

Educational Ambassadors

Guidelines

ISN Core Programs

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1. GENERAL INTRODUCTION

The Educational Ambassadors Program (EAP) aims at filling the gaps in the practice of nephrology in the most disadvantaged regions of the world by helping development of skill sets that allows setting up or improving a specific service. The program provides ISN members with an invaluable opportunity for personal involvement in the society's educational programs while enhancing the sense of global solidarity and awareness in the renal world.

This Program enables renal centers to host experts to provide specific hands-on training or help develop new skills or services (examples would include initiating acute and chronic dialysis programs, interventional nephrology, renal pathology, nurse or technician training, CKD management in a local setting), develop an education curriculum, or to initiate community-based research or screening programs.

The essence of the EA Program is practical. It complements other ISN Programs. For example, it allows ISN Fellows who have returned home an opportunity to host an expert to help establish new programs, enhance training needs, and/or upskill colleagues in various areas of nephrology in poorly served regions; it allows Sister Renal Centers (SRC) partnerships to organize a visit in continuation of, or as a follow-up to specific initiatives funded by the SRC Program.

Through this Program, ISN wishes to support the development of sustainable projects. The program encourages involvement of allied professionals who may be key to developing the specific service.

By ensuring that specific renal training needs are addressed by the best available experts, ISN hopes that this Program can fulfill its potential of having an immediate and tangible impact on renal health care services in resource-low countries.

All applications are carefully reviewed by the ISN EAP Committee, and successful applications will receive ISN funding to cover travel and/or accommodation costs for the Educational Ambassador.

For more details about the program or on how to apply, please contact eap@theisn.org.

2. APPLICATION GUIDELINES

ELIGIBILITY CRITERIA

- Local host institution:
 - Any institution in a lower, lower-middle, and upper-middle income country according to [World Bank classification](#) can apply for an expert to deliver specific training provided the criteria below are met:
 - [ISN membership](#) in good standing of the main representative at host center
 - Adherence to the [Declaration of Istanbul](#).
- Experts/Educational Ambassadors:

- Any expert in the field of training needed can act as an ISN Educational Ambassadors provided that:
 - He/she is an [ISN member](#) in good standing
 - He/she is an expert in a defined area of renal medicine documented by publications in peer-reviewed journals
 - He/she has active faculty appointments at accredited institutions
 - He/she adheres to the [Declaration of Istanbul](#)
 - He/she is ready to teach for up to 1 to 4 weeks in a developing nephrology center.

Important notes:

- Experts (Educational Ambassadors) can be physicians, nurses and/or technicians. It is however a requirement that the first visit is led by a nephrologist, while allied professionals are welcome to travel by themselves for the follow-up visits.
- Emerging centers who require the visit of an expert can either suggest someone they know already or ask the ISN Headquarters to match their request with an available ISN Educational Ambassador qualified in the field of training required. The EAP Committee places value on the fit of the proposed Educational Ambassador with local needs in terms of sustainability and is increasingly requesting that local or regional experts be invited as Educational Ambassadors.

For more details, please contact eap@theisn.org

HOW TO APPLY?

There is no specific application deadline. Applications are welcome throughout the whole year. However, host centers are expected to submit their applications **at least 3 months before the starting date of the training.**

Applications must be submitted at least 3 months before the starting date of training via programs.theisn.org

An application is composed of:

- Description of purpose of training, expected impact, and measurable outcomes
- Clear training plan (jointly developed with the expert)
- Indication of the duration of the visit
 - ISN supports the Educational Ambassador to deliver high quality and relevant training for a period of 1-4 weeks.
- Clear budget proposal for the training
 - The Emerging centers are expected to provide local hospitality to the Educational Ambassadors (accommodation, meals, local transportation).
- CV of the expert(s)

- Ethics approval proof (if the training, education or activity part of the training program involves animal experiments. Note that ISN's endorsement is for the promotion of education in general, therefore the specific content of the training is the responsibility of the applicants).
- Patient Informed Consent form (if the training, education or activity part of the training program involves direct procedures in patients. Note that ISN's endorsement is for the promotion of education in general, therefore the specific content of the training is the responsibility of the applicants).

3. REVIEW PROCESS

After the application is submitted by email, it is then reviewed as follows:

1. Administrative review

- a. Check all necessary documents and details – application form from host center, application form from Educational Ambassador, Educational Ambassador's CV, training program and budget proposal.
- b. Check Eligibility criteria.

2. EAP Committee members review

- a. Each application is reviewed by Chair and Deputy Chair who represent their own regions, 1 representative of the region of the application, 1 representative of a neighboring region and 1 neutral representative who provide their input and whether they endorse or not the training.
- b. Criteria:
 - i. Relevance and impact of the training as per local needs/ goals and objectives of training (sustainability)
 - ii. Match between needs and training objectives and expert(s) selected
 - iii. Scope of training
 - iv. Plan for retainment of skills after the visit
 - v. Involvement of other healthcare professionals (nurses, dieticians, technicians)
 - vi. Relevance of requested budget
 - vii. Relevance of training duration
 - viii. Ethics approval proof when applicable
 - ix. Patient Informed Consent form when applicable
- c. Priority consideration
 - i. Applications from Sister Renal Centers/Sister Transplant Centers pairs and ISN Regional Training Centers
 - ii. Follow up visits
 - iii. Trainings involving other kidney health professionals.

3. Final decision by Chair

- The EAP Committee Chair and Deputy Chair make a final decision on the application based on the collected feedback.

Please note that the review process may take up to 1 month and at any stage further information and details may be requested from the host center and Educational Ambassador.

4. REIMBURSEMENT POLICY

Reasonable expenses related to travel are reimbursed by ISN once the expert/Educational Ambassador has returned home (via proven expenses) and only after submission of post-training report.

Host institutions are expected to provide financial contributions toward local transportation, daily meals and accommodation for the invited experts.

Important notes:

- The ISN cannot be held liable for any untoward consequences or risks related to traveling or staying abroad. The responsibility for procuring health/accident and travel insurance remains with the Educational Ambassador. The Educational Ambassador or his/her relatives cannot hold ISN responsible in the event of untoward events or experiences.
- The ISN will not reimburse 1) tickets purchased less than 21 days before travel and 2) if travel is cancelled due to circumstances related to COVID-19.

ISN COVERS FOR EDUCATIONAL AMBASSADORS:

- Economy class airfare or train travel
- Transfers between home, terminal and hotels OR Auto mileage at \$0.585/mile, tolls and parking between home, terminal, and hotels
- Normal visa fees
- Tips related to above services
- Accommodation expenses (although these should be covered by the host institution)

ISN DOES NOT COVER:

- Meal expenses
- Local transportation
- Business class travel
- Between-meal bar bills
- Room service
- Personal phone calls and fax charges
- Transportation to/from destinations that are not linked to ISN activities

- Gym or spa fees
- Theater or entertainment tickets or in-room entertainment
- Rush charges for visa or passport
- No spouse/partner travel expenses will be covered unless the spouse/partner is also involved in the educational program
- Valet cleaning and other personal services
- Any other items not related to ISN business

Important note:

- ISN members do not receive honoraria for participation in ISN programs/activities

Reimbursement requests should be duly filled in and submitted to programs.theisn.org together with a W8 form (for non-US residents) or W9 form (for US residents). Please make sure to submit scanned copies of your receipts or tickets for any of your expenses to be reimbursed by the ISN. This should be done and completed within maximum 60 days following the training. Reimbursements may not be processed after this period.

The payment request form will be made available only after the training report is submitted via programs.theisn.org.

LOST RECEIPT

Receipts must be submitted for each expense. In case of lost receipt, ISN will not reimburse the expense.

Unless otherwise designated, the ISN will use foreign currency exchange rates from Oanda Foreign Exchange reference available at www.oanda.com. Rates will be calculated on the day of expenditure. Please do not convert your expenses and submit them in the original currency you incurred them in.

5. ISN REQUIREMENTS FOR SUPPORTED TRAININGS

Successful applicants receive official communication via email (eap@theisn.org).

The EA Program Coordinator will then send the ISN logo for inclusion on printed and online material, as well as other ISN promotion material including an official PowerPoint presentation.

Note that the ISN logo should NOT be included on event/training materials (including websites) until AFTER application has been approved and is to be used specifically for the sponsored event/training only. In addition, the following statement should accompany the logo: *ISN endorses promotion of education, not the specific content.*

ISN VISIBILITY

To help promote the ISN to the training participants, host centers (or ISN Educational Ambassadors) are required to:

- Actively recommend that participants coming to the training join the ISN community and receive the bi-weekly ISN Insight e-newsletter by:
 - Collecting the name, surname, country, and email address of the attendees who agree to receive ISN Insight (in compliance with applicable data protection laws) and share with ISN the contact details only of attendees who have explicitly consented to receive ISN communications via an Excel spreadsheet.
 - Prominently displaying the hyperlink to the ISN website: www.theisn.org
- Feature the name, disclaimer statement above, and logo of ISN appropriately on all publications of the event/training and provide copies of all relevant official publications to ISN
- Return the completed post-training reports (both from host center and Educational Ambassador) to ISN within 30 calendar days via programs.theisn.org.

Host centers of ISN-supported trainings are requested to:

- Allow the showing of intermission slides about ISN's upcoming programs and activities
- Promote upcoming ISN events, especially the upcoming WCN
- Provide ISN with photos from the event/training.

ISN may contact host centers to discuss options for promotional or educational activities, such as: including ISN information in the training materials or registration documents; providing an ISN booth or table at the event for announcing ISN's conferences and promoting research, education, advocacy, and membership; and inclusion and promotion of selected proceedings on the ISN Academy (ISN's educational portal). Note that the publication of summaries, presentations, or conference audio-visual material on the ISN Academy requires a separate editorial review and approval process.

6. REPORTING

After the training, both the Host Center and the Educational Ambassador must submit a report within 30 calendar days. These reports are reviewed by the EAP Committee leaders and members, and the relevant regional representatives who are in charge of following-up and assessing the impact of the course.

Only after submitting the report will the reimbursement request form be made available.

Certificates of appreciation after successful training will be issued upon special request after receipt of reports. Report submission is important for the ISN and will certainly be taken into account when considering possible future applications.