



Interested in Running an EVF HOW Plus course?

If you are interested in running an EVF HOW Plus Course, please read the following information/guidelines. All applications should be sent to Tomas Urbanek (urbanek.tom@interia.pl).

If you have any questions, please contact Dr Tomasz Urbanek (urbanek.tom@interia.pl) or Dawn Bond (evfhowplus@europeanvenousforum.org)

What is EVF HOW Plus?

During the European Venous Forum Hands-on Workshop (EVF HOW), learners frequently ask for the possibility to receive more in-depth instruction about the details of various procedures in clinical practice. The main goals of the EVF HOW Plus courses are to provide this possibility.

Main Objective

To ensure sufficient skills by providing detailed knowledge and practical training in a clinical setting to initiate the use of a procedure

Detailed objectives will be stated for each EVF HOW Plus course and include:

The learner should be able to

1. understand the decision making process leading to the intervention
2. choose the appropriate investigations in a patient
3. select the correct patient for the procedure
4. decide on the appropriate technique of the procedure
5. list the details of the procedure
6. initiate the use of the procedure in his/her institution
7. manage complications
8. plan an appropriate follow-up of the patient

Note! The learner will be given a certificate of attendance of the course, which in no way ensures or certifies any competence to perform the procedure. EVF does not have that authority.

Pre-requisites for learners to attend EVF HOW Plus:

The learner should have

1. preferably attended the EVF HOW;
2. sufficient basic endovascular skills such as experience of DUS-guided access, placing of sheaths, handling guide wires and catheters, intra-interventional use of DUS etc. before training in percutaneous procedures;

3. sufficient experience as surgeons of exploration of arteries and veins before training in open venous procedures.
4. sufficient basic skills to attend other advanced courses such as DUS.

How is the EVF HOW Plus courses structured?

Duration: Short duration (rarely >2 days)

Number of learners: Depending on type of course, min 4 – max 20

Tools of instruction (when appropriate):

- Presentations or lectures should be few and largely avoided, if possible.
- Discussions on defined didactic Cases Presentation should replace presentations. The clinical cases should be selected with the aim to a/ support the objectives of the course, and b/ introduce the local clinical cases to be treated.
- Simulator training, if available.
- Preceptorship in the OR, endovascular suite or office environment. Learners will follow the instructors during the interventions or investigations of real time patients. Learners will be, if possible, given the opportunity to assist during open or percutaneous interventions, discuss tips-and tricks, and observe procedural technical detail.
- Post-intervention discussion on accuracy of preoperative diagnosis, correctness of the indication to intervene and choice of procedure. Post-operative care and need and type follow-up will be discussed.
- Hands-on practice of non-invasive investigatory skills on patients, when appropriate, such as DUS.
- Additional material including videos will be available on a special associated website, EVF VIP, to enhance the learning experience and make it possible for the learner to return to the discussed cases and demonstrated interventions

Type of procedure Courses of EVF HOW Plus to be planned:

- Duplex Ultrasound Investigation
- Research/Non-invasive Investigations
- Saphenous and Non-saphenous Vein Treatment
 - Radiofrequency technique
 - Laser ablation
 - Foam sclerotherapy
 - Steam ablation
 - Pharmaco-mechanical ablation
 - Glue ablation
 - Phlebectomy
- Stenting of the femoro-iliocaval venous outflow tract
- Repair of deep valves
- Early clot removal

HOW TO APPLY?

It is essential to provide the following information:

1. Content of the Course (see above)
2. Venue

Please also provide information on local facilities including local transport links, access from airports, accommodation, local restaurants etc
3. Date: to be agreed by EVF HOW Plus Coordinator
4. Description of the Course (see above)
5. Objectives of the Course (see above)
6. Schedule/Programme of the Course
7. Evaluation Form for Delegates
8. Expected Outcomes for Attendees
9. Proposed number of delegates
10. Type of delegate qualifications required for the Course
11. Faculty:
 - a. Director(s) – responsible for the organisation of the Course
 - b. Additional Faculty
 - c. Coordinator – coordinate the logistics of the programme e.g. hotel, catering, room use.
 - d. Any other staff (please provide details)
12. Sources of all funding (e.g. course registration fee, company sponsorship)

The intention is for the course to be self-financing. The local organisers and the EVF HOW are jointly responsible for all sources of funding, which goes through the EVF HOW/Foundation as “unrestricted educational grants”. In certain situations, the EVF Foundation may be able to support the course, if funds are lacking.
13. Budget. All proposed income and expenditure. Budgets should be balanced (see point 12).
14. Registration Fee (inclusive of lunch, refreshments, evening meals (if applicable). (Accommodation and travel is on the delegate)

Budget must contain the following information (see example below). When finalized send to Dr Tomasz Urbanek (urbanek.tom@interia.pl)

INCOME
Company Educational Grants, include company names and amounts.
Registration Fee (per delegate) x number of delegates

EXPENDITURE
Venue Hire (including all rooms)
Audiovisual (e.g. Projector, screens, microphones)
Catering (coffee/tea breaks, lunch each day, evening meals, if applicable)
Equipment, if required.
Other onsite costs: List items and amount
Tutor Expenses (per day/session). Include tutor name and amount
Faculty Expenses (per day/session). Include faculty name and amount
Other staff costs
Printed Material
Consumables

Balance: Income less Expenditure:

Expenses will only be paid on production of an invoice addressed to
European Venous Forum,
PO Box 172, Greenford, Middx, UB6 9ZN, UK
And sent to Anne Taft (admin@europeanvenousforum.org)

EXAMPLE OF BUDGET:

EVENT TITLE:

COURSE COORDINATOR:
(including name and email address)

VENUE:

DATES:

INCOME:

ITEM	AMOUNT (€)
GRANTS:	
Sponsor 1: (Company Name)	
Sponsor 2: (Company Name)	
Sponsor 3: (Company Name)	
(all sponsorship invoiced by EVF)	
REGISTRATION FEES:	
Number of delegates x fee amount	
(all fees collected by EVF)	
OTHER INCOME:	
Indicate Source and amount	
TOTAL INCOME:	

EXPENDITURE

ITEM	AMOUNT (€)
VENUE HIRE:	
Room 1	
Room 2	
Room 3	
AUDIOVISUAL:	
Projector:	
Screen:	
Microphones:	
Other (please state)	

CATERING:	
Morning refreshments – cost x number of delegates x number of days	
Afternoon refreshments – cost x number of delegates x number of days	
Lunch – cost x number of delegates x number of days	
Evening meals – cost x number of delegates x number of days (if applicable)	
EQUIPMENT:	
Equipment 1:	
Equipment 2:	
MISCELLANEOUS COSTS:	
Course material	
Pad, pen, bag	
Consumables	
Patient/Volunteer Expenses	
STAFFING COSTS:	
Tutor Fees (responsible for the Course)	
Faculty Fees	
Other staff costs	
OTHER COSTS:	
Indicate source and amount	
TOTAL EXPENDITURE	
BALANCE (Income less Expenditure) (It is a minimum requirement that all courses break-even)	

NB Expenses will be paid by the EVF on production of an invoice.