program and curriculum for the PD Academy

Process and Timeline
<ol style="list-style-type: none">1. At least three months prior to the annual PD Academy, Baxter Healthcare will write to the ANZSN and formally request that the ANZSN endorse the program and curriculum for the proposed meeting.2. The request must be accompanied by the program and curriculum. The content of the program and curriculum must be in its final form (although the presenters may change), as any ANZSN endorsement granted is limited to the content submitted.3. The ANZSN ETC will review the program and curriculum for each PD Academy. Any ETC members with a conflict of interest (such as membership of the PD Academy Faculty) will not participate in the review.4. The ETC will then advise the ANZSN Council on whether the content can be endorsed by the ANZSN, taking into account alignment with the RACP curriculum and relevant industry practice and standards.5. If the content of the program and curriculum is approved, the ANZSN will advise Baxter Healthcare of its endorsement. The endorsement will be limited to the content of the course curriculum and program as submitted. Any changes to the content subsequent to ANZSN review are not to be taken as endorsed by the ANZSN.6. If the content of the program and curriculum is not endorsed, the ANZSN will advise Baxter Healthcare of its reasons, and Baxter may, at its discretion, submit a revised program and curriculum for consideration.7. Once endorsed, and subject to any stated exceptions in relation to a particular PD Academy, Baxter Healthcare may use the ANZSN logo and the following wording in promoting the PD Academy: <i>Logo + "The content of the program and curriculum is endorsed by the ANZSN"</i>8. Within three months of each PD Academy, Baxter Healthcare is to provide the ANZSN with a de-identified summary report on attendees' feedback on the educational content delivered at the PD Academy. The report is to be provided to the ETC thence Council if the feedback is significant.

4.2 Delivery of education courses

The Education and Training Portfolio Lead will liaise with the ANZSN Office to plan and deliver the education courses that fall outside the scope of those to be organised by the ANZSN's Professional Conference Organiser (PCO).

This includes the organisation and delivery of the following:

- Basic Course, which is conducted annually;
- Advanced Course, which is conducted biennially;
- HD Academy, which is conducted biennially; and
- Kidney School webinars.

The Nephrology and Transplantation Update Course is held in conjunction with the ANZSN ASM. As for all other education courses, the course program and curriculum for the Update course will be approved by the ETC in consultation with the SPAC (due to the overlap of international speakers), but the logistics relating to its organisation rest with the PCO for the ASM.

A step by step guide to the planning and delivery of ANZSN education courses is at Section 7.

4.2.1 General organising principles supporting the delivery of ANZSN education and training courses and other activities

The education and training courses offered by the ANZSN will seek to promote the highest standard of professional practice and research excellence.

All courses will prioritise Advanced Trainee participants (Basic, Advanced, HD Academy, Kidney School webinars) and/or Nephrologists (Update Course). At the discretion of the nominated ETC Education and Training Portfolio Lead, other participants (Nephrologists, Basic Physician Trainees etc) will be allowed to attend the nominated course.

The course program will align with the RACP curriculum for Advanced Training in Nephrology, where focused on Advanced Trainees and Nephrologists, and other relevant standards where focused on promoting research excellence.

Courses will be conducted on a rotating basis in Melbourne, Sydney, Brisbane and New Zealand.

Course lecturers will be experts in their field, and wherever possible, located in the state in which the course is delivered. This approach is necessary to obviate the need for the Society to pay travel and accommodation costs for presenters, who generally give their time and expertise at no cost.

The ETC Education Portfolio Lead responsible for the organisation of each course will endeavor to achieve a gender balance in the selection of presenters or lecturers for each course.

Course costs will be kept to a minimum for attendees, wherever possible.

The Society will underwrite each course, but will endeavor to offset these costs through sponsorship and in kind support (such as fee free venues) wherever possible.

Sponsorship opportunities to support education and training courses fall within the responsibility of the ANZSN's annual Partnership Strategy developed by the Honorary Treasurer and approved by the Council.

The ETC Education and Training Portfolio Lead will liaise with the Treasurer to understand the sponsorship strategy for each program, and to set the course attendance fee for the relevant ANZSN education program. This will ensure that the level of sponsorship secured and/or fees set, appropriately reflects the value and cost of the offering.

All courses will be evaluated by attendees, with the feedback reported to the ETC. Feedback will be used to review and improve subsequent course programs.

Attendees will be issued with a certificate of attendance, but only where they attend at least 80% of the scheduled course.

All course presenters will receive a formal letter of appreciation from the ANZSN acknowledging their contribution to the work of the Society.

Course materials will not be distributed to attendees following the course. Rather, the materials will be uploaded to the Kidney eLearning Hub, and will be accessible only to Hub members.

Gifts and expenses

In general, the ANZSN will not offer an honorarium (or payment of travel, accommodation or ground transport costs) to presenters and lecturers invited to speak at its conferences and courses, on the basis that Members are making a contribution to the Society, or may otherwise draw on their Teaching, Education, Study Leave (TESL) or equivalent provision in each State/New Zealand. Members may also be eligible to apply for an ANZSN Special Purpose Travel Grant.

Council may consider an exception to this general principle, including in situations where there is a need for a particular type of expertise which is not readily available locally, or where the ETC Education and Training Portfolio Lead has expended the CME funds available to them and no other funds are available. In these types of cases, the ETC will seek approval from Council to provide a contribution to support reimbursement of reasonable expenses or other financial support.

Gifts to presenters/lecturers are provided only by exception. This may include circumstances where non ANZSN members provide their time and expertise in support of an ANZSN education course, for example, dialysis nurses who provide support to the HD Academy. Generally gifts are to be modest (of no more than \$200 in value and generally given in the form of a gift voucher).

Table 4: Review process for course materials (presentations and webinars)

Review Principles

All education and training materials proposed for placement on the ANZSN Kidney eLearning Hub must be reviewed by three reviewers (Education Portfolio Lead and two other reviewers). At least one of the reviewers should be a non-member of the ETC, with appropriate expertise.

The Education and Training Committee and the Scientific Program and Awards Committee will work together to develop and maintain a list of external Abstract/Course Reviewers.

All external reviewers must be Nephrologists and have the appropriate expertise to undertake the relevant review.

Prior to agreeing to act as a reviewer in any particular case, any potential conflicts of interest, or other matters that may lead to a real or perceived bias in carrying out an objective and fair-minded review must be declared, and considered. Where there is an actual conflict, or factors creating a real or perceived bias, a reviewer must not undertake the review.

A copy of the ANZSN Review Template can be found at Section 7.

Process

The relevant Education and Training Portfolio Lead will identify and appoint Nephrologists on the external Abstract/Course Reviewer list and/or otherwise with relevant expertise to

undertake reviews, taking into account the subject matter for review and the expertise of the reviewer.

External reviewers will be invited to review between three to five presentations/webinar/education materials.

Each presentation/webinar/education material will be reviewed using the prescribed ANZSN Review Template.

Where practicable, the three reviewers will be identified before the presentation/webinar is delivered to optimize the timeliness of the review process once the presentation/webinar/education material is delivered.

The external Abstract/Course Reviewers will be made known to each other and may confer throughout the review process as they consider appropriate.

Where there are dissenting views, the Education and Training Portfolio Lead will liaise with the reviewers and the presenter to reach an agreed outcome, which may result in the materials being modified accordingly or withheld from the eLearning Hub.

The aim is for the review process to be complete within three weeks of the distribution of the materials for review.

In the event that the nominated Abstract/Course Reviewers are unable to reach agreement, the Portfolio Lead will make a determination, including referral of the matter to the ETC for further consideration if appropriate.

Review criteria

A standard template will be provided to all reviewers to complete.

The template will seek the reviewer's feedback in relation to the following matters:⁶

1. **Quality of the Content** – is the material appropriate to the targeted audience, are the learning objectives clear, is the content relevant, accurate and reflective of evidence based practice and is the evidence appropriately referenced?
2. **Potential Effectiveness as a Teaching-Learning Tool** – to what extent can the learning material be adapted, satisfy different teaching and learning styles; does it reflect current, accepted methodology and does it enable the delivery of task based learning that meets individual needs?
3. **Ease of Use** – is the learning material presented attractively, is the format clear and logically laid out and does it support flexible, self-directed learning; are the images clear and any audio easy to hear?
4. **Comments** - are there any other concerns, for instance, the use of images or quotations or case studies that may raise concern in terms of potential breaches of intellectual property, cultural sensitivity, privacy or confidentiality.

⁶ Ontario Adult Literacy Curriculum Framework, How to Use the “Checklist for Evaluating Learning Materials”, Ontario Ministry of Training, Colleges and Universities, March 2011 pp 3 – 4.

Abstract/Course Reviewers should be asked to note that some of the education material (such as a presentation) may have limited context (for instance, there will be no voice over), and this will need to be taken into consideration in the evaluation process.

Approval

The Education Portfolio Lead will receive and review the two independent reviews, liaising with the reviewers and presenter to resolve any issues relating to the presentation or webinar.

The Portfolio Lead is authorised to approve the uploading of presentations where there is a consensus that the material is suitable for uploading to the eLearning Hub.

The Education and Training Committee must be advised of all the approved (and withheld) presentations/webinars/education material uploaded to the eLearning Hub.

Where there is no consensus amongst Abstract/Course Reviewers about the suitability of material for uploading the matter is to be referred to the ETC for further consideration.

The ANZSN Office will maintain records of the materials reviewed and approved/not approved for uploading to the eLearning Hub.

4.2.2 Management of the Kidney eLearning Hub

The designated ETC Education and Training Portfolio Lead is responsible for supervising the placement, curating and hosting of content on the Kidney eLearning Hub.

The Education and Training Portfolio Lead will work with the ANZSN Office to confirm:

- the uploading of material on to the site, once approved and with the author's consent; and
- the decommissioning of material on the site.

Under the direction of the Honorary Executive Officer, the ANZSN Office will be responsible for maintaining the content as directed by the Education and Training Portfolio Lead and approved by the ETC (directly or under delegation from Council).

All material will be formally reviewed by at least three independent reviewers (Education Portfolio Lead and two other reviewers) before being uploaded to the eLearning hub. See Table 4.

As a general principle, no material will be held on the eLearning Hub site for longer than four (4) years, unless the ETC and the author agree otherwise.

All material housed on the site must be accompanied by the written consent of the author, using the ANZSN approved Consent Form (refer 7.5).

No material is to be uploaded to the site until written consent from the author/s has been received. If there are multiple authors, all authors must give their consent using the ANZSN approved Consent form.

All material uploaded to the eLearning hub must be free of sponsor endorsements or other marketing material.

4.2.3 Role of the ANZSN Office

Under direction of the Honorary Executive Officer, the ANZSN Office will provide administrative support to the ETC and the Education and Training Portfolio Leads in the management of the Education Portfolio.

a) *Education courses (Basic and Advanced Courses and the HD Academy)*

The ANZSN Office will work with the Education Portfolio Lead to:

- Advise the Honorary Treasurer of the budget for each course;
- Confirm the venue and catering for each event;
- Prepare promotional material for direct mail out and/or inclusion in the ANZSN Weekly Update;
- Field and respond to enquiries, compliments and complaints from course attendees;
- Coordinate course registration and payment and ensure the maintenance of appropriate records;
- Secure presenter consents (using the prescribed form) to enable course material to be made available to attendees via the eLearning Hub after the event;
- Prepare/revise the pre-reading reference list;
- Confirm the external reviewers to undertake a review of each presentation as part of the quality review process preceding placement on the eLearning Hub and coordinate the review process;
- Liaise with the ANZSN website administrator to upload material to the Kidney eLearning Hub (once approved);
- Issue certificates of attendance to attendees following the course;
- Coordinate post course evaluations;
- Attend each course and provide on-site support to the coordinator, presenters and attendees;
- Maintain appropriate administrative and financial records in relation to the education courses offered by the ANZSN; and
- Monitor the effectiveness of the administrative arrangements for the education courses and make suggestions for improvement.

b) *Education course (Nephrology and Transplantation Update Course)*

The Update Course is held immediately prior to the ASM. The ANZSN Office will work with the relevant Education and Training Portfolio Lead and the PCO as required to support the planning and delivery of the course. The ANZSN Office must hold copies of all presentations, consents and related reviews.

c) *Kidney School*

The ANZSN Office will work with the Education and Training Portfolio Lead to:

- Schedule the Kidney School webinars and oversee the delivery of each scheduled webinar (ie coordinating the live delivery of the webinar);
- Prepare and disseminate promotional material to advertise Kidney School webinars;
- Secure presenter consents (using the prescribed ANZSN Consent form) to enable course material to be made available to attendees and/or on line as directed;

- Confirm the independent Abstract/Course Reviewers to undertake a review (using the prescribed ANZSN Review form) of each presentation as part of the quality review process preceding placement on the eLearning Hub and coordinate the review process;
- Field and respond to enquiries, compliments and complaints from Kidney School participants;
- Maintain appropriate administrative and financial records in relation to Kidney School; and
- Monitor the effectiveness of administrative arrangements for Kidney School and make suggestions for improvement.

d) *Kidney eLearning Hub*

The ANZSN Office will work with the Education and Training Portfolio Lead to:

- Upload, maintain and dispose of material on the site, ensuring the completion of the required quality review process and that all approvals and consents are in place;
- Work with the designated Education Portfolio Leads to ensure the effective operations of the eLearning Hub;
- Liaise with content creators (eg course presenters) to secure consents (using the prescribed ANZSN Consent form) to enable material to be made available on the eLearning Hub;
- Prepare promotional material on the eLearning Hub for direct mail out and/or inclusion in the ANZSN Weekly Update;
- Field and respond to enquiries, compliments and complaints from eLearning Hub subscribers;
- Maintain appropriate administrative and financial records in relation to the Kidney eLearning Hub; and
- Monitor the effectiveness of administrative arrangements for the Kidney eLearning Hub and make suggestions for improvement.

4.3 Financial Matters

The funding of ANZSN education and training courses and the ANZSN Kidney eLearning Hub will rest with Council, with advice from the ETC as appropriate.

The general principles are:

- The ANZSN Office will maintain a working budget for each education course and the Kidney eLearning hub, with advice from the Education and Training Portfolio Lead to check and test expense and revenue assumptions;
- The Honorary Treasurer, under delegation from Council, will set attendance fees for ANZSN education and training courses and the membership fee for the eLearning hub, which will be reviewed on an annual or biennial basis as appropriate. As a general principle an attendance fee will be charged for all courses to act as an incentive to support attendance;
- The Honorary Treasurer will develop, for approval by Council, the annual Partnership Agreement (ie sponsorship strategy) for the ANZSN, which will bundle the education and training programs +/- the eLearning hub into the various levels of sponsorship sought from industry partners (Platinum, Gold, Silver and Bronze as appropriate); and

- The ANZSN Office will maintain financial records relating to ANZSN Education Courses and in relation to the eLearning hub.

Any queries relating to budgets, funding and sponsorship should be directed to the Honorary Treasurer and the ANZSN Office.

4.4 Risk Management

Risk management is core to the effective management of the education courses offered by the ANZSN and the curation of the ANZSN Kidney eLearning hub.

4.4.1 Core elements of the risk management framework

The core elements of the ANZSN's risk management strategy include policies and procedures to promote good governance and to mitigate legal, financial and reputational risks.

Governance

- Development of policies and procedures, including this policy, which set out the principles by which the ANZSN will develop, endorse, deliver and evaluate education and training programs and the housing of those materials on the Kidney eLearning Hub.

Legal

- Development of disclaimers, legal and privacy notices, user terms and conditions which clearly set out the responsibilities of the ANZSN and users of the eLearning Hub.
- Management of intellectual property through the procurement of consent to use and share material delivered at ANZSN education courses and uploaded to the Kidney eLearning Hub.
- Establishment of formal contracts with key providers (such as IT service providers) to ensure that the scope of services and the standards required are clearly documented and understood by all parties. In relation to the eLearning Hub, this includes maintenance responsibilities of the IT provider to align with user expectations and Australian Consumer law requirements.
- Procurement of insurances, which are held and regularly reviewed by the ANZSN Office, including workers' compensation, public liability and professional indemnity insurance.

Financial

- Management of financial risk, to ensure that the education programs are conducted on a break even or better basis and that the sponsorship arrangements appropriately reflect the cost of running the courses and the value of those courses to third parties.

Reputational

- Adoption of clear guidelines, including the RACP's *Guidelines for ethical relationships between health professionals and industry*, to help ensure the ANZSN manages its third party relationships in an ethical manner.⁷
- Conduct of reviews of educational material in an objective, fair-minded and professional manner.

⁷ RACP, Fourth Edition, August 2018

- Policies and processes to facilitate high quality and appropriately targeted education and training for Members, and others with an interest in kidney health, function and disease.

4.4.2 Risk management checklist

When planning an education or training course or in curating the Kidney eLearning hub, it is important to consider the key risks (governance, reputational, financial and legal) to be managed.

Key matters to consider include:

- Have the policies and procedures set out in the Governance Policy for the Education and Training Portfolio been followed?
- Has the presenter/presenters consented to the placement of their educational materials on the eLearning Hub?
- Has a quality review process been completed, and are the materials approved for use or uploading to the eLearning Hub?
- Does the ANZSN hold the appropriate insurance coverage for the type of course contemplated or material to be uploaded to the eLearning hub?
- Has the ANZSN Honorary Treasurer confirmed that funding is in place to support the conduct of the education or training program?

If in doubt, the ANZSN Office and the ANZSN Honorary Executive Officer should be contacted, to discuss an issue or arrange for specialist advice as appropriate.

4.5 Other Governance Matters

To complement the Governance Policy for the Education and Training Portfolio, a resource list has been created to provide guidance on general ANZSN policies and procedures.

4.5.1 ANZSN Governance Charter

The ANZSN Corporate Governance Charter is the primary source of information on how the ANZSN operates on a day to day basis and can be found [here](#).

4.5.2 Delegation of Authority Policy

This document sets out the general principles governing the delegation of the Council's powers and a schedule of delegation to support the effective governance of the Society.

The document outlines who can approve expenditure and make decisions on behalf of the Society.

A copy of the ANZSN Delegation of Authority Policy can be found [here](#).

4.5.3 Insurances

The following insurances will be held by the ANZSN (and regularly reviewed) as part of its risk management strategy:

- Public Liability
- Professional Indemnity
- Workers Compensation (as required by law)
- Travel Insurance (ANZSN employees and officers)

The management of the insurance portfolio is the responsibility of the ANZSN Office under the direction of the Honorary Executive Officer.

4.5.4 Sponsorships and use of the ANZSN logo

All matters relating to the procurement of sponsorship in support of the Education and Training Portfolio are to be directed to the Treasurer, ANZSN.

The ANZSN's engagement with sponsors is informed by the RACP *Guidelines for ethical relationships between health professionals and industry*.⁸

The use of the ANZSN name and/or logo on any non-ANZSN educational materials must be approved by Council.

4.5.5 Management of Intellectual property

The ANZSN Consent Form (reviewed from time to time) must be completed by all presenters at ANZSN courses who wish their educational material to be housed on the Kidney eLearning Hub.

A copy of the ANZSN Consent Form can be obtained from the ANZSN Office.

4.5.6 Website and database maintenance

The ANZSN contracts with a third party (IT provider) to maintain the ANZSN website and the Kidney eLearning hub.

The role of the IT provider is to:

- host and maintain the websites and associated databases;
- ensure adequate and effective cybersecurity and protection of the ANZSN's intellectual property and reasonably diligent stewardship of the ANZSN's online presence; and
- respond to server and non-server related disruptions and problems within specified timeframes.

All liaison with the IT provider is via the ANZSN Office.

4.5.7 Organisation of Conferences

The ANZSN contracts with a third party (Professional Conference Organiser - PCO) to work with designated Committees and Local Organising Committees to plan and deliver the Society's key conferences and meetings.

⁸ RACP, Fourth Edition, August 2018

The PCO is contactable through the ANZSN Office.

The ANZSN has adopted key policies that directly impact the organisation of its education and training courses and meetings. These policies include:

- the ANZSN Event Sustainability Guide, which provides practical information on how to plan and deliver nephrology conferences more sustainably. A copy of the Guide can be found [here](#); and
- the ANZSN Gender Equity Statement, which promotes inclusiveness in relation to the selection of lecturers and reviewers for ANZSN education and training courses. A copy of the Statement can be found [here](#).

The ANZSN Conference Guide (in development) will also provide guidance on the organisation and delivery of all ANZSN meetings and education courses.

5. Review

This policy will be reviewed on a regular (at least three yearly) or as needs basis to ensure it remains relevant and fit for purpose.

6. Contact Details

All enquiries in regard to this policy should be directed to the Honorary Executive Officer, ANZSN on email: anzsn@nephrology.edu.au.

7. Appendix - Step by step planning guides and related information

Practical step by step guides have been developed to help plan and deliver ANZSN education and training courses and to curate the Kidney eLearning Hub.

7.1 Step by step guide - ANZSN Basic and Advanced Courses and the HD Academy

Task	Who [Responsible person/group]	When [from course delivery date]
1) Contact ANZSN Honorary Treasurer to set course registration fees and to confirm course sponsor within the context of the ANZSN Sponsorship Policy	Education Lead [Basic or Advanced Course and HD Academy]/Treasurer/ANZSN Office	- 6 months
2) Confirm location/venue/catering	Education Lead [Basic or Advanced Course and HD Academy]	- 6 months
3) Issue a 'claim the date' for the course to enable attendees to arrange study or other leave in order to attend	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office (with HEO approval)	- 6 months
4) Identify and commence speaker selection, mindful of the ANZSN's commitment to promoting gender equity and diversity	Education Lead [Basic or Advanced Course]	- 6 months
5) Provide template presentations for presenters to refresh (secure approval from previous presenter to recycle presentation before doing so)		- 5 months
6) Review the program and curriculum	Education Lead [Basic or Advanced Course]	- 3 months
7) Set up Eventbrite registration (make sure the registration form collects information on dietary needs)	ANZSN Office	- 4 months
8) Promote the course:		
- Targeted email to Advanced Trainees listed on ANZSN database with cc to Heads of Department	ANZSN Office (with HEO approval)	- 6 months
- Invitation to the Basic Course to also be extended to Advanced Trainees in General Medicine and interested Basic Physician Trainees.		
- Advertisement in ANZSN Weekly Update	ANZSN Office (with HEO approval)	- 2 months (Weekly)
- Placement on ANZSN Website	ANZSN Office (with HEO approval)	- 4 months

Task	Who [Responsible person/group]	When [from course delivery date]
9) Finalise program and curriculum; secure ETC approval	Education Lead [Basic or Advanced Course and HD Academy]/ETC	- 2 months
10) Update the reference list for the course	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office	-
11) Finalise speakers and confirm attendance	Education Lead [Basic or Advanced Course]	- 1 month
12) Request author/presenter consent to enable placement of presentation on elearning hub	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office`	- 1 month
13) Identify and contact the independent Abstract/Course Reviewers for each of the presentations (to enable rapid distribution post event).	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office`	- 1 month
14) Provide registrants with a copy of the program, curriculum, reference list + map of the venue.	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office	- 2 weeks
15) Prepare participant evaluation (feedback) form.	Education Lead [Basic or Advanced Course]	- 2 weeks
<p>16) Check and confirm venue (confirm access arrangements; point of contact on the day); catering (number of attendees; advise any special requirements; confirm contact person on the day – including a mobile number); touch base with sponsor (if relevant) to confirm catering arrangements and point of contact; prepare directional signage to be placed at relevant points at the venue.</p> <p>*Note – Check and honour any obligations (as set out in the ANZSN Partnership Agreement) to acknowledge specific sponsors (Platinum and Gold are acknowledged at the Basic and Advanced Courses. Platinum sponsors are also recognized at the HD Academy. Recognition to take the form of a formal acknowledgement at the opening and closing of the education session and inclusion of a logo on the welcoming and closing slide.)</p>	ANZSN Office	- 1 week
17) Conduct the course; secure participant feedback and secure any outstanding author/presenter consents. Ensure the consent matches the presentation.	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office	- 0

Task	Who [Responsible person/group]	When [from course delivery date]
<p>*Check the ANZSN Partnership Agreement and honour any commitments give to Industry Sponsors regarding acknowledgment at the course. General approach is:</p> <ul style="list-style-type: none"> • The sponsor (name and logo) will be included on the first page of the Program for the course only; • The sponsor (name and logo) is NOT to be included on any of the educational materials (slide sets); • The sponsor (exhibition stand) is to be located OUTSIDE the venue in which the educational course is being delivered; • The sponsor (representatives) MUST NOT attend the education course itself as patient case studies may be presented. 		
18) Prepare and issue certificates of attendance. Recipients must have attended at least 80% of the program to be eligible to receive a certificate. Eighty percent means attendance before Morning Tea on both days through to Afternoon Tea on both days.	Education Lead [Basic or Advanced Course and HD Academy]/ANZSN Office	+ 1 week
19) Prepare and issue letters of appreciation to course presenters.	ANZSN Office	+ 1 week
20) Complete financial wrap up via Eventbrite and ensure funds allocated to ANZSN bank account.	ANZSN Office	+ 1 week
21) Education Lead to coordinate a quality assurance review of each presentation using the prescribed template. Each presentation to be subjected to three independent reviews (Education Lead and two others).	Education Lead [Basic or Advanced Course and HD Academy]	+ 1 week
22) Confirm final approved set of course materials (program, curriculum, reference list, consents, presentations, financials etc) on ANZSN network drive.	ANZSN Office	+ 1 week
23) Approved materials to be uploaded to the eLearning hub subject to presenter	ANZSN Office	+ 6 weeks

Task	Who [Responsible person/group]	When [from course delivery date]
consent, completion of the formal review process and removal of all sponsorship names/logos.		
24) Report to ETC (attendance levels; feedback and recommendations for improvement).	Education Lead [Basic or Advanced Course and HD Academy]	+ 3 months

7.2 Step by step guide - ANZSN Nephrology and Transplantation Update Course

The Nephrology and Transplantation Update Course is undertaken in parallel with planning for the Annual Scientific Meeting (ASM).

The PCO and Local Organising Committee (LOC), along with the ETC and the Education and Training Portfolio Lead will play a role in the planning and delivery of the event. The ANZSN Office will also fulfil certain functions.

Task	Who [Responsible person/group]	When [from course delivery date]
1) Contact ANZSN Honorary Treasurer to: <ul style="list-style-type: none"> • set course registration fees; • confirm course sponsor within the context of the ANZSN Sponsorship Policy; • confirm Continuing Medical Education (CME) speaker and travel grant arrangements with APSN. 	Education Lead [Update Course]/Treasurer/PCO/ANZSN Office	- 12 months
2) Estimate participants (usually based on city and previous year attendance) and confirm location/venue/catering as part of overall planning for the Annual Scientific Meeting.	SPAC/ ETC/PCO/LOC	- 12 months (same venue as ASM)
3) Review the design, curriculum and delivery of the program for the course.	Education Lead [Update Course]/ETC	- 12 months
4) In parallel with planning for the ASM, identify speakers, mindful of the ANZSN's commitment to promoting gender equity and diversity. Selection to occur through discussion; approach via email and subject to confirmation, and then a formal letter of invitation: <ul style="list-style-type: none"> • International speakers (2) – Two international speakers are invited to speak at the ASM (60 minute plenary, and 30 minute symposium); in addition they are invited to present a 35-40 minute lecture at the Update Course (usually confirmed 12 months in advance) • Asian Pacific Society of Nephrology (APSN) speakers (3) – Three APSN speakers are invited to speak at the ASM; in addition they are invited to present a 35-40 minute lecture at the Update Course (usually confirmed at least 8-12 months in advance) 	Education Lead [Update Course]/SPAC/ETC	- 12 months to – 0 months

Task	Who [Responsible person/group]	When [from course delivery date]
<ul style="list-style-type: none"> Local speakers from Australia and New Zealand, including the host city are invited to speak at the Update Course. 		
5) Progressively collect speaker biographies and photos for uploading to ASM website as part of promoting the conference and the Update Course	Education Lead [Update Course]/PCO	- 12 months to – 0 months
6) Set up registration process, track registration, provide registration status to Education Portfolio Lead [Update Course] and ETC monthly	PCO/ANZSN Office	- Same process as ASM
7) Review and refine the program for the Update Course (in line with speaker availability, speaker areas of interest and other related matters)	Education Lead [Update Course]/ETC	- 8 – 12 months
8) Promote the course: <ul style="list-style-type: none"> Load draft Update Course program onto the ASM website (refreshing as appropriate) 	Education Lead [Update Course]/PCO	- 12 months
<ul style="list-style-type: none"> Advertise Update Course via advertisement in ANZSN Weekly Update 	Education Lead [Update Course]/ANZSN Office	- 2 months (weekly)
<ul style="list-style-type: none"> Issue targeted email to Advanced Trainees listed on ANZSN database with cc to Heads of Department 	Education Lead [Update Course]/ANZSN Office	- 1,2,3,4 months
<ul style="list-style-type: none"> Promote Update Course by listing under 'Events' on ANZSN website; seek support from ISN and APSN to list on their websites 	Education Lead [Update Course]/ANZSN Office	- 4 months
9) Liaise with the APSN and request formal nomination of travel grant recipients from the Asia Pacific Region up to the level of pre agreed grant funding (by agreement, ANZSN and APSN jointly fund up to 20 \$USD1000 travel grants for those from low to middle income countries in the Asia Pacific)	Education Lead [Update Course]/ANZSN Office	- 4-5 months
10) Write to joint ANZSN/APSN travel grant recipients confirming grant and other related matters (eg registration for Update Course)	Education Lead [Update Course]	- 4 months
11) Finalise program and curriculum; secure Committee approval	Education Lead [Update Course]/SPAC/ETC	- 2 months
12) Finalise speakers, confirm attendance, issue presentation template and instructions to speakers	Education Lead [Update Course]	- 2 months
13) Organise and confirm session Chairs and responsibilities	Education Lead [Update Course]	- 2 months

Task	Who [Responsible person/group]	When [from course delivery date]
14) Using ANZSN Consent Form, email speakers and request author/presenter consent for recording and enable placement of presentation on eLearning hub	PCO/ANZSN Office	- 1 month
15) Provide registrants with a copy of the program, curriculum, reference list + map of the venue	PCO	- 2 weeks
16) Finalise travel grant attendee lists - instruction on travel grant presentation, photo session etc.	Education Lead [Update Course]/ PCO	- 1 month
17) Confirm independent reviewers of the education materials to expedite the review process following course delivery	Education Lead [Update Course]/ANZSN Office	- 2 weeks
18) Prepare and/ review participant evaluation (feedback) form for use at the Update course	Education Lead [Update Course]/PCO	- 2 weeks
<p>19) Conduct the course; secure participant feedback and secure any outstanding author/presenter consents</p> <p>*Check the ANZSN Partnership Agreement and honour any commitments give to Industry Sponsors regarding acknowledgment at the course. General approach is:</p> <ul style="list-style-type: none"> • The sponsor (name and logo) will be included on the first page of the Program for the course only; • The sponsor (name and logo) is NOT to be included on any of the educational materials (slide sets); • The sponsor (exhibition stand) is to be located OUTSIDE the venue in which the educational course is being delivered; • The sponsor (representatives) MUST NOT attend the education course itself as patient case studies may be presented. 	Education Lead [Update Course]/PCO	- 0
20) Prepare certificates of attendance for participants (must have attended at least 80% of the program)	Education Lead [Update Course]/ANZSN Office [confirm attendees with PCO]	+ 2 weeks
21) Prepare letters of appreciation to course presenters	Education Lead [Update Course]/ANZSN Office	+ 2 weeks

Task	Who [Responsible person/group]	When [from course delivery date]
22) Write to APSN and seek reimbursement for any costs in relation to: <ul style="list-style-type: none"> • APSN Update Course Speakers (APSN pays airfares; ANZSN pays accommodation and on the ground transportation); • APSN/ANZSN Travel Grants (split 50:50 for up to 20 grants of \$USD1,000- refer formal agreement with APSN); • Complete any other undertakings to the APSN (provision of photographs, evaluation outcomes etc) 	ANZSN Office	+ 2 weeks As per ASM formal agreement with APSN
23) Issue course materials to independent reviewers for review and thence approval by the Education Portfolio Lead	ANZSN Office	+ 1 week
24) Finalise final set of Update Course materials (program, curriculum, reference list, consents, presentations, financials etc) on ANZSN network drive	ANZSN Office	Within 2 months post course
25) Update Course presentations and recordings to be formally reviewed, edited and approved for placement on the eLearning Hub, subject to presenter consent. <i>Only materials that have been formally reviewed and for which consent is in place are to be uploaded to the eLearning hub.</i> <i>Ensure any and all promotional material (such as names and logos of sponsors) is removed prior to uploading onto the eLearning hub.</i>	Education Lead [Update Course]/ANZSN Office	Within 2 months post course
26) Complete financial wrap up and ensure funds from Update Course allocated to ANZSN bank account.	PCO /ANZSN Office	As per ASM arrangements [may take up to 3 months]
27) Report to the ETC and SPAC (attendance levels; feedback and recommendations for improvement)	SPAC (Education Lead)	+ 3 months

7.3 Template for Review of Educational Materials

ANZSN Education and Training Committee Presentation/Webinar/Other Course Material Review Process

Name of Course/Conference	
Dates of Course/Conference	
Session name (if applicable)	
Name of Presentation	
Name of Presenter	
Review	
Name of Reviewer	
Date Reviewed	
Review Criteria	Comments
Quality of the Content - is the material appropriate to the targeted audience, are the learning objectives clear, is the content relevant, accurate and reflective of evidence based practice and is the evidence appropriately referenced?	
Potential Effectiveness as a Teaching-Learning Tool – to what extent can the learning material be adapted, satisfy different teaching and learning styles; does it reflect current accepted methodology and does it enable the delivery of task based learning that meets individual needs?	
Ease of Use - is the learning material presented attractively, is the format clear and logically laid out and does it support flexible, self-directed learning and are the images clear and any audio easy to hear?	
Other comments - are there any other concerns, for instance, the use of images or quotations or case studies that may raise concern in terms of potential breaches of intellectual property, cultural sensitivity, privacy or confidentiality?	
Approved/Not Approved for placement on eLearning Hub	

Declaration of Interest – I declare I have no conflict of interest in reviewing this education material <i>A conflict of interest is defined as an actual or perceived interest in an action that results in, or has the appearance of resulting in, personal, organisational, or professional gain.</i>	
Signature	
Date	

7.4 Step by step guide - Kidney School webinars

Task	Who [Responsible person/group]	When [from course delivery date]
<p>Kidney School</p> <p>Kidney School provides webinars on contemporary topics in Nephrology.</p> <p>Access to the live webinar is free. Access to the recorded webinar is via the eLearning Hub for members only.</p> <p>Kidney School is conducted on a Tuesday evening of the second or third week of each month, excluding December and January.</p> <p>The Kidney School webinars run for one hour (6.30pm – 7.30pm AEST) including presentation time (50 minutes) and question time (10 minutes).</p> <p>Kidney School dates are determined in advance by the Education Portfolio Lead (Kidney School) and/or Kidney School Directors at the start of each calendar year.</p> <p>Once dates are confirmed, Zoom webinars are scheduled and a summary of dates published under the ‘Events’ tab on the ANZSN website. Promotion of individual webinars (date/time) will be promoted via the Weekly Update and via a direct email to those on the Kidney School mailing list.</p> <p>Troubleshooting</p> <p>Technical problems do occur during the Webinar.</p> <p>Most of these problems will be due to internet issues or the selection of the incorrect microphone.</p> <p>If a participant can’t hear – make sure they connect with audio (button (L) corner (microphone options button)).</p> <p>If the presenter’s video is lagging and causing a slow connection, it is better to cut off the video and present with just the audio for a clearer presentation.</p> <p>If audio is slow, try get the presenter to reconnect.</p> <p>In a worst case scenario where the presenters audio is still slow even after get the presenter to “call in” to the Zoom webinar and then mute their audio from their computer.</p>		
<p>1) Confirm dates with Education Portfolio Lead/Kidney School Director and:</p> <ul style="list-style-type: none"> • issue a claim the date to Advanced Trainees to enable attendees to schedule the webinars in their diaries; • upload dates to the “Events” tab on the ANZSN website. 	<p>ANZSN Office</p>	<p>- 12 months</p>

2) Confirm name and contact details of the nominated webinar presenter – email from ANZSN Office to Education Portfolio Lead/Kidney School Director.	ANZSN Office/Education Portfolio Lead	- 3 weeks
3) Contact presenter (by email) and provide/request the following [Template email below]: <ul style="list-style-type: none"> • ANZSN consent form (presenter to complete and return) - ANZSN Officer to prefill consent form with event name, event date and presenter name. • Request copy of the presenter’s presentation. If presentation includes any videos, polls, audio or extra attachments, aim to get this at least one week prior so presentation so it can be tested with video. • Request / confirm presentation topic and title with presenter. • Check if the presenter will be using any polls, as these need to be created in advance. • Organise a time to test run the presentation from the venue/technology the presenter will use to deliver the webinar. • Assist the presenter to download the Zoom app onto their phone. Access via the app is recommended as back up in the event the computer link fails on the night. 	ANZSN Office	- 3 weeks
4) Conduct a test session with the presenter on the technology and internet link they will use in delivering the webinar. [Guide below] <ul style="list-style-type: none"> • The presenter needs to be added as a “panellist” to the Zoom webinar booking. Use the “test” feature to run through with the presenter and ensure they understand everything. Key items to run through: <ul style="list-style-type: none"> • Ensure the presenter knows how to share their screen; Test audio and visual devices from their computer/laptop and on the internet they are expected to use on the day. • If they have any extra features such as videos, ensure they are working. • Poll questions need to be prepared before the webinar starts for uploading prior to the presentation. 	ANZSN Office/Presenter	- 2 weeks
5) Schedule zoom webinar for Kidney School session. <ul style="list-style-type: none"> • Send zoom meeting link to relevant parties (ANZSN members, Kidney School email list); • Send zoom meeting link to Education Portfolio Lead/Kidney School Director; and • Send “presenter” link to the relevant Kidney School presenter. 	ANZSN Office	- 2 weeks
6) Email Kidney School event flyer/invitation to recipients, with the zoom meeting link and the “Zoom How to Guide for Participants.”	Education Portfolio Lead/Kidney	- 1 week

	School Director/ANZSN Office	
7) Email Kidney School presenter to confirm arrangements. Remind presenter to be on line 15-20 minutes prior to the commencement of the webinar. This will allow time to set up and share the presentation and be ready for a 6.30pm start.	ANZSN Office	- 2 days
8) Commence Zoom webinar [Note – run in ‘practice mode’ until ready to go live at 6.25pm.] <ul style="list-style-type: none"> Once presenter joins, make them a ‘panellist’ so he/she can share their screen and presentation. Monitor attendees as they join and mute their microphones; take a screen shot of attendees for the record. [Note that the most common troubleshoot is sound, tell them to select the correct output speaker] <ul style="list-style-type: none"> At 6.20pm send a chat message to say the webinar is commencing in 10 minutes. Press record, so the webinar is recorded for uploading to the eLearning Hub. Monitor the “chat pane” in Zoom for any questions or queries that may come through, and respond as necessary. Start session with a welcome & housekeeping before handing over to speaker [Template below]. Ten minutes (10) for questions - read out questions for the presenter to answer or organise with presenter to read out their own questions on the Q&A panel feature. Close session, thanking the presenter and attendees. [Template below] 	ANZSN Office/Presenter	- 0 days
9) Save recording and presentation as a PDF and lock document; ensure consent to upload to eLearning Hub is in place.	ANZSN Office	+ 1 day
10) Prepare and issue letter of appreciation to webinar presenter.	Education Portfolio Lead/ANZSN Office	+ 2 weeks
11) Issue presentation to the independent Abstract/Course Reviewers to review using the ANZSN Review Template.	Education Portfolio Lead/ANZSN Office	+ 1 week
12) Provide reviews to the Education Lead/Kidney School Directors who will liaise with the presenter regarding any recommended changes.	ANZSN Office	+ 1 month

13) Finalise and upload to the eLearning Hub (post review and consent in place). Note that the webinar is not circulated to participants. Access is via the eLearning Hub only.	ANZSN Office	+ 5 weeks
<p>Template email to Kidney School Presenter</p> <p>Dear <i><insert presenter name></i>,</p> <p>Thank you for presenting at our upcoming Kidney School webinar on <i><insert date></i> from 6.30pm – 7.30pm AEST. I will be looking after and facilitating this webinar and your presentation.</p> <p>As we are drawing closer to the event, can I please request that you share the following items with me please:</p> <ul style="list-style-type: none"> • Presentation Title • Completed consent form – <i>see attached</i> • A copy of your presentation <p><i>Note - If your presentation will include any videos, these will need to be tested prior. If the files are too big, please email them to me using Dropbox.</i></p> <p>I would be grateful if you could send through these items by next <i><insert date></i>.</p> <p>We will be using a system called Zoom for your webinar and I would like to conduct a test with you to familiarise yourself with the Zoom system and confirm whether there are any technical issues that need to be worked through prior to the webinar.</p> <p>This practice will need to be conducted using the computer hardware and internet service that you will be using for the actual presentation on the day.</p> <p>Please let me know a suitable time for us to conduct the test, between the hours of 8:30am – 5:00pm. This test will need to be completed by <i><insert date (at least one week prior)></i>.</p> <p>If you have any questions or concerns, please let me know. I look forward to working with you.</p> <p>Thank you.</p>		
<p>Webinar Test – Guide for ANZSN Administrative Officer</p> <p style="text-align: center;"><u>Test with presenter for Webinar (held a week prior)</u></p> <ul style="list-style-type: none"> • Firstly test the sound and video of the ZOOM link • The link that you used today will be the same one you use next Tuesday night • Have you used ZOOM before? If yes, do you have any questions? If no, I will go through some highlights and trouble shoot any issues with you • Are you joining today at the same location that you will be joining next week to present? • The main features of ZOOM are:- • This is set up as webinar but you won't be able to see or hear the attendees. You will be able to hear me when I am talking. • Going through the bottom of the screen from left to right – • 1 – Mute microphone 		

- 2 – Video camera (if there are issues I will be able to trouble shoot these from my end)
- 3 – Participants – this will indicate the number of attendees
- 4 – Q & A – this is the main feature used on the night where attendees can submit questions to be answered at the end. I will keep an eye on this box and the chat box as some people put questions in there too. Erin, John & Amali will also help with the questions as they will log in too. At the end of the presentation click on the Q & A box and read out the question before you answer it as the other attendees are unable to see the questions.
- 5 – Did you want to include polling questions? If so, I will need these by the Thursday the week before the webinar so I can insert them into the program for the night. Only one presenter in 2019 wanted these added. If so, you will need to supply the questions and the multiple choice answers.
- 6 – Share screen. Have presenter check the Power Point presentation to test it can be shared. Have them open the Power Point first and THEN click share screen feature. This will open a share screen and get them to tick the 'share computer audio' box. This will share any audio in the Power Point and will allow ONLY the Power Point to be shared on the night. Presenter will control the pages and starts on the first page and clicks through as the presentation continues. Get Presenter to click on one screen and talk through it to test the audio volume and quality. Advise that sometimes once you are in presentation mode the feature options move to the top of the screen so just move your mouse around to find them.
- Advise that on the night, the Kidney School session will run for 1 hour so allow for 50mins for the presentation and 10 mins for questions. Best to leave questions till the end.
- Ask presenter to join webinar at about 6.10pm so you can do a final test. Have Power Point open and first slide ready to go.
- At 6.20 I will make the broadcast live and send a message via chat that we will start at 6.30pm.
- At 6.30pm I will turn my video off and introduce the presenter and the topic. Check what these are and the how to pronounce both the name of the presenter and the name of the presenter.
- Advise to get out of the sharing screen just hit the red cancel share button and then find the Q & A box.

Kidney School Webinar – Template Script

****START RECORDING****

INTRODUCTION:

Good evening everyone,

Welcome and thank you for joining us for this evening's Kidney School webinar.

Tonight, we have <insert name of presenter> presenting <insert presentation title / topic>.

Before we get started, I would like to go over a few items, so you know how to participate in tonight's event.

You have joined the presentation using your computer's speaker system by default. If you are having trouble hearing please select the correct speaker device you are using in the audio pane.

You will have the opportunity to submit text questions by typing them into the Q&A pane (or chat pane if preferred by the Kidney School convenor) of the control panel located at the bottom of the screen. You may send in your questions at any time during the presentation and these will be addressed at the end of the presentation.

If you have any queries regarding the session and the program itself, please use the chat function located in your control panel at the bottom of the screen. You can send a message to everyone or privately to the panelists.

Please be advised this session is being recorded. ****(START RECORDING)****

I will now hand it over to **<insert name of presenter>**.

Question and Answer Session

We will now begin the Q&A. Just a friendly reminder, you may still submit questions through the Questions pane on your control panel.

<insert name of presenter> please pop out your questions pane on the control panel and you will begin to start seeing your first question to answer.

CONCLUSION:

That concludes tonight's Kidney School webinar. Many thanks to **<insert name of presenter>** for a great presentation. Thank you for joining us tonight and we hope to see you next time.

Webinars will not be distributed to attendees, but will be available on the ANZSN Kidney eLearning Hub shortly.

****(STOP RECORDING)****

7.5 ANZSN Consent Form [as at 11 November 2019]

Agreement to Present Form

Event Name:	
Event Date:	
Name of Presentation:	
Presenter:	
Email contact:	

I acknowledge and agree that my attendance and presentation at the event named above is on the conditions set out in paragraphs 1 – 3 below.

Name:	
Signature:	
Date:	

1. In this form the term “presentation” includes lecture, seminar, workshop or other information developed, organised or conveyed in a structured manner in any format and by any means for the purpose of professional development, learning, knowledge transfer, education, training or like purpose. 2. I confirm in relation to my presentation:
 - a) that the factual content, including information and data, in my presentation and in any associated supporting materials (including but not limited to handouts, notes, videos, music, pictures or slideshow) connected with the presentation is true and accurate to the best of my knowledge;
 - b) that I either own the content in my presentation and associated supporting materials, or to the extent I do not own the content in my presentation and supporting materials,
2. I confirm that:
 - a) I am licensed to use and to grant a sublicense to use, the relevant content in my presentation and supporting materials that I do not own; or
 - b) the use of another person’s material in the presentation or associated supporting materials is expressly stated and attributed in the presentation or supporting materials, and such use is a fair dealing for the purposes of research or study, criticism or review.
 - c) I have complied with all relevant legislation and other legal obligations concerning information, data and other materials forming the content of, or otherwise included in, my presentation and associated supporting materials, including (but not limited to)

legislation and other legal obligations in relation to intellectual property and moral rights, in relation to the privacy of any patient or other person, and in relation to confidential information;

- d) that my presentation and any associated supporting materials do not contain any content which may defame, offend or discriminate against any person or group.

3. I agree:

- a) that the Australian and New Zealand Society of Nephrology (ANZSN) may transmit my presentation over the internet by live stream;
- b) that ANZSN may make an audio-visual recording of my presentation and may copy any support materials connected with the presentation;
- c) that the ANZSN may, in whole or in part, publish a copy of the recording of my presentation on the ANZSN's websites;
- d) that the ANZSN may, in whole or in part, publish a copy of any supporting materials connected with my presentation, on the ANZSN's websites;
- e) that ANZSN may publish on social media websites a reference and hyperlinks to copies of my recording of my presentation and supporting materials, and that those social media websites may not be hosted in Australia or New Zealand;
- f) to facilitate ANZSN using my presentation and any associated supporting materials in the manner set out above, I grant to the ANZSN, a royalty free, sub-licensable, non-exclusive, perpetual license to use, reproduce, publish, modify or adapt the presentation and any associated supporting materials for the purpose of general information and for the purpose of the education and training of trainee physicians or physicians, including for the purposes of continuing professional development;
- g) to the ANZSN publishing my name, position title, company/organisation name and email addresses on the ANZSN websites in association with a copy of the recording of my presentation;
- h) that the ANZSN may take my photograph at the event and I consent to the ANZSN publishing any such photographs on the ANZSN websites or in ANZSN publications;
- i) I will assist in media activity related to the event, including interviews, as reasonably requested by ANZSN;
- j) to present, and permit the use of the presentation, as outlined above without charge, payment or reimbursement of any expenses;
- k) that I am responsible for my own travel and other expenses associated with attending any ANZSN event or other activity for the purpose of giving my presentation unless otherwise agreed with ANZSN in advance;
- l) that ANZSN is not responsible, and is not insured, for any injury to person or loss or damage to property I may sustain in travelling to and from any event, or other activity, conducted by or on behalf of ANZSN for the purposes of giving my presentation. I understand I am responsible for arranging any insurance cover I may require for such travel, and that ANZSN is not responsible for the cost of any such insurance.

7.6 Course Dates, Locations and Frequency

The dates and locations of ANZSN education and training programs are set out below.

A forward plan setting out the dates and locations of courses (at least two years in advance) will be developed by the ETC and advised to the Honorary Treasurer.

In setting dates the relevant Education Portfolio Lead need to be mindful to try and avoid:

- Public holidays in any of the Australian states and territories and New Zealand;
- School holidays in any of the Australian states and territories and New Zealand;
- Other key conferences, such as the ANZSN ASM, the NZ Chapter Meeting and others as relevant;
- Other significant events including, but not limited to, the Jewish New Year.

A 'centralised calendar' will be developed and maintained by the ANZSN Office to share dates and to avoid clashes with other key events. This calendar will be placed on the ANZSN website under the "Events" tab.

In relation to the frequency of courses, the following approach has been endorsed:

- Basic Course – held annually
- Advanced Course – held biennially (alternates with HD Academy)
- Nephrology and Transplantation Update Course – held annually ahead of the ASM
- HD Academy - held biennially (alternates with the Advanced Course)

In terms of location, the following approach applies:

- Basic Course – to rotate between Sydney, Melbourne, Brisbane and Auckland
- Advanced Course – to rotate between Sydney and Melbourne
- Nephrology and Transplantation Update Course – as per the ASM
- HD Academy - to rotate between Sydney and Melbourne

Basic Course		Advanced Course		HD Academy	
Date	Location	Date	Location	Date	Location
2017	Sydney [Kerry Packer Edu. Centre, RPA]				
7 – 8 April 2018	Auckland, NZ [Royal North Shore Edu. Precinct]	14 – 15 July 2019	Melbourne, VIC [Box Hill Hospital]		
6 - 7 July 2019	Brisbane, QLD [Royal Brisbane Hospital Edu. Centre]			19-20 October 2019	Melbourne, VIC [St Vincent's Hospital]
21 – 22 June 2020	Melbourne [Box Hill Hospital]	9-10 May 2020	Sydney, NSW [Kerry Packer Edu. Centre, RPA]		
TBC (Late June) 2021	Auckland, New Zealand [Royal North Shore Edu. Precinct]			TBC	Sydney, NSW
TBC	TBC	2022	Melbourne, VIC		

7.7 Course and eLearning Hub Fee Schedule

The attendance fees for each of the ANZSN education courses and for access to the ANZSN eLearning Hub will be determined by the Honorary Treasurer.

In setting the fees, the Treasurer will consult with the ETC and the relevant Education and Training Portfolio Leads taking into account the cost of each course and the availability of sponsorship.

Course	Fees as at 2018 - 2019
Basic Course	2019 - \$75 + GST
	2020 - \$50 + GST
Advanced Course	2018 - \$50 including GST
	2020 - \$50 + GST
2018 Update Course	<p>Full Attendance Costs</p> <p>\$400 + GST ANZSN Member (attending the ASM) \$400 + GST International Concession (attending the ASM) \$500 + GST Non-Member (attending the ASM) \$350 + GST Trainee/Scientist (attending the ASM) \$450 + GST ANZSN Member (not attending the ASM) \$525 + GST Non-Member (not attending the ASM) \$375 + GST Trainee/Scientist (not attending the ASM)</p> <p>Day Attendance Costs (Saturday or Sunday)</p> <p>\$180 + GST ANZSN Member (attending the ASM) \$180 + GST International Concession (attending the ASM) \$230 + GST Non-Member (attending the ASM) \$155 + GST Trainee/Scientist (attending the ASM) \$205 + GST ANZSN Member (not attending the ASM) \$245 + GST Non-Member (not attending the ASM) \$170 + GST Trainee/Scientist (not attending the ASM)</p>
2020 Update Course	<p>Full Attendance Costs</p> <p>\$400 + GST ANZSN Member (attending the ASM) \$400 + GST International Concession (attending the ASM) \$500 + GST Non-Member (attending the ASM) \$350 + GST Trainee/Scientist (attending the ASM) \$450 + GST ANZSN Member (not attending the ASM) \$525 + GST Non-Member (not attending the ASM) \$375 + GST Trainee/Scientist (not attending the ASM)</p> <p>Day Attendance Costs (Saturday or Sunday)</p> <p>\$180 + GST ANZSN Member (attending the ASM)/International Concession (attending the ASM)</p>

2019 HD Academy	\$125 + GST (no sponsorship of the 2019 pilot)
Kidney School	Nil – Access to webinar free at time of delivery; membership of Kidney eLearning Hub a prerequisite to access recordings
2019 Kidney eLearning Hub	<ul style="list-style-type: none"> • Individual ANZSN Member - \$50 + GST • Individual APSN/RSA Member - \$100 + GST • Non – ANZSN Members - \$400 + GST • Institutions - \$600 + GST