

## COURSE REQUEST FROM HOST DEPARTMENT TO TAASK

### AGREEMENT BETWEEN COURSE ORGANIZER AND TAASK

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This document is used to preliminarily plan a TAASK Masterclass to be held by an organization other than TAASK or SFAI.

**The course's intended coordinator should check dates with [TAASK's secretariat](#) then fill in all the orange boxes with the local manager with responsibility for personell and finance.**

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### PLANNING OF COURSE DATES

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In the best case, plan the next calendar year's courses when the secretariat requests this each March. Course planning can, however, be started up to 6 months before the course.

Check course dates on [www.taask.nu](http://www.taask.nu) and avoid weeks when there is already a TAASK course planned if possible, check with [kansli@taask.nu](mailto:kansli@taask.nu) (or ping Hilda Ståhl on BaseCamp) before submitting this form.


TAASK Masterclass consists of a faculty day followed by 3 course days and then a half day for evaluation, clearing up and preparing for the next course.

Requested course dates:	
Possible comment.	
Name of venue (as it should be displayed on the website), and town if it's not obvious:	
Name of organization holding course ('course organizer')*	
The venue is booked	

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\* E.g. Department of anesthesiology and intensive care, or Clinical Training Center, Holy Spirit Hospital.

# OVERVIEW OF TIMETABLE

SCHEMA		TAASK Masterclass 					
		Preliminärt schema 2021					
		Dag 1		Dag 2		Dag 3	
		Grupp A	Grupp B	Grupp A	Grupp B	Grupp A	Grupp B
0745	Kaffe, registrering		Kaffe		Kaffe		
8	Introduktion Arbetsstruktur Simulering: Varför? Hur?		Avstämning inför dagen Luftvägsalgoritmer		Avstämning inför dagen Cirkulatorisk kollaps		
9	CRM och verktyg för återkoppling		Workshop: luftvägen	Simulering Sim Sal 2	Simulering Sim Sal 1	Simulering Sim Sal 2	
	0940 Fika						
10	Orientering sim sal 1	Orientering sim sal 2	1015 Fika		1015 Fika		
			Simulering Sim Sal 1	Workshop: luftvägen	Simulering Sim Sal 1	Simulering Sim Sal 2	
11	1100 Fall hemifrån Grupp A Debr. Rm1						
	Grupp B Debr. Rm2						
	1150 Lunch Lunchsalen		Lunch Lunchsalen		Lunch Lunchsalen		
12	Byt om före kl12:45!		Byt om före kl13:00!		Byt om före kl13:00!		
13	Simulering Sim Sal 1	Simulering Sim Sal 2	Simulering Sim Sal 2	Simulering Sim Sal 1	Simulering Sim Sal 2	Simulering Sim Sal 1	
	Fika ev under återkopplingen						
14			Fika		Fika		
	Simulering Sim Sal 2	Simulering Sim Sal 1	Simulering Sim Sal 2	Simulering Sim Sal 1	Posttest och kursapplikation		
15					Avslutning Kursledarmöte		
16	CRM Övning		Dagsavstämning				
	Kursledarmöte		Kursledarmöte				
17							
18							

## PRELIMINARY PLANNING OF FACULTY AND NUMBER OF OWN / EXTERNAL COURSE PARTICIPANTS

To comprise the correct competence, and have enough extra capacity for the course to be held if someone is absent at short notice:

- The faculty should have *preliminarily* agreed to participate in the course.
- At least one member of the faculty should have been involved in running a previous TAASK Masterclass.
- First-time members of the faculty should preferably have attended TAASK Masterclass as participants.
- At least one member of the faculty must work at a different center to where the course is being held.
- Five members of the faculty should be 'TAASK facilitators'<sup>†</sup>
- Three members of the faculty should be able to run the technical side of simulations i.e. preparation and programming of the mannequin.
- At least one of the course coordinators, and one of the TAASK Facilitators in each team should have at least 3 years' experience as a specialist anesthesiologist: there must be a specialist member of the faculty present in each debriefing.
- External facilitators are to be paid by the host department, for four full days of work on their usual salaries, or that which they would have been paid as a local facilitator, whichever is greater.

Provide names and details of the planned faculty. This is often done more than a year in advance so is preliminary: a more definitive confirmation of the faculty is done for the following half calendar year in April and September, and then again three months before the course.

### FINANCIALLY RESPONSIBLE MANAGER (NOT NECESSARILY DIRECTLY INVOLVED IN RUNNING THE COURSE)

Position	Place of work	Email	Phone	Phone

### COURSE COORDINATORS<sup>‡</sup> (1-2 PERSONS)

	Name	Position	Place of work	Email	Phone
Main course coordinator					
Course coordinator 2					

### SIMULATION TEAM 1 (3-4 PERSONS)

	Name	Position	Place of work	Email	Phone
TAASK-Facilitator 1, (= 'Team leader')					
Simulation technician <sup>#</sup>					
TAASK-Facilitator 2 <sup>*</sup>					
Facilitator under introduction					

### SIMULATION TEAM 2 (3-4 PERSONS)

	Name	Position	Place of work	Email	Phone
TAASK-Facilitator 1, (= 'Team leader')					
Simulation technician <sup>#</sup>					
TAASK-Facilitator 2 <sup>*</sup>					
Facilitator under introduction					

<sup>†</sup> Definition of a 'TAASK Facilitator': 1. attended an course approved by TAASK, in simulation technique including debriefing. This includes but is not limited to: DIMS/CAMES1 and EUSim, CAMST's simulation-instructor course. 2. Attended TAASK Masterclass as a participant or facilitator under introduction (preferably both). 3. Experience of full-scale simulation. A TAASK Facilitator can be an anesthesiologist or nurse anesthetist.

<sup>‡</sup> One of the course coordinators, (often also called 'course leaders') should be an experienced anesthesiologist. The main course coordinator, who may be a trainee, must have enough time to organize the course in detail using the planning instrument provided by TAASK in BaseCamp: confirm bookings, plan equipment, arrange refreshments, solve organizational and practical problems that may occur etc. etc..

<sup>#</sup> Some simulation centers provide a simulation technician, in which case the name of this person does not have to be provided in this document. Write e.g. 'provided by venue'."

<sup>\*</sup> Some simulation centers provide a simulation technician, in which case the name of this person does not have to be provided in this document. Write e.g. 'provided by venue'."

## MINIMUM SPECIFICATION OF COURSE VENUE AND EQUIPMENT

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The course coordinator is responsible for booking a suitable venue and arranging equipment.

### VENUE

- Two simulation rooms with adult-sized mannequins where full-scale simulation with anesthetic machines can be run. TAASK cases take place in operating rooms, PACU and the emergency department.
- If possible, a child-mannequin (around 20kg) should be available.
- At least 2 syringe-drivers and one infusion pump in each room.
- Separate rooms for debriefing (allows rigging during debriefing).
- Room for group discussion/lecture (28-30 people).
- Room for faculty meetings including lunch meetings.
- Wifi so that TAASK iPads can be connected to internet.
- Computer with internet connection and access to printer.
- Fridge/cool box where material to be used in airway workshop can be kept.
- Two rooms for airway workshops – one “wet lab” and one “dry lab” for videolaryngoscopy/fiberscopy.

### MINIMUM SIMULATION EQUIPMENT:

- **Equipment boxes<sup>§</sup>** containing ‘basic equipment’ according to laminated lists of content, which can be ordered on [www.taask.nu](http://www.taask.nu). The boxes can be prepared well in advance of courses and be saved between them.
- Videolaryngoscope, at least one per simulation room.
- Fiberscope
- Difficult airway equipment – one set per simulation room - according to content list for equipment box.
- 2 defibrillators.
- Ultrasound simulator, for example Awesome Ultrasound Simulator<sup>®</sup> app on two iPads.
- Drugs according to TAASK box content-lists (available to order on [www.taask.nu](http://www.taask.nu).)
- 2 operating tables, one of which can be used for lithotomy positioning, 2 trolleys for PACU / ED / prone positioning.
- Simulated blood, plasma, platelets.

## INVOLVEMENT OF INDUSTRY REPRESENTATIVES IN AIRWAY WORKSHOP

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TAASK Masterclass may not be sponsored in its entirety by representatives from industry, but support is allowed and welcomed in the following:

Courses generally need to borrow some equipment from industry, for example anesthesia workstations, airway equipment, defibrillators. If this is done without charge to the course, the company lending equipment to the course should be acknowledged in the welcome letter to participants, and during the course’s introductory presentation.

Representatives from industry are also welcome to pay a fee for taking part in the airway workshop that is part of TAASK Masterclass. The workshop is run by members of the faculty according to the plan that is openly available at [www.taask.nu](http://www.taask.nu). The workshop is a teaching session involving a number of generic basic skills including use of videolaryngoscope, fiberscope and surgical airway which can be done using various manufacturers’ equipment. Industry representatives have the opportunity to participate in demonstrating their equipment in context, but it is important to stress that the workshop is not intended to be an advertising session.

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<sup>§</sup> Suitable equipment boxes can be acquired for example from IKEA (50x39x41 cm and 50x39x26 cm ).

## PRINTED MATERIAL IS ORDERED AND PAID FOR BY COURSE ORGANIZER DIRECTLY FROM TAASKS WEBSHOP

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In addition to the purchasing a course licence, the following material should be ordered from TAASK's webshop ([www.taask.nu](http://www.taask.nu)). A

- **A6 Notebooks**, 1 per course participant.
- **Pens**, 1 per participant
- **Door signs (laminated)**. Should be saved between courses until the next time they are revised.
- **Laminated lists for equipment boxes**, which are saved between courses and replaced only when the lists are revised (once every 2 years).
- **Team piqué-shirts** for the faculty. Either a shirt in the correct size is ordered to each member of the faculty, or the course organizer keeps a store of various sizes.
- **Bibs** for all course participants, in case the course is held in-situ at a center where actual clinical work is run alongside TAASK Masterclass.
- **Name tags** for the faculty.
- **Observer instruction cards**– 2-3 sets.
- **Airway algorithms** –SFAIs algorithm is available from [www.taask.nu](http://www.taask.nu), outside Sweden the course coordinator is responsible for deciding which algorithm is to be used.
- **2 symbolic prizes** for the winner of the post-test and the winner of the stair-challenge are required. May be ordered from [www.taask.nu](http://www.taask.nu), but any other small prize e.g. consumable or local souvenir, is suitable.
- **WHO Checklist for Safe Surgery** (outside Sweden): one to be displayed on wall in each simulation room, one in each debriefing room.
- In Sweden, **LÖFs Checklista 2.0** is recommended instead of WHO's Checklist for Safe Surgery, ordered from LÖF by sending an email to [pelle.gustafson@lof.se](mailto:pelle.gustafson@lof.se).
- **Checklist manual**: in Sweden, SFAIs checklist manual: Anestesiologiska Akutsituationer is ordered from [www.taask.nu](http://www.taask.nu) or [www.sfai.se](http://www.sfai.se). Each course participant should have their own copy. Outside Sweden, the course coordinator is responsible for deciding which checklists are to be used in training, and to inform and provide course participants with these in the 'welcome letter' sent 3 months before the course. The checklists must be in the same language that the course is being held in.

## REFRESHMENTS AND SOCIAL EVENTS

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Two social events are usually held during a TAASK Masterclass. They are not compulsory for faculty or participants but are usually well-appreciated:

1. **Course dinner** must be arranged on course's first evening. It is a requirement that all faculty and participants are invited. Booking is done by the course coordinator; TAASK Secretariat provides and distributes a Doodle with binding RSVP a week before the course. The course coordinator decides whether to include the dinner as part of the course, or to require that course participants themselves pay to participate on the day.
2. **Faculty dinner**. Informally arranged by course coordinator on day of choice. May be provided by course or paid for by the faculty members themselves.

## REGISTRATION, NUMBER OF COURSE PLACES, SVPORTAL

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**All participants apply to the course via [SV Portalen](#), or are registered by the course coordinator.**

The e-book 'TAASK: Prevent and manage crises in anesthesiology'<sup>\*\*</sup> is available as soon as participants have registered an application, until after the course or until they are declined a place on the course. Participants have the option of ordering a printed copy of the book upon application, and the book is also available on Apple Books and Google Play.

**The course coordinator specifies in this document how many places are to be made available for 'own participants' and how many are to be made available for external, paying participants to apply for.**

The course coordinator is completely in control of which own participants are accepted to the course while TAASK secretariat accepts external applicants on a first come, first served basis.

**Course application by prospective participants is committal** according to TAASK's application policy (see [www.taask.nu](http://www.taask.nu)), which means that participants may not withdraw their application for a place once it has been confirmed. While it is possible for an administrative fee to open up places for external participants after the course has been registered on SVPortal, it is not acceptable for the course organizer to cancel individual course places once they have been confirmed.

Unless agreed otherwise<sup>††</sup>, **SFAI Verksamheter AB** (The Swedish Society of Anaesthesia and Intensive Care) invoices paying participants on behalf of the course organizer. This income, minus SFAI's administrative costs of 7%<sup>††</sup>, is available to the course organizer immediately after the course. If requested, remuneration for travel and work, and expenses such as a course dinner can be paid directly from SFAI Verksamheter AB to course faculty. The course organizer sends a single invoice for the sum of income and expenses within 3 months after the course.

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<sup>\*\*</sup> "Förebygg och hantera kriser inom anesthesiologi" if the course is to be held in Swedish.

<sup>††</sup> An alternative is that invoice details are made available to the course organizer so that invoices can be sent directly from the host department, in which case there is a 3% administrative fee to be paid by the course organizer to SVPortal.

<sup>††</sup>SFAI's administrative fee pays for invoicing, tax declaration etc.

## PLANNING OF OWN (IE NOT TO BE INVOICED) AND EXTERNAL (IE PAYING) PARTICIPANTS; COURSE FEE

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MUST BE FILLED IN BY COURSE COORDINATOR SO THAT COURSE DATES CAN BE CONFIRMED AND COURSE ADVERTISED ON [WWW.TAASK.NU](http://WWW.TAASK.NU) / SVPORTAL.

Course coordinator sets fee (excl. VAT) for external, paying course participants<sup>§§</sup>:

<u>Category</u>	<u>Course fee for paying participants (excl. VAT)</u>
<u>Anesthesiologist (trainee or specialist)</u>	
<u>Anesthetic nurse or anesthetic technician</u>	

The course coordinator decides many 'own participants' and how many places for 'paying participants' should be made available on SVPortal<sup>\*\*\*</sup>.

<u>Category</u>	<u>Number of places on the course</u>	<u>Number of 'own' places<sup>†††</sup></u>	<u>Number of places for 'external' participants</u>
<u>Anesthesiologist (trainee or specialist)</u>	12		
<u>Anesthetic nurse or anesthetic technician</u>	6		

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<sup>§§</sup> Current fee in Sweden (2021): 15000SEK; 6000SEK.

<sup>\*\*\*</sup> Consider that most of the faculty and the local participants must be available ie not have to work clinically during the whole course!

<sup>†††</sup> A financially convenient set up is occasionally that a member of the faculty attends the course as a CME activity paid for by their usual employer, ie at no cost to the course organizer. In return, the faculty member's usual employer sends a non-paying course participant to the course. This participant should be counted as an 'own participant' since no invoice is sent.

## THE COURSE ORGANIZER PAYS A LICENSE FEE TO TAASK

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The course plan, simulation instructions and lectures have been developed, tried and tested over many years are protected by copyright, as is the TAASK brand. Instructions for simulations can only be accessed through the SVPortal. Licence fees contribute to the continued development of the course.

The course must be held according to the TAASK Masterclass course plan and the course organizer bears financial responsibility for the course budget.

The current license fee is 100EUR per course participant per day<sup>\*\*\*</sup>. Courses arranged in middle- to low- income countries will receive a significant discount, as will centers that hold the course on a regular basis or that contribute to the development of TAASK courses.

TAASK Masterclass is mainly paperless – instructions for simulations, detailed timetable, lecture slides etc. are made available to course faculty in SVPortal and BaseCamp, from 3 months before the course until the end of the course.

Each member of the faculty must have a personal reading tablet eg iPad, with internet access and BaseCamp installed. Loan of 8 iPads is included in the TAASK license fee in Sweden and these may also be borrowed by courses abroad if necessary, provided that the course organizer arranges suitably insured transport from [TAASKs secretariat in Malmö](#) (or that an external member of the faculty brings the iPads from Sweden).

### INCLUDED IN THE TAASK LICENSE FEE ARE:

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Access to course planning in a BaseCamp project made for the course. Assistance with planning deadlines and course administration is provided by [TAASKs secretariat](#).

Online access to pretest and obligatory reading of 'TAASK: Prevent and Manage Crises in Anesthesiology' for course participants and faculty, until the course ends.

Course-plan and licence to use TAASK simulation cases.

Instructor workshop during planning day.

Help with marketing – the course will be advertised on [www.taask.nu](http://www.taask.nu) via SVPortal and in the SFAI journal. TAASKs secretariat will do their best to advertise your course as widely as possible. The local course organizer is free to, and expected to advertize the course within their own network and in any other channels that they can imagine.

A4, A5 and A6 templates for course adverts/flyers are available from [kansli@taask.nu](mailto:kansli@taask.nu) .

Loan of iPads if necessary – see above.

### OPTIONAL EXTRAS ON COURSE REGISTRATION

The TAASK book can be ordered in paper format if desired.

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<sup>\*\*\*</sup> TAASK Masterclass accommodates 18 participants for 3 days, ie consists of 54 participant-days.



## **CLARIFICATION: RESPONSIBILITY FOR REIMBURSEMENT AND PAY TO THE FACULTY; REFRESHMENTS, VENUE AND EQUIPMENT FEES AND COSTS.**

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The course organizer is responsible for paying the faculty for their participation in the course.

In the case of external faculty members who attend the course without pay from their usual employer, the course organizer must pay the faculty member a fee equivalent to their normal salary unless agreed otherwise. If the level of salaries at the course organizer is higher than the faculty member's normal salary, the higher rate of pay should be applied.

Refreshments (coffee on arrival, morning refreshments and afternoon refreshments) are to be paid for by the course organizer.

Lunch must be available to course participants, either included in the course fee or for purchase.

Course dinner / social event: see above.

### **Invoice details for TAASK licence fee:**

Name of customer:	
Organisationsnummer:	
VAT registration number:	
Reference in address	
Street adress / Box	
Postcode	
Town	
GLN nummer for electronic invoices:	
Invoice reference (either a code or a person)	
Contact details re invoice	

We would like TAASK to approve our course dates and advertise TAASK Masterclass at our center on SVPortalen.

Course coordinator

Financially responsible manager

### **WHAT HAPPENS NEXT?**

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This requires should signed and sent by email to [kansli@taask.nu](mailto:kansli@taask.nu), who will contact you.

Provided that the course dates work and we agree to hold the course, it will be posted on the SVPortal so that course participants may apply to the course. An invoice for the TAASK licence fee will be sent to the above address, to be paid 2 weeks before the course.

We will invite you to a BaseCamp project where there is a checklist over the course planning before your course, including deadlines for confirming faculty, proformas for communication with course participants, access to faculty material in the SVPortal etc.

We look forward to helping you run TAASK Masterclass!

Owain Thomas, TAASK; Hilda Ståhl, projekt manager, TAASK Kansli, MKON.