



SCANSECT's *"Cookbook"*

Part 1: The organization

SCANSECT Executive Committee 2004
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Purpose and guidelines:

The By-Laws for SCANSECT state that:

The purpose of the Society is to:

- *promote the scientific development of extracorporeal technology.*
- *encourage and support research within the field of extracorporeal technology.*
- *promote networking and collaboration between individuals, authorities and organisations working with or otherwise interested in extracorporeal technology.*
- *arrange training courses and supplementary training programmes within the field of extracorporeal technology.*
- *protect its members' interests in matters relating to extracorporeal technology and its conditions in Scandinavia.*

This is obviously not very clear, and the Executive Committee has therefore drafted the following more specific objectives and guidelines for SCANSECT:

- To ensure that graduation papers from the school are presented at the SCANSECT congress and that abstracts are posted on the homepage to allow anyone to familiarize themselves with and learn from the "goings-on" within the perfusionist profession.
- To ensure that new perfusion products/methodology are presented.
- To provide valuable information from the Society by keeping the homepages updated. The homepages should be updated monthly, and current information should be posted there on a regular basis.
- The national representative on SCANSECT's Executive Committee sends at least one e-mail/letter per year to each member in the respective countries with updated information. Individual members are encouraged to bring forward their input or inquire into the activities of the Executive Committee.
- The national representative on SCANSECT's Executive Committee gives an annual presentation at the national General assembly to report on the activities of SCANSECT, and should generally aim to spur on discussion and commitment among the members.
- SCANSECT's General Secretary provides assistance and support if required, to the local organiser of the SCANSECT congress.
- SCANSECT's Committee for Training works out a 4-year plan for the PV training (Supplementary training programmes for Perfusionists).
- Abstracts submitted to the SCANSECT congress must be evaluated by the Scientific Committee and published on the homepage after the congress.
- To ensure annual updates of the membership lists.
- To persuade Scandinavian authorities to recognise perfusionists as a separate professional group and make it a statutory requirement for practitioners of the profession to have approved perfusionist training and practice.

Executive Committee 2003.

The General Secretary:

- Convenes Executive Committee meetings.
- Checks on the committees and receives minutes from their meetings.
- Ensures that the General Assembly is properly announced and convened.
- Ensures that the General Assembly is scheduled in the congress programme. Preferably after lunch but before the coffee break on day 1 or 2 of the congress.
- Ensures that there is lunch and a meeting room for the SCANSECT board meeting to be held in a lunch break during the congress, before the General Assembly.
- Ensures that the president of the next congress is informed about the deadlines for abstracts, etc.
- Presents awards instituted by SCANSECT at the congress.
- Addresses topics suggested by the members for discussion at the Executive Committee meetings.
- Ensures that the congress continues to have the status of an international congress under EBCP.
- Checks on the national perfusionist societies one year prior to election for the purpose of re-election or a election of a new member.
- The General Secretary is elected alternately by NORSECT, DANSECT and SWESECT. The General Secretary may seek re-election.
- Keeps lists of the participants of former congresses for the use of each year's Congress President.
- After each congress makes sure that abstracts from the congress are forwarded to the webmaster.
- The order of the SCANSECT congresses is: Finland, Denmark, Sweden, Norway, and Iceland. The General Secretary must contact the national perfusionist societies to obtain the name of the President, or the contact person, for the coming two congresses.

Secretary:

- Writes minutes.
- Drafts and sends out announcements and notices of General Meetings in consultation with the General Secretary.
- Minutes, etc., are posted on the homepages.
- Makes lists of the Executive Committee and the committees.

Store clerk:

- Responsible for the display of the banners at each meeting.
- Responsible for the storage of the banners between meetings.

Treasurer:

- Prepares the accounts and budget.
- Collects membership fees from all ordinary members of the national societies as well as individual members and associated members prior to the General Assembly, complete with SWIFT and IBAN data and other relevant information.
- Reimburses any outlays incurred by Executive Committee or committee members in the performance of their duties for the Society.
- Provides flowers to be given to the award winners and the Host President at the Gala Dinner.

Travel expenses:

- Reimbursement will be made for the Executive Committee members' participation in Executive Committee meetings in connection with a national annual meeting and General Assembly, unless such reimbursement can be obtained elsewhere.
- Travel expenses will be reimbursed on a level corresponding to the fare of the least expensive means of transportation or by a rate determined by SCANSECT (an average of the Scandinavian rates).
- Travel expenses for lecturers will be reimbursed, and they will be paid a symbolic fee, possibly in the form of a couple of bottles of good wine.
- Travel expenses incurred by members of the Scientific Committee in connection with the evaluation of abstracts for the SCANSECT congress will be reimbursed by the congress.
- Travel expenses incurred by members of the Scientific Committee in connection with participation in the SCANSECT congress will be reimbursed by SCANSECT for one representative from each country, unless such reimbursement can be obtained elsewhere.
- For all PV training, a budget must be drafted and submitted for approval by the Executive Committee. SCANSECT may decide to reimburse a deficit caused by a sudden drop in attendance. The scale of the amount will be determined in connection with the preparation of the budget.
- Travel expenses incurred by Executive Committee members participating in PV training courses will not be reimbursed by SCANSECT, unless such participation is mandatory.

- In order to have travel expenses or other outlays reimbursed, the member in question must state his IBAN and SWIFT numbers and the name and address of the bank to which the money is to be transferred.
- Once the money has been transferred, a mail/letter must be sent to the treasurer to confirm that the money has been transferred, and that the amount is correct.

Scientific Committee:

Members:

- Consists of 5 members. Ideally there should be one member from each of the Scandinavian countries: Denmark, Norway, Sweden, Iceland, and Finland. The members of the Scientific Committee must have a perfusionist education or EBCP Grand-Person status; they must work as a perfusionist and be member of SCANSECT.
- The members are elected at the General Assembly for a period of 4 years. Re-election is possible. The members of the Scientific Committee should be from different SCANSECT membership countries.
- The Chairman of the committee is elected inside the committee by simple majority, and notifies the General Secretary and the President of the coming congress of the result of the election.

Tasks of the Committee:

- Evaluation and choice of abstracts for the SCANSECT congress. In the event of disagreement in the committee a decision is reached by a majority vote.
- The members of the committee will provide help to Scandinavian perfusionist colleagues who request help to draw up an abstract or set up a scientific study.
- Selection of the best presentation in each prize-category. The selection will be based upon an overall evaluation of abstract and oral presentation. The criteria for award candidature are: good scientific work (modified for case report presentations), Good, carefully prepared, clear and understandable abstract, good oral presentation in an understandable English, good and relevant slides.

Tasks of the Chairman:

- Liaison between the Committee and the SCANSECT president and General Secretary, the Scientific Committee of SATS, and the congress bureau, in relation to the yearly SCANSECT congress.
- The chairman receives the submitted abstracts from the congress bureau and forwards them to the other members of the committee.
- Summons the abstract meetings. Choice of meeting form depends on the number of submitted abstracts: telephone meeting or face-to-face meeting, possibly joint with the SATS meeting.
- Forwards the committee's decision concerning the submitted abstracts to the congress bureau, which will then notify the authors with cc to the chairman in order to make sure that message to the authors is correct.
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- SCANSECT's representative in the Scientific Committee of FECECT.
- Supervise that accepted abstracts to forthcoming SCANSECT meeting are presented on congress homepage.
- Responsible for providing the SCANSECT Award Certificate in an appropriate frame for each year's prize giving.

Abstract requirements:

- Authors: name, hospital, department, country
- Abstract: wording in correct English based on *Background, Aim, Materials & methods, Results and Conclusion*.
- An abstract of an ongoing study without results will in general not be accepted.

Setting up an abstract:

It is the responsibility of the congress president to make sure that the abstract submission form is designed to provide the Scientific Committee with the following information:

- The forum for the presentation: SATS or SCANSECT
- Oral or poster presentation
- First time presenter
- Perfusion school graduation paper
- Case report
- Author(s)
- Abstract Title
- Abstract text

Submitted abstracts will receive a number. Abstracts will be forwarded by the congress bureau to the Scientific Committee **without** name or affiliation of author (in order to reduce the risk of bias in the evaluation process).

Deadlines og dates:

- The congress takes place during the last fortnight of August.
- Deadline for submission of abstracts: **May 1st**.
- Deadline for forwarding the abstracts to the Scientific Committee: **May 15th**.
- The Scientific Committee will meet between June 1st and **June 10th**.
- The Chairman will notify the congress bureau directly after the meeting.
- Between the 2nd week of September and the 2nd week of October the chairman will send an email to the Scandinavian centers with invitation to present abstracts for the coming SCANSECT meeting. The email should include an offer of help in matters of study and abstract.

Committee for training:

Members:

- At least 3 individuals with perfusionist training or EBCP Grand-Person status who are working as perfusionists and are members of SCANSECT.
- Appointed by the General Assembly for four years at a time. Members may seek re-election. The intention is for the members of the special committee for training to represent different SCANSECT member countries.
- The committee elects a co-ordinator from its midst by simple majority, and the co-ordinator immediately passes on this post to the General Secretary.
- The coordinator is SCANSECT's representative on the school board.

Task of the committee:

- The committee must work out a 4-year plan for the PV training (Supplementary training programmes for perfusionists).
- The committee members should serve as resource persons for Scandinavian perfusionist colleagues who need assistance in the organisation of training courses (inc. UNI approval).
- The budget submitted by the organizers must be approved in consultation with the Executive Committee.
- Together with the Executive Committee, the committee decides on the scope of any possible support and on the scale of any deficit to be covered by SCANSECT.
- Meetings are held annually.

- To maintain close contact with the existing schools in Scandinavia as regards updating of training courses.