



THE EUROPEAN
SOCIETY FOR
CLINICAL
NUTRITION AND
METABOLISM

The European Society for Clinical Nutrition and Metabolism



LLL programme

Rules to prepare a Live course

The chairman of the course has to coordinate the application and preparation of the Live course, development of material needed, running LLL course and an evaluation procedure.

Organizing a LLL Course

1. Application for the course

A formal application has to be sent to the LLL Board (remy.meier@outlook.com) with the following items:

1. Name of the local nutritional (PEN) society
2. Place and date of the course/courses
3. Name of the course **chairman/director (Has to be TLLL certified expert)**
4. Names of the involved speakers. At least two of the speakers should be TLLL certified experts; one of them could also be the chairman. If one of the speakers is not TLLL certified, it is the responsibility of the chairman of the course to give him/her the LLL teaching material and make sure that these non TLLL speakers run the course according to the rules. **The TLLL teachers have to be current ESPEN members.**
5. Funding
6. Intentions for translation of the English web-modules into another language.

After the application is approved by LLL Board, use the following instructions to prepare the course:

2. Preparation of the course

1. The course must be prepared according to the original course framework presented on the web-site: Lectures + Clinical Case Discussion + Test + Course Evaluation.
2. Each Live Course has to cover one topic with all the modules included in it. Omitting modules is not acceptable in the frame of a LLL Course. The titles and the content of the modules should follow the ESPEN LLL curriculum.
3. The course content and educational tools are allocated on the web-site of the **Teacher Virtual Portal** for LLL teachers. The link is (<http://lllnutrition.com/tlll2>). **Only users registered as LLL teachers on Virtual Portal have the access to educational tools (educational content is free-accessible).**
4. ESPEN position on the topic should be provided, based on ESPEN guidelines, Blue Book and peer reviewed LLL material.
5. The PowerPoint-slides presentations are available on the **Teachers Virtual Portal**. Please keep the same format. All corrections have to correspond to the information in the module on the web. The content of ESPEN LLL slides could be slightly changed to adapt them according to new information in the literature but the ESPEN message should be kept, since the participants sign up for an LLL course and they expect that the international expertise of ESPEN will be offered.
6. The Clinical Cases are available on the **Teachers Virtual Portal**. It is also possible to develop own Clinical Case coming from your clinical practice. For better case presentation you are encouraged to use multimedia accessories, such as pictures, video, animations, etc.
- 7 The test includes **30 true/false test questions** and is produced from the LLL reviewed and approved material, and should be used as provided. The tests are available on the **Teachers Virtual Portal**.
8. Before the course the evaluation sheets, the certificates with CME's and certificates of attendance and the list of participants as a table in excel format should be prepared. All the templates are available on **Teachers Virtual Portal**.
9. An announcement of the Course with the precise and detail information on the event should be prepared. The template is available on **Teachers Virtual Portal**.
Please send the announcement to the LLL Board to promote the Live course on ESPEN LLL web-page.

- 10.** The participants **should register themselves on-line on ESPEN LLL portal to take LLL-modules before the live course**, in order to create an individual profile to collect LLL credits.

In case the participant is **already** an ESPEN member, access to LLL is included in his membership services (ESPEN member secure zone). **The participant must use his ESPEN username and password** to access his existing LLL account.

If the participant has already an account in LLL, there is no need to register to LLL again before the Live course.

As a course organizer you have two options.

1. You ask all the participants who have to register that they do it individually before the course! This is the best way!!
2. You as a course organizer register your participants to LLL WEB-portal before the course.

Here you have to consider that you get all the information needed from the participants before.

The registration procedure is as follow:

1. Go to LLL WEB PORTAL: <http://lllnutrition.com/>
2. Click on "Register to LLL Programme"
3. You will arrive to the ESPEN webpage
4. On the right side of the menu click on "Register"

On the page Register New User:

You have to fill in ALL THE INFORMATION REQUIRED!!!

5. After you complete the registration, you will receive an email from LLL administration confirming your registration.

Access to LLL courses is possible either through www.lllnutrition.com and through www.espen.org with the same credentials (username and password) as ESPEN and LLL databases have been merged.

3. Conduction of the course

Format of a LLL course

1. Course duration: 4 hours.

2. Format of the lectures: 4 lectures of 30 minutes.

Please use not more than 30 slides per lecture. The interactive discussion should be encouraged after the lecture. The duration of the lecturing and interactive discussion should be not more than 2 hours.

3. Coffee break of 20-30 minutes

During the break all the participants have to receive the evaluation form of the course.

4. Format of Case Discussion: Interactive discussion of 2 clinical cases should be done with all the participating teachers in the course (duration 45 -60 min).

5. Format of the Test: 30 true/false questions

The test is usually corrected by the neighbours of the participants. Each question will be discussed by the lecturer and the correct answers will be given for each question. **The test pass rate is 80 %..**

6. After the returning of the test and the evaluation form the participant will get the LLL certificate with CME's for the completing the course if he/she has passed the test. If the participant fails the test he/she will get only a certificate of attendance. **The certificates are given only to those who had completed the evaluation forms for the course.**

4. Requests after the course

After the course within 4 weeks the chairman of the Live course has to send a report to the tLLL administrative board (meier.remy@outlook.com and rkomsa@gmail.com) including following documents:

1. A short narrative Course report and actualized programme.
2. List of participants who attended the course, developed according to the template: including address, profession, e-mail, LLL username, test pass, number of credits.
3. Course evaluation according to the template and a number of returned evaluation forms.

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LLL Board

Prof. Miguel Leon_Sanz, Prof. Regina Komsa, Prof. Rémy Meier