

SIOPE Europe Educational Steering Committee

Endorsement Procedure (Last update March 2024)

Background and Objective:

SIOPE Europe acts as a catalyst to effectively promote and offer several different types of education and training opportunities to paediatric oncology professionals. These learning opportunities supported by SIOPE Europe are aimed at healthcare professionals, medical students and parent and patient representatives.

In order to anticipate and meet the future educational needs of the SIOPE Europe community, the SIOPE Europe Educational Steering Committee, comprised of experienced and engaged members who fulfil an advisory, strategic and quality assurance role, has been created. The composition of the Committee shall reflect diversity and spectrum of gender of our community.

The primary objective of the SIOPE Europe Educational Steering Committee Endorsement Procedure is to ensure that educational activities organized, supported or endorsed by SIOPE Europe align with the educational goals and quality standards set by the SIOPE Europe Educational Steering Committee on behalf of SIOPE Europe. This includes providing high-quality education, fostering a conducive learning environment, promoting effective teaching methodologies, ensuring the participation of unbiased faculty, and enhancing overall student engagement and success.

This endorsement procedure aims to create a dynamic and responsive educational framework that prepares participants for the challenges of the future while maintaining a commitment to excellence and continuous improvement.

Types of educational activities covered by the endorsement procedure:

The two types of educational activities covered by this procedure are:

1. SIOPE Europe educational activities – organized on behalf of SIOPE Europe, **with** the support of the SIOPE Europe Educational Committee and SIOPE Europe staff.
2. Non-SIOPE Europe educational activities – organized fully by third parties, seeking endorsement of the content by SIOPE Europe.
3. Advisory role for educational activities of third parties

Support and endorsement procedure: SIOPE Europe educational activities

The educational activities covered by the following procedure are organized by SIOPE Europe (sometimes in collaboration with third parties) **with** the support of the SIOPE Europe Educational Steering Committee and SIOPE Europe staff.

Generally speaking, the events covered under this procedure are 2-day interactive events held online, with a maximum of 50 selected participants.

The SIOPE Europe Educational Steering Committee can provide assistance with the programme development and teaching methodologies if desired.

A SIOPE Europe staff member will assist with the organizational and logistical aspects of the educational activity, including providing timelines and templates, organizing preparatory meetings, inviting faculty, organizing the application and selection process of participants, collection of fees (a small registration fee is charged to participants), application for CME accreditation, managing the technical aspects of the online meeting, collecting evaluation forms and reporting to the SIOPE Europe Educational Steering Committee following the event.

In order to obtain the support and endorsement of SIOPE Europe, organizers of an educational activity must submit an application via email to edu@siope.eu, containing the following information, at least 9 months prior to the proposed dates of the event.

Description of the activity:

- Proposed title and topic (short abstract)
- Aims and target audience
- Scientific committee members and affiliation – it is not mandatory to include a SIOPE Europe Educational Steering Committee within the resp. scientific committee. Gender spectrum and diversity must be taken into account resp. the composition of the committee.
- Measures taken to ensure content is free of bias
- Ensuring that no competitive activities are on track in the same time period

Teaching methodologies:

- Teaching methodologies used: novel and diverse teaching methodologies are highly encouraged.
- Active learning strategies used: how will active participation be promoted (e.g., case discussions, role-playing, etc.).

Programme:

- A preliminary programme will be made available for review to the SIOPE Europe Educational Committee at least 4 months prior to the event. The Committee retains the right to ask for modifications of the programme.
- A final programme will be made available for review to the SIOPE Europe Educational Committee at least 1 month prior to the event.

Assessment and feedback:

- Assessment: all activities must include a feedback form to be completed by the participants (template available).
- Feedback: organisers must provide a short report to the SIOPE Europe Educational Committee based on participant feedback following the event.

Once the completed application is received, the SIOPE Europe Educational Committee will perform an internal review, checking, in particular, whether diversity and spectrum of gender and countries are adequately addressed. The organisers will receive a response regarding SIOPE Europe support and endorsement within one month.

Endorsement procedure: Non-SIOPE Europe educational activities

The educational activities covered by the following procedure are organized by third parties **without** the support of the SIOPE Europe Educational Committee and SIOPE Europe staff, but are seeking the endorsement of the educational content of SIOPE Europe.

In order to obtain the endorsement of SIOPE Europe, organisers of an educational activity must submit an application via email to edu@siope.eu, containing the following information, at least 9 months prior to the dates of the event. The SIOPE Europe Education Committee retains the right to ask for modifications of the programme. Moreover, apart from aiming for high-quality content of the resp. activity, SIOPE Europe preferentially endorses educational activities in which the composition of the scientific committee and participants reflect the diversity and spectrum of gender as well as of the countries of our community.

Description of the activity:

- Proposed title and topic (short abstract).
- Aims and target audience.
- Scientific committee members and affiliation.
- Measures taken to ensure content is free of bias.

Teaching methodologies:

- Teaching methodologies used: novel and diverse teaching methodologies are highly encouraged.
- Active learning strategies used: how will active participation be promoted (e.g., case discussions, role-playing, etc.).

Programme:

- A preliminary programme will be made available for review to the SIOPE Europe Educational Committee at least 4 months prior to the event. The Committee retains the right to ask for modifications of the programme.
- A final programme will be made available for review to the SIOPE Europe Educational Committee at least 1 month prior to the event.

Assessment and feedback:

- Assessment: all endorsed activities must include a feedback form to be completed by the participants.
- Feedback: organisers must provide a short report to the SIOPE Europe Educational Committee based on participant feedback following the event.

Once the completed application is received, the SIOPE Europe Educational Committee will perform an internal review checking, in particular, whether diversity and spectrum of gender and countries are adequately addressed. The organisers will receive a response regarding SIOPE Europe endorsement within one month.