



General Guidelines for Activities of the ACCE International Committee

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1. The ACCE International Committee (IC) is the body within ACCE charged by its Board to coordinate and facilitate international activities and relationships under the guidance and supervision of ACCE's Board and President
2. **IC Vision, Mission, Goals and Strategy**
 - A. **Vision:** Excellence in Clinical Engineering (CE) /Health Technology Management (HTM) is available to all worldwide.
 - B. **Mission:** Assist CE/HTM professionals and organizations in other countries to advance CE/HTM worldwide through knowledge sharing, remote assistance, collaborations, and other activities that improve health care through technology.
 - C. **Goals:**
 - i. Identify priority activities within HTM and identify partners we can work with to operationalize these activities.
 - ii. Share CE/HTM knowledge through training and information exchange according to the local needs.
 - iii. Promote & advocate CE/HTM starting with highest priority countries, then moving on to others on continuum.
 - iv. Build recognition for the profession of CE/HTM
 - D. **Strategy:** ACCE will make it a priority to collaborate with other international organizations and agencies in order to achieve the above mentioned goals (see section 4).
3. **Operations of the IC**
 - A. IC will be led by a Chair appointed by the President, with the approval of the Board.
 - B. A chair will serve for one (1) year and may serve no more than five consecutive terms.

- C. The committee chair will appoint members to the committee. All appointments expire at the end of the chair's term, but committee members may be re-appointed for an unlimited number of consecutive terms.
- D. The committee membership will be limited to a maximum of 15 persons. The IC chair can bring in additional persons to help the committee on an as-needed basis for special projects.
- E. As Indicated in the ACCE Bylaws, the President will appoint a Board member to serve as a non-voting liaison member with IC. The President may appoint him/herself to serve in this role.
- F. The IC will meet at minimum once per month, preferably using web platforms that allow displaying documents and presentations.
- G. A quorum of 5 members is required for a meeting to be conducted. If this quorum cannot be achieved then the meeting will be rescheduled.
- H. In-person meetings can be conducted at conferences and symposiums where the Chair and at least 4 more IC members are present.
- I. Each meeting will last a minimum of 50 minutes and can be extended at the discretion of the Chair.
- J. For each meeting there will be an agenda distributed at least 4 days before the meeting. The Chair is responsible for the meeting agenda, or can delegate it to another IC member.
- K. Meeting minutes will be generated for every meeting containing a summary of the discussions and next steps to take by the IC. The Chair is responsible for the meeting minutes, or can delegate it to another IC member.
- L. The Chair can appoint working groups consisting of two to five persons to work on specific IC projects and tasks. These working groups can also include volunteers that are not members of the IC.
- M. The Chair is responsible for reporting the work of the IC to the President and the Board.

4. Advanced Clinical Engineering Workshops (ACEWs)

A. **Purpose.** These workshops provide an educational forum whereby clinical engineers and related health professionals in other countries are introduced to the best CE/HTM systems and working methods worldwide, and to exchange information and ideas pertinent to CE and HTM in the participating countries. The workshops also provide an opportunity for engineers in the participating countries to learn about the ACCE and become members

B. Process for requesting an ACEW

- i. The preferred method for soliciting information about ACEWs or for requesting an ACEW is performed through an electronic form on ACCE's website. Submissions in this form will be directed to the IC Chair. [\[Web form template to be developed and placed in Appendix\]](#)
- ii. Additionally, IC will encourage ACCE members who are contacted by any outside parties regarding ACEWs to inform the Chair.
- iii. The IC Chair will share the inquiry or request with the IC.

C. Process for approving an ACEW

- i. The IC will review the request and will either recommend approving or declining the request based on the following criteria:
 - a. Does the proposed workshop fit in with the international Vision, Mission and Goals of IC?
 - b. Suitability of requested workshop goals and objectives
 - c. Suitability of proposed participants/audience
 - d. Safety conditions in host city or country
 - e. Other competing ACCE priorities and activities during the requested dates
 - f. Ability of requesting institution(s) to cover the costs, plan, and coordinate the details and logistics required for the implementation of the workshop
 - g. Potential for sustainability of activities

- h. Other criteria as applicable.
 - ii. The IC Chair prepares and submits a motion to the ACCE Board for approval of the requested ACEW.
 - iii. The IC Chair appoints an ACEW coordinator to plan for and coordinate the workshop.
 - iv. The ACEW coordinator prepares a Memorandum of Understanding (MoU)(see section D) to be signed by the ACCE President and the requesting institution(s) leader(s). [\[Sample MoU in Appendix\]](#)
- i. **Funding, fees, and expenses** [\[Budget spreadsheet template in Appendix\]](#)
- 1. The nominal token fee charged by ACCE for an ACEW is US\$2,500 for a 5-day workshop that includes 5 ACCE faculty members.
 - 2. ACCE will proportionally charge a larger or smaller fee depending on workshop duration and complexity.
 - 3. ACCE will use the above-mentioned fee as a minimum reference, but should strive to adjust the fee with the requesting organization(s) based on complexity of the workshop and other factors.
 - 4. The ACEW fee paid by Requesting Institution(s) covers the preparation and delivery of the following:
 - a. Workshop program and schedule
 - b. Presentations
 - c. Case studies
 - d. Discussion sessions
 - e. Reports and other deliverables as specified in the MoU
 - 5. The ACEW fee, minus expenses for items such as pens and teleconferencing, will be considered profit for ACCE.
- ii. The requesting institution(s) are responsible for covering the following costs concerning the ACEW faculty:
- 1. Airfare and other transportation costs
 - 2. Comprehensive travel and travel health insurance

3. Per-diem to cover lodging, meals and local transportation costs.
Generally this rate will be in accordance to the current WHO/UN official per diem rates applicable to the specific country or city.
- iii. The requesting institution(s) is(are) fully responsible to cover costs for:
 1. Workshop venue
 2. Audiovisual equipment
 3. Translation services
 4. Notepads, pens and other materials for participants
 5. Meals, snacks and beverages for workshop faculty and participants
 6. Printing, duplication and distribution of workshop brochures, banners and hand-out materials
- iv. The requesting/host institution is responsible for identifying and soliciting corporate and other financial sponsors for the ACEW.
- v. While ACCE can assist with identifying potential sponsors, it is not ACCE's responsibility.

D. Memorandum of Understanding [[MoU sample/template in Appendix](#)]

- i. The MoU is to be prepared by the ACEW Coordinator in consultation and collaboration with the IC Chair and the requesting institution(s) leader(s).
- ii. The MoU must cover the following information:
 1. Responsibilities of hosts, collaborating partners, and ACCE.
 2. Costs covered by hosts, collaborating partners, and ACCE.
 3. Statement of need/purpose.
 4. Workshop objectives.
 5. Workshop methods.
 6. Key stakeholders, advisors, project owner(s) on hosting side (project officer).
 7. Timeline for contract period, planning and implementation
 8. Ownership and use of intellectual property

E. Planning and implementation.

- i. The ACEW Coordinator will be responsible for:
 1. Coordinating with local counterparts regarding arrangements and logistics pertaining to ACCE faculty. *Note: logistics concerning non-ACCE faculty, participants and other workshop partners are not the responsibility of ACCE.*
 2. Working with local counterparts to determine workshop objectives and content
 3. Recruiting and selecting the ACEW faculty persons among the ACCE membership. *Note: identification and recruitment of non-ACCE faculty are not the responsibility of ACCE.*
 4. Scheduling and leading periodic meetings with ACEW faculty, local counterparts and other workshop partners to prepare workshop program, presentations, handouts, and case studies.
 5. Ensuring high quality by making sure that, among others:
 - a. Workshop presentations and materials represent the current best practices and body of knowledge within the CE/HTM profession
 - b. There is minimum duplication of information among the presentations
 - c. Information presented is accurate
 - d. Information is presented at the appropriate level of complexity and depth according to the profile of the targeted participants.
 - e. Information flows in a logical and progressive manner
 - f. Make best efforts to align education to participating countries situation and needs.

- ii. The methodology used for planning, implementing and evaluating the ACEWs will follow the guidelines established in the *ACEW Methodology* document [\[document to be included in Appendix\]](#)
- iii. The requesting/host institution is responsible for:
 - 1. Sending out invitations to potential workshop participants
 - 2. Providing ACCE information regarding the profile and quantity of workshop participants
 - 3. Accepting and registering workshop participants
 - 4. Recruiting local and international non-ACCE faculty
 - 5. Coordinating and collaborating with other workshop partners, government organizations, non-ACCE faculty, and sponsors
 - 6. Making local arrangements for venues, meals, beverages, audiovisual services, translation services, transportation, etc.
- iv. All electronic and printed materials pertaining to the workshop including, but not limited to: brochures, invitations, banners, programs, and certificates must contain the ACCE logo which shall be provided to the host institution by the ACEW coordinator.
- v. The ACEW certificates should be signed by both the ACEW Coordinator and a representative of the host institution.

F. ACEW materials, modules and methodologies

- i. The standard workshop modules selected and the methodologies used should be followed in accordance with the *ACEW Methodologies* document [\[ACEW Methodologies document to be included in Appendix\]](#)
- ii. The ACCE Secretariat is responsible for cataloging and archiving all of the presentations, case studies, handouts, evaluations, reports and other materials for each ACEW.
- iii. Upon request by the ACEW Coordinator, the ACCE Secretariat will provide relevant past presentations and background materials so that the ACEW faculty can prepare their own presentations.

- iv. All presentations developed for the ACEWs by ACCE faculty belong to ACCE. When these materials are used during non-ACCE activities, permission must be sought prior to use and proper credit should be given to ACCE.

G. Workshop evaluation by participants and ACCE. [Template in Appendix]

- i. An evaluation form will be provided to each participant at the end of the workshop. All evaluations will be compiled and recorded by the ACEW coordinator, and submitted to Chair.
- ii. The IC will review and discuss the evaluation results and provide recommendations.

H. Workshop report. [Sample report in Appendix]

- i. The ACEW Coordinator is responsible for preparing and submitting to the IC, within three weeks following the ACEW, a report describing the process, successes, challenges, impact, results, and follow-up recommendations.
- ii. The workshop report will be reviewed and discussed by the IC in order to improve the workshop planning, implementation and methodology.
- iii. An edited version of the workshop report should appear as an article in the following issue of the *ACCE News* newsletter.

5. Collaborations with other international organizations and societies.

- i. The IC will, as a standard practice, collaborate regularly with other international CE/HTM organizations and societies in order to further its reach and to achieve its vision, mission and objectives.
- ii. Ongoing long-term collaborations are to include, but should not be limited to, the following organizations:
 - 1. World Health Organization
 - 2. Clinical Engineering Division of the International Federation of Medical and Biomedical Engineering (CED/IFMBE)
 - 3. Regional CE, Biomedical Engineering, and HTM societies

- iii. Ongoing collaborations with other organizations must be formalized and defined by a Memorandum of Understanding [\[Sample MoU to be developed and placed in Appendix\]](#)
 - 1. The IC chair is responsible for drafting the MoU in collaboration with the partner organization.
 - 2. The MoU is submitted to the Board for approval.
 - 3. The MoU is to be signed between the ACCE President and the respective leader of the partner organization.

6. International Membership Program

- A. The IC will strive to assist the Membership Committee in expanding ACCE's membership to persons outside of the United States, especially during ACEWs and other international activities.
- B. The IC will promote sponsorship of membership fees for those who cannot afford it by:
 - i. Encouraging existing ACCE members to sponsor the dues for international members
 - ii. Pursuing membership sponsorship funding by corporations and other organizations.
 - iii. Asking ACCE to support certain applicants using funds generated by prior ACEWs.
- C. Sponsored international members should be requested to contribute to ACCE by:
 - i. Writing an article for *ACCE News* describing CE/HTM in their countries.
 - ii. Participating as a member of the IC.
 - iii. Contributing to the establishment of CE/HTM associations in their respective countries.

7. Miscellaneous International Requests.

- A. Any international requests coming to ACCE for any of the following should be directed to the Chair for review and discussion by the IC, and final approval, if necessary by the Board:
- i. Donations of books, publications, medical equipment, test equipment, spare parts, etc.
 - ii. Financial support for attending seminars and conferences in the US and abroad.
 - iii. Video conferences, phone conferences, presentations, or invited speakers for conferences
 - iv. Clinical engineering student internship sponsorships by ACCE
 - v. Visiting faculty to universities and technical colleges outside of the US.
 - vi. Support and technical input in the organization of HTM programs and CE departments.
 - vii. Request for ACCE to participate in assessments, evaluations, etc.
- B. Depending on the nature of the request, the IC will forward the request to the Board for approval, or disseminate the request, through the ACCE Secretariat, to the ACCE membership for independent follow up by its members, if desired.
- C. In those cases where an ACCE member is volunteering as an ACCE representative for an international workshop, assessment, evaluation, consultation, or any other activity solicited by other organizations, it is acceptable and encouraged that such ACCE member pursues paid follow-up consultancy work with any stakeholder organizations, unless an existing formal agreement between ACCE and the Requesting Institution(s) specifies otherwise.

Appendices

- A. Request for ACEW Seminar Support [\[to be converted into a web-based form\]](#)
 - A1. Seminar Request Form
 - A2. Example
- B. Approval Process
 - B1. Approval Process Form
 - B2. Example
- C. Budget & Invoice
 - C1. Budget & Invoice Forms
 - C2. Budget Example
 - C3. Invoice Example
- D. Memorandum of Understanding/Contract
 - D1. MOU/Contract Form
 - D2. Example 1
 - D3. Example 2
- E. Organizing an Advanced Clinical Engineering Workshop
- F. Goals and Objectives
 - F1. Goals and Objectives Form
 - F2. Examples
- G. Sample Agenda, Schedule
 - G1. Agenda/Schedule Form
 - G2. Example 1
 - G3. Example 2
 - [G.4.4.](#) Program Schedule Planning worksheet
- H. Workshop Evaluation
 - H1. Workshop Evaluation Form
- I. Final Report and Recommendations
 - I1. Example 1
 - I2. Example 2

- J. ACEW Methodologies
- K. Sample MoU for international collaboration with other organizations [to be developed]