



## Interested in Running an EVF HOW Plus course?

If you are interested in running a European Venous Forum Hands-On Workshop (EVF HOW) 'Plus' Course, please read the following information/guidelines carefully. All applications should be sent to Tomasz Urbanek ([urbanek.tom@interia.pl](mailto:urbanek.tom@interia.pl)).

If you have any questions, please do not hesitate to contact Dr Tomasz Urbanek ([urbanek.tom@interia.pl](mailto:urbanek.tom@interia.pl)) or Dawn Bond ([evfhowplus@europeanvenousforum.org](mailto:evfhowplus@europeanvenousforum.org))

### What is a EVF HOW Plus course?

This is a course of the EVF, which provides a more in-depth instruction about the various venous (lymphatic) procedures, which are being discussed during the yearly EVF HOW. It offers the possibility to see the application of these procedures in daily clinical practice.

### Main Objective

To ensure sufficient skills, by providing detailed knowledge and practical training in a clinical setting, to initiate or perfect 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.*

### Prerequisites for learners to attend an EVF HOW Plus course:

The learner should

1. preferably have attended the EVF HOW;
2. possess sufficient basic skills (such as DUS) to attend advanced courses;
3. have sufficient basic endovascular skills such as experience with ultrasound-guided access, placement of sheaths, handling guide wires and catheters, intra-interventional use of duplex ultrasound (DUS) etc. before training in percutaneous procedures;
4. have sufficient experience of surgical exploration of arteries and veins before training in open venous procedure



## How is an EVF HOW Plus course 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 Presentations should replace presentations. The clinical cases should be selected with the aim to support the objectives of the course, and introduce the local clinical cases to be treated.
- Simulator training, if available.
- The presence of preceptors 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 details.
- Post-intervention discussion on accuracy of preoperative diagnosis, correctness of the indication to intervene and choice of procedure. Post-operative care and need/type of 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, to enhance the learning experience and make it possible for the learner to return to the discussed cases and demonstrated interventions.

### **IMPORTANT:**

**PLEASE RESPECT THE POLICY OF EVF HOW PLUS EDUCATION. THE COURSE CONTENT MUST CONSIST OF MAINLY “CLINICAL PRACTICE” TOPICS. WE ADVISE TEACHING OF PRACTICAL SKILLS IN SMALL GROUPS, TO INCREASE THE PARTICIPANTS’ PRACTICAL EXPERIENCE.**

### **Examples of EVF HOW Plus courses to be planned:**

- Duplex Ultrasound Investigation
- Ulcer Treatment
- Compression
- Research/Non-invasive Investigations
- Saphenous and Non-saphenous Vein Treatment:
  - Radiofrequency technique
  - Laser ablation
  - Sclerotherapy and Foam sclerotherapy
  - Steam ablation
  - Pharmaco-mechanical ablation
  - Glue ablation
  - Phlebectomy
  - Aesthetic phlebology
- Lymphoedema Treatment
- Stenting of the femoro-iliocaval venous outflow tract
- Deep valve repair
- 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 on by the EVF HOW Plus Coordinator
4. Description of the Course (see above)
5. Objectives of the Course (see above)
6. Schedule/Program of the Course
7. Evaluation Form for the Delegates
8. Expected Outcomes for the Attendees
9. Proposed number of delegates
10. Expected Qualifications to participate in the Course
11. Faculty:
  - a. Director(s) – responsible for the organisation of the Course
  - b. Additional Faculty
  - c. Coordinator – coordinates the logistics of the program e.g. hotel, catering, room use.
  - d. Any other staff (please provide details)
12. Sources of funding (e.g. course registration fee, company sponsorship):  

The course should be self-reliant. The local organisers are responsible, together with the EVF HOW coordinators, for all sources of funding. All financial support should be transferred to the EVF HOW as an “unrestricted educational grant”. In exceptional situations, if funds are lacking, it may be decided to have additional financial support from the EVF HOW Foundation.
13. Budget: All proposed income and expenditure has to be mentioned in the budget. After the course the budget should be break even (see point 12).
14. Registration Fee: the fee includes lunches, refreshments and at least one evening meal. (Accommodation and travel is at the expense of the delegate)



The budget should contain detailed information (see below). Once the budget has been finalized, please send it to Dr Tomasz Urbanek at [urbanek.tom@interia.pl](mailto:urbanek.tom@interia.pl) and Dawn Bond in CC at [evfhowplus@europeanvenousforum.org](mailto:evfhowplus@europeanvenousforum.org) for approval.

INCOME
Company Educational Grants, including 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, as required.
Other onsite costs: List of items needed and required 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](mailto: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	
<b>TOTAL INCOME:</b>	

**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.