

EASL CLINICAL SCHOOLS OF HEPATOLOGY GUIDELINES

The format, designed to host 25 students, is “flipped-classroom” based, learner-centric and problem-oriented. Preparation for the onsite learning consists of online course(s), ice-breaker webinar(s) and educational materials provided by the School organisers and hosted on [EASL Campus](#). Students are expected to take the online course(s) and complete the pre-assessments one month before the start of the EASL School.

Once onsite, students should work in small groups under the guidance of experienced tutors (emphasising on teamwork and cooperation). The post-assessments and surveys are conducted on EASL Campus.

GENERAL INFORMATION



LOCATION:
At the organisers' institution, in Europe



PARTICIPANTS:
25 students under 40 years and still in training



DATE:
Around April - if not conflicting with EASL events



DURATION:
2 days (1 full day + a half day)

ROLES:

ORGANISERS

- Build the School's programme
- Create the content of the elearning
- Participate in students' selection
- Host the School in the organisers' institution

EASL OFFICE

- Handle School & student review process and selection
- Create elearning system
- CME accreditation
- Manage School logistics & monitor budget

DETAILED INFORMATION ABOUT OVERALL PROJECT:

SCHOOL PROPOSALS' SELECTION

REQUIREMENTS FOR APPLICATIONS:



- Only EASL members may apply to host an EASL School. If you are not a member yet, you can [become an EASL member now](https://easl.eu/join-the-community/): <https://easl.eu/join-the-community/>
- EASL Schools must be hosted in dedicated European centres of excellence and be able to accommodate plenary sessions and breakout groups.
- EASL Schools must be led by experts of the hosting institution (maximum two external experts are allowed).
- EASL Schools programme must be based on the flipped classroom-model and not exceed two days.
- The programme should include enough time for workshops and clinical case discussion:

- Day One: Clinical cases study: Student groups are assigned complex clinical cases with tutors to guide them.
- Day Two:
 - Clinical cases presentations and selection of the winning group.
- State-of-the-art lecture by a renowned expert.
- Students' evaluation of the School programme and format (Mandatory).
- The majority of the speakers should come from the hosting institution. The number of speakers not belonging to the hosting institution, should not exceed **two** in the overall programme.
- EASL cannot fund travel costs for non-European speakers.
- Course organisers must handle internal and external faculty invitations.

SCHOOL SELECTION:

- The Educational Committee reviews the proposals and selects up to three Clinical Schools and one Basic Science School.
- When selected, School organisers provide the updated programme based on the EASL Educational Committee's feedback (if any) detailing topics, speakers and schedule.
- A date is determined with the organisers and EASL office for hosting the School.
- EASL office handles the School's accreditation with the cooperation of the course organisers who provide the required documents (COI disclosure, director declaration, etc.).

ANNOUNCEMENTS & COMMUNICATION



- Website is set up by the EASL office.
- Course organisers must provide the following information to build the dedicated webpage:
 - Title
 - Summary
 - Target audience & any pre-requisite for applicants to attend the School
 - Learning objectives / outcomes
 - Top three reasons to attend
 - Bios and pictures of the School organisers
- EASL office handles communication.

STUDENT SELECTION



APPLICANT REQUIREMENTS:

- Application is free reserved for EASL members.
- Applicants must be 40 years old or younger (with time allowed for parental leave in line with EU standards – 1.5 years per child for mothers and respective time taken off for fathers) and hold a registered higher medical degree. Applicants in a full or associate professor position and senior lecturers will be considered established leaders and therefore won't be eligible.
- Students can only apply to one EASL School per year.

APPLICATION PROCESS:

- Applicants should provide the following information:
 - Full name & contact details
 - Nationality & date of birth
 - Participation in previous EASL Schools of Hepatology
 - List of publications / abstracts
 - Training, positions, year of completion
 - Referee name & contact details
 - CV, letter of motivation, letter of recommendation, copy of ID with birth date or proof of training (all in one PDF file)
 - The recommendation letter and motivation letter should explicitly state the reasons for the applicant's participation

EASL School candidates apply through the EASL website.

REVIEW PROCESS:

- Applications are reviewed by two members of the EASL Educational Committee and one School organiser.
- Reviewers rate each application based on the following criteria:
 - CV (0 to 4 points)
 - Publication list (0 to 4 points)
 - Letter of motivation (0 to 4 points)
 - Letter of recommendation (0 to 4 points)
 - Reviewer's appreciation (0 to 4 points)
- EASL office provides instructions and timeline to reviewers.
- The selection is based on the applicants' average scores. The first 25 students with the best scores are selected.

BLENDED LEARNING

The EASL Schools of Hepatology are based on a flipped classroom model that combines online courses/live webinars with face-to-face interaction. Process is as follows:

- Course organisers provide the learning material (articles, videos, podcasts...).
- EASL office builds the online course on EASL Campus and enrol students.
- EASL office organises a live webinar lead by the course organisers where students will meet, and groups will be formed.
- Students take the online course then complete the pre-assessment test (one month max.).
- Test results are shared with course organisers one week prior to the School.
- School takes place (group work, presentations and state-of-the-art lectures)
- Post-assessment test (same set of questions as evaluation test) and student accreditation through EASL Campus.



TRAVEL & HOUSING COVERAGE POLICY

FACULTY

- Economy class roundtrip tickets. Travel allowance up to 500 € (including transport to and from airport).
- Two nights of accommodation
- Maximum two external faculty. EASL cannot fund travel costs for non-European speakers.

STUDENTS:

- Economy class roundtrip tickets. Travel allowance up to 400 € (transport to and from airport is not covered by EASL)
- Two nights of accommodation

Visas are not covered by EASL.



ACCOMMODATION

EASL Standards:

- 3* Hotel
- One room per participant
- Breakfast, VAT and WIFI included in the room rate
- Extras to be paid individually by participants

The cancellation of any hotel room is subject to the hotel's policy and could be charged to the occupant.



LOGISTICAL ASPECTS



- EASL office organises all logistical aspects of the School in collaboration with the course organisers.
- The conference and workshop rooms should be provided by the course organisers within the hosting institution (course organisers to handle the booking). Technical requirements:
 - Beamer and screen in the room
 - Computer
 - Wi-Fi
- One social event on the first evening of the School is organised by EASL office (for faculty and students).
- Depending on the type of School, consumables might be needed to organise the group workshops (mice, needles, scalpel, etc...). EASL allocates a dedicated budget for material. School organisers must inform EASL office of all material required at the commencement of School organisation. This is also applicable for rented material such as sonography machines etc...
- The logistical organisation is under the supervision of EASL office. Nevertheless, the course organisers are free to take care of the practical organisation.

OBSERVERS

Course organisers are allowed to invite up to five observers. These observers will not be invited to social events, but EASL will cover their catering during the conference (no financial support for travel expenses and accommodation). Observers should be announced before student selection in order to involve them in the programme.



SUPPORT

- The EASL School of Hepatology is organised in collaboration with the hosting hospital and is financially covered by EASL, once the budget is secured.
- EASL Office provides a preliminary budget to the organisers as soon as the scientific programme is approved.
- If the School's cost exceeds the allocated budget, the organisers are required to assist the EASL office in finding support. Local fundraising is permitted if within the rules of the EASL Schools and pending formal approval from the EASL Office.



Need more information?



Schools@easloffice.eu



Rue Daubin 7, 1203 Genève, Switzerland



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EASL SCHOOL OF HEPATOLOGY FLIPPED CLASSROOM MODEL

The EASL Schools of Hepatology are based on a flipped classroom model (Table 1) that combines online courses/live webinars with face-to-face interaction.

In the flipped classroom model, information transfer is carried out at home (from EASL Campus), and “classroom” time is dedicated to information assimilation. This model is learner-centred, problem-oriented and encourages active collaboration between students to elaborate a solution to a given problem.




TRADITIONAL LEARNING MODELS	FLIPPED CLASSROOM MODEL
Teacher-centred	Learner-centred
Content-orientated	Problem-orientated
 Teacher	
Sage on a stage	Guide on the side
 Students	
Passive Learning	Active Learning
Listen to lecture	Assigned pre-reading material
Take notes	Consolidation of information through discussions
Assigned homework	Elaborate solution to given problem
Work mostly alone	Work in a team
 Assessment	
Exam	Task assignment

Table 1 Comparing traditional learning to the flipped classroom model

THE LEARNING PROCESS



Figure 1 EASL School learning process

PREPARATION (BLENDED LEARNING ON EASL CAMPUS)

1- PRE-READING

- Students attend an icebreaker webinar.
- Students are divided into groups, assigned a tutor (a member of faculty) and a clinical case covering the topic of the School.
- Relevant didactic material is provided to all students one month before the School takes place. Material may include:
 - EASL CPGs
 - Key articles
 - On-demand content from previous EASL events
 - Access to selected educational materials on EASL Campus,
 - TED talks
 - Podcasts
 - etc.

2- PRE-ASSESSMENT QUIZ

- Students are asked general questions on the School's topic in a [multiple-choice question format](#).
- The pre-assessment **must** be completed before attending the School.

ON-SITE LEARNING

3 – GROUP WORK – GROUP WORK IS AN ESSENTIAL PART OF THE LEARNING PROCESS

- Each tutor presents a clinical case and 5 complex questions to their assigned group.
- The group must work through the case and provide detailed answers to each of the questions (max 3 slides, specific statements must be referenced).

4 – GROUP PRESENTATIONS

- Each team must present their answers to the rest of the group
- Presentations are organised as dual projection: one for the questions (read by the corresponding tutor) and the other one for the answers
- Each student must participate in the presentation.
- The presentation is followed by a faculty-run discussion.
- Presentations are evaluated with regards to content and form by an independent jury.
- Prizes are given to the members of the best group (prizes to be defined by EASL e.g. free registration to an event).

5 – STATE-OF-THE-ART LECTURE

- State-of-the-art lecture is conducted by a renowned expert followed by a question & answer session with the students.

ASSESSMENT (ON EASL CAMPUS)

6 – POST-ASSESSMENT QUIZ

Students are asked to answer the same multiple-choice questions on the topic of the School.


7 – EVALUATION/SURVEY

In order to obtain CME credits, students must provide their evaluation of the School – on format, Faculty, venue, time allotted, dynamic of teamwork – by filling a **mandatory** online questionnaire.



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