

INTERNAL RULES ULTRASOUND COMMISSION

Commission of the Swiss Society of Nephrology
(unanimously approved at the SGN Board meeting of 16.12.2020)

Name of the commission

Commission of the Ultrasound and renal imaging

Preamble

Each commission prepares internal rules, which must be submitted to the SSN Board for approval. Each Commission works under the *responsibility* of the SSN.

Aim / mission of the commission

- Establish post-graduate formation plan in accordance with the ISFM-approved postgraduate program in nephrology for:
 - * ultrasound examination of the native and transplanted kidneys
 - * renal biopsy
 - * US-guided catheter insertion
- Organize annual practical formation sessions in basics and advanced ultrasound
- Maintain excellent contacts with the SGUM and other related instances
- Defend tariff for ultrasounds

Definition of the interaction

The Commission reports directly to the SSN Board

Structure of the commission:

President & Members

Current member list - see www.swissnephrology.ch

Election mode of the commission members

- The president and the members of the commission are elected by simple more at the SSN General Assembly for a term of office of 2 years and are eligible for re-election twice.
- The maximum term of office of a member of the Commission is 12 years, 6 years as a member, 6 years as President.
- The board can inform SSN members about a vacancy (President or member) until 1 of June in the election year. SSN members can apply for the vacant post until latest 30th of Sept in the election year. Qualified candidates can then be submitted for election to the General Assembly of SSN.

Length of mandate

member: 2 years, renewable twice / max. 6 years

president: 2 years, renewable twice / max 6 years as president and max 6 years as member

Number and requirements for commission Members

The commission is composed by a maximum of 10 members, which must be SSN members. The members of the US commission are required to have profound knowledge of ultrasound examination (i.e. SGUM certificate or >5J US continuous experience with US examinations confirmed by a SGUM or SGN commission member). Exceptions are possible.

Internal vote modalities

- Decisions of the Commission are made in principle by mutual agreement
- In the case of insurmountable differences, the simple majority of the commission decides. At least 6 members (including president / secretary) must be present.
- The President has a casting vote in the case of a tie

Number of meetings per year

Two meetings per year should be organized.

Minutes of meetings

14 days for writing and 14 days for approval.

Should reach the SSN Board within max. 30 days after meeting.

Diffusion of information and of publications by commissions

All publications and notifications are to be submitted to the SSN Board before publication.

Commission decisions and recommendations are open to all SSN members (website or mailings)

Mandatory yearly report to GA

Each Commission will submit an annual report at the ordinary SSN general meeting of members.

To be submitted to the SSN Office in writing by each end of September

Admission as Commission or dissolution

The General Assembly of the SSN decides about admission or dissolution of a commission upon proposal by the SSN Board

Distribution of communications

All SSN communications are after consultation with the SSN president or secretary, exclusively sent via the Administration

Financial aspects

None