ProjectECHO
SAMA Hub - Sudan

ProjectECHO
SAMA Hub - Sudan

Definitions

- **Program**
  - The Learning Activity, e.g. #FrontlineECHO
  - Weekly, bi-weekly, or monthly sessions of Interactive Learning with Subject Matter Experts internationally located, with case presentations by Learners
  - A session lasts 60-90 mins
  - Composed of
    - (<20min) didactic/lecture by subject matter expert
    - <20min) case presentation by Learner
    - The remainder of the time interactive discussion between Learners and Subject Matter Experts
- **Spoke(s):** Learners who actively participate in the program
- **Hub**
  - Is the organization that runs an educational program
  - e.g. #OMFSECHO and #DialysisECHO are run by SAMA Hub
  - #UoKECHO is run by the Faculty of Medicine, University of Khartoum
- **Learning Site**
  - Is the location where learners attend in-person
  - e.g. University of Gadarif is a Learning site for #SurgeryECHO
- **Director/co-directors**
  - oversees the scientific content of the program & curriculum development
  - Expected to be available to the facilitator, coordinator, and subject matter experts
  - Makes final decisions in the selection of SMEs
  - Makes final decisions in developing partnerships with accrediting bodies (e.g. IAOMS, AFAOMS)
- **Subject Matter Experts:** Experts in their fields who give the didactic/lecture, or commentary and participate in the discussion
  - **Didactic SME** → gives the presentation
  - **Commentary SME** → gives commentary (doesn't present)
- **Facilitator -** The person who moderates the learning session
- **Coordinator -** the person who coordinates the learning session
- **The Learning Site Organizer -** the person who coordinates the Learning Site

OA MA AO SA

ProjectECHO
SAMA Hub - Sudan

2024 Programs

Anesthesiology ECHO

Infectious diseases ECHO

Best Practices

Program Content

1. Target Audience Selection
     i. Critical to the success of the program
     ii. The broader the audience, the better as it improves attendance
2. Topics Selection
     a. Topics should address a common condition of relevance to an audience in a Low, Middle Income Country (LMIC) in which the SME has expertise in
          i. NOT a condition that is uncommon or cannot be managed in LMIC
          ii. NOT a condition that SME has no expertise in
     b. Should NOT be specific to the SME, e.g. describing a procedure that only they have experience in
3. Subject Matter Experts
     a. Didactic SME
          i. proven track record of giving good presentations AND
          ii. Works from a location with reliable internet, power
     b. Commentary SME, either
          i. Unknown track record
          ii. Located in a setting with unreliable internet, power Frequency
4. Biweekly (every 2 weeks) is preferred to allow for case presentation rehearsals in alternate days.
5. 8-13 Sessions (4-6months) is the ideal number of sessions (too long duration leads to learner, coordinator/facilitator/course director fatigue)
6. Sessions continue as scheduled regardless of:
     a. The security situation in Sudan
     b. Availability of SME - Didactic

ProjectECHO
SAMA Hub - Sudan

Anatomy of a Session

Title	Duration	Presenter
Introduction*	5-10 mins	Facilitator
Didactic	20-30 mins	SME - Didactic
Commentary	5 - 10 mins	SME - Commentary
Case Presentation	10-15 mins	Learner/Spoke Case Presenter
Q&A - Discussion- Post test using Zoom Poll *	10-15 mins	Facilitator
Total	**50 - 80 mins** **Hard stop at 90mins**	

Introduction Details

1. Introductions – Facilitator
2. Review Agenda – Facilitator
3. Important announcements – Facilitator (PowerPoint presentation)
   - Keep videos ON at all times – to encourage interaction
   - Keep microphones muted unless you wish to speak
   - If you have a question/comment –
       i. Use the raise hand feature on zoom
       ii. Physically raise hand
       iii. Use Chat function

Wrap Up Details

4. Wrap up – Facilitator/Coordinator
   - Thank you note
   - Next session date, time & topic.
   - Feedback form

   - Session materials will be available on iECHO

YouTube Playlist

   c. Post YouTube after every session on iECHO
   d. Post YouTube on the website at the end of the program

ProjectECHO
SAMA Hub - Sudan

Organization & Team

1. Early Planning
   a. Planning to start 3 months prior to launch date for best results
2. Faciliator/Coordinator
   i. recruited/retained by SAMA
   ii. Enrolled in SAMA internship program
   iii. Receive monthly stipend
   iv. preferred to work from SAMA Sudan office to ensure reliable IT/electricity
3. All sessions are done on Saturdays to accommodate learner, team availability
4. Mandatory weekly meetings in SAMA Sudan office using Trello Board to follow up on tasks

Communication with Learners

- Create a dedicated telegram group

Marketing

- To be handled by digital marketing team

ProjectECHO
SAMA Hub - Sudan

Roles and Responsibilities

Facilitator

- The sessions
    a. Give the initial presentation in all sessions
        i. About ProjectECHO
        ii. Zoom Etiquette
        iii. About the learning activity
    b. Moderate all sessions
    c. Create and launch polls in Zoom
- Subject Matter Experts
    a. Director/co-director does the initial recruitment, then passes over communication to the facilitator
    b. Communicate with the subject matter experts after recruitment and manage their presentation slides
- Spoke presentations
    a. Ensure that all presentations are ready ahead of the session - in compliance with ProjectECHO standards
- Backs up as Coordinator if the situation requires it

Coordinator

The coordinator will be responsible for the following:
1. The session
    a. Monitor the chat box
    b. Admit learners from the Zoom waiting area
2. IECHO
    a. Send emails to spoke participants (learners)
    b. Send feedback survey to spoke participants
    c. Regular update of iECHO
3. Backup responsibilities
    a. IT officer
    b. Spoke presenter not available: to give the case presentation
    c. Facilitator
4. Communication with spoke participants (learners) re: registration, certificates etc..
5. Upload Content & Questions to SAMA Moodle
6. Issue certificates to subject matter experts & spoke presenter (as needed)

ProjectECHO
SAMA Hub - Sudan

Digital Marketing Team

- Upload didactic to the SAMA Youtube channel and trim it and enter timestamps
- Social media marketing for the program
- Webpage content

Subject Matter Experts - Didactic

- Has experience in the subject matter - i.e. not a trainee
- Provides the learning objectives
- Provides the pretest questions
- Answers the post test questions in the session
- Slide Preparation
    - Use the slide template provided by the facilitator (that contains the relevant logos)
    - Do not include any patient personal information (e.g. name, date of birth, medical record number)
    - duration of didactic/lecture not to exceed 30 minutes (adjust number of slides accordingly)
    - Submit slides at least one week before the agreed deadline to the facilitator
- Slide Content - Recommended
    - Second slide: outline of talk/learning objectives
    - 1 to 5 Multiple Choice Questions that engage the audience during the talk
    - These will be used to create a poll using Zoom which will engage the audience
    - Final slide: Take home Points
- Last minute unavailability
    - **There will be NO rescheduling in event of last minute unavailability**
    - In the event of last minute unavailability, SMEs have one of two options:
        - Recommended - Let another SME present their presentation; this allows the session to proceed
        - Cancel didactic, and limit session to case presentation and discussion
- Day of Session
    - Join 30 minutes before the session starts to confirm everything is in working order
    - Use a quiet location with stable, high-speed internet
    - Please use a computer that has a camera
    - Position the webcam so the whole face is visible
- Optional Zoom Training
    - If unfamiliar with Zoom – the SAMA Sudan Office in Port Sudan can provide training through a dedicated rehearsal session

ProjectECHO
SAMA Hub - Sudan

Subject Matter Experts - Commentary

- Day of Session
  - Join 30 minutes before the session starts to confirm everything is in working order
  - Use a quiet location with stable, high-speed internet
  - Please use a computer that has a camera
  - Position the webcam so the whole face is visible

Case Presentations

Case Presenter Expectations

- Works in Low Middle Income Country
- Join 30 minutes before the session starts to confirm everything is in working order
- Use a quiet location with stable, high-speed internet
- use a computer that has a camera
- Position the webcam so the whole face is visible
- Optional Zoom Training
  - If unfamiliar with Zoom – the SAMA Sudan Office in Port Sudan can provide training through a dedicated rehearsal session
- Present from the SAMA Sudan office if residing in Port Sudan

Case Presenter Award

1. The objective is to create an incentive for learners to present
2. Process
   a. After every session, the Facilitator and Coordinator score the case presenter's performance in the 4 areas:
      i. Quality of scientific content
      ii. Quality of slide preparation
      iii. Presentation skills
      iv. Professionalism
   b. A score is then generated for each case presenter
   c. The case presenter with the highest score is nominated for the award
   d. The Course Director approves the nomination
   e. The awardee is announced in the last session and issued a certificate
   f. $100 is then issued to the certificate after submitting an educational expense receipt for $100 (or more)

ProjectECHO
SAMA Hub - Sudan

Volunteers

1. Requirements
    a. Registered Learner in Program
    b. Resides in a location with a reliable internet connection
    c. Attends the weekly meeting when tasks are assigned, Saturday, 2pm central african time
2. Supervisors
    a. Coordinator/faciliatator - monthly performance reported
3. What they get
    a. Volunteer certificate with the number of hours worked
    b. Letter of recommendation from SAMA based on coordinator evaluation
4. What they don't do/have access to
    a. Communicate with SME or have access to their contact information
    b. IECHO
    c. Google drive
5. Any task not performed by the Volunteer is to be done by the Coordinator (i.e. volunteer should not interrupt the workflow)

Certificates

Certificate of Participation

● Issued by the facilitator on request to:
    ○ SME - Didactic
    ○ Case Presenter

Certificate of Attendance

● Issued to the learners on request by the coordinator after meeting the following requirements:
    ○ Completion of online request form
    ○ Verification of attending 70% of the sessions
    ○ Issued within one month of the end of the course

ProjectECHO
SAMA Hub - Sudan

New Programs under SAMA Hub (SuperHub)

Logistics to be a Project ECHO learning site

1. **Provide the necessary Learning Space**

   The recommended room should take no more than 15-20 participants to allow for interactive participation

2. **Overcome Energy Challenges**

   Due to unreliable electric supply from the National Grid, we recommend that Learning sites have a back up energy source. A solar panel is strongly recommended given higher cost of gasoline/deisel.

3. **Overcome Internet Challenges**

   Options:

   - dedicated (not shared) internet service.
   - Fiberoptic service
   - Starlink (most reliable)

4. **Provide the needed audiovisual supplies**

   i. Webcam

   ii. Computer/laptop

   iii. Microphone (SAMA uses a smartphone app in lieu of purchasing a microphone)

   iv. Speaker

   v. LCD Screen (or projector)

Steps to launch a program under SAMA hub (superhub)

1. **Complete a concept note**

   Components

   - Learning Objectives of Project ECHO Program
   - Target Audience
   - Start and End Dates
   - Frequency (weekly, every two weeks, or monthly)
   - Time/Day (must use same time and day of week for all sessions)

ProjectECHO
SAMA Hub - Sudan

- Topics to be covered
- Subject Matter Experts
- Names of Team Members: Echo Lead, Facilitator, Coordinator
- What does success look like

2. **Sign the partnership agreement with SAMA**

   - The agreement contains all the details of the program, the requirements, and commitments from each side.

3. **Identify and train spokes**

   - Recruit spoke presenters and review their case presentations for quality.
   - Conduct rehearsals for all spoke presenters before their sessions and give feedback.

4. **Develop templates**

   - Develop slide deck for facilitator slides, SME slides and spoke presenter slides.
   - Include project ECHO logo, SAMA logo, and other program partners logos.

5. **Create a Banner, webpage**

   - The Banner shows the ECHO program and its partners. It is suspended at the session room facing the camera.
   - The webpage is created on SAMA website, it contains all program details.

6. **Program Registration**

   - Open registration for the program through iECHO platform by sharing the registration link.
   - At least 2 weeks before program launching**.**

7. **Launch**
- A pre-launch training may be needed before commencing the first session in the program.
- Now the program is ready to be launched.

Omer Gomaa Director of Operations	Mohamed Almahal Executive Director	Abdulmajid Osman Sudan Office Director	Salaheldin Abusin Secretary-General
Omer Abdalla	*Mohamed Almahal*	*Abdulmajid Osman*	*Salaheldin Abusin*
May 3, 2024	May 3, 2024	May 3, 2024	May 3, 2024