

## Lecturers and chairpersons list for wound seminars

**Provider number\*:** \_\_\_\_\_ **Name of the education institute:** \_\_\_\_\_  
**Version from/date:** \_\_\_\_\_

\*will be assigned by the certification body in the case of the first recognition

WE = Woundexpert ICW®, PWE = Physician Woundexpert ICW®, WT = Woundtherapist ICW®, WCS = Woundcare specialist ICW®, REC = recertification seminar

| Name   | Professional degree, further training and education | Professional activity/practical experience in the subject area | Present activity and employer | Teaches the following topics | Seminar type   | Certificates attached | Note of the certification body |
|--|---|--|-------------------------------|------------------------------|--|-----------------------|--------------------------------|
| <b>Chairpersons of the seminar</b>                     |   |  |                               |                              |  |                       |                                |
| Educational management:                                |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
| Participation in the management seminar ICW/TÜV, date: |   |  |                               |                              |  |                       |                                |
| Professional management:                               |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
| Participation in the management seminar ICW/TÜV, date: |   |  |                               |                              |  |                       |                                |

**Lecturers**

| Name | Professional degree, further training and education | Professional practice/practical experience in the subject area | Present activity and employer | Teaches the following topics | Seminar type   | Certificates attached | Note of the certification body |
|------|---|--|-------------------------------|------------------------------|--|-----------------------|--------------------------------|
|      |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
|      |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
|      |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
|      |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
|      |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |
|      |   |  |                               |                              | <input type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC |                       |                                |

## 1. Basic instructions for using this page

List lecturers in alphabetical order (surname) if possible.

A clear suitability for the topic area must be evident from the 2nd - 3rd column.

Once the application has been submitted, the confirmed list of lecturers is only valid for the planning submitted at that time. Changes must be applied for in writing and indicated in the list of lecturers. Please mark **yellow!**

**Company activity:** It is not permitted to have company representatives teaching on topics that are related to their products.

## 2. Notes on the required lecturer qualification

In our seminars, subject-specific content should be taught at a level appropriate to the type of seminar. The lecturers must have a high level of professional expertise and pedagogical skills. The certification body checks this on the basis of the documents submitted. The professional expertise results, among other things, from:

- basic occupational qualification (studies, occupational training)
- special further training and additional qualifications e.g. Woundcare specialist ICW<sup>®</sup>, Woundtherapist ICW<sup>®</sup>
- lecturing activities
- publications on the subject, research work, etc.
- practical activity and position (e.g. management)
- participation in ICW management and lecturer seminars

In any case, an individual check is carried out. If the qualification is not evident from the certificates, a separate description must be provided so that this is comprehensible for the certification body.

## 3. Examples for qualifications and topic assignment

|                                      |  |
|--------------------------------------|--|
| <b>Wound care</b>                    | Registered nurse, Woundcare specialist ICW <sup>®</sup> , specialist for general surgery, Physician Woundexpert ICW <sup>®</sup>   |
| <b>Hygiene</b>                       | Registered nurse, hygiene specialist, microbiologist, hygiene representative   |
| <b>Nutrition</b>                     | Dietitian, ecotrophologist, nurse with qualification in nutrition management ...   |
| <b>DFS (depending on sub-themes)</b> | Diabetologist, registered nurse plus diabetes advisor & Woundexpert or Woundcare specialist ICW <sup>®</sup> , podiatrist, orthopaedic technician, participation in the trainer seminar ICW "DFS"... |
| <b>Education</b>                     | Nursing teacher/educator, registered nurse with qualification as practice instructor, Woundcare specialist or Woundtherapist ICW <sup>®</sup> ...  |
| <b>Pain</b>                          | Pain Nurse, Intensive Care Nurse, algesiological assistance, anesthetist, specialist nurse for anaesthesia   |
| <b>Law</b>                           | Lawyer   |
| <b>Finances</b>                      | Physician, registered nurse, physician assistant with specialization, nursing manager/head of care   |

#### **4. List Handling instructions**

The complete preparation of the lecturers and chairpersons list is the basis on which the ICW can register the lecturers and confirm them for the respective institute. This requires that the record is filled in completely and correctly. We point out any missing or unclear information and ask for completion or correction. If we do not receive any useful information, we cannot process your request in a timely manner and may not agree to conduct a seminar. Please fill in the columns as follows:

##### **Column 1: Name**

Please be sure to quote the **surname on the front**, so that we can make the alphabetical listing in the database.

##### **Column 2: Professional qualifications, continuing education/training**

List the professional qualification as well as any further education and training with a valid job title, e.g. qualified nurse, Woundexpert ICW®.

##### **Column 3: Vocational/practical experience in the subject area**

Provide information on the experience the lecturer has acquired in the subject in which he should teach. (e.g. two years of outpatient wound care, self-employed as an orthopaedic technician ... It is necessary to identify the professional competence of the lecturer.

##### **Column 4: Current occupation/employer**

Indicate where the lecturer is currently employed and which duties are carried out. If he or she is working in industry, the correct name of the employer must be given. An indication such as "consulting activity" is not sufficient!

##### **Column 5: Use in the seminar topic**

Here you have to list which topics the lecturer should take over. The information on professional activity has already been given in columns 2/3.

##### **Column 6: Type of seminar**

There is also a need to distinguish in which seminar the teaching should take place. The necessary competence for teaching in the seminar Woundexpert ICW® differs quite from the Woundcare specialist ICW® or the Woundtherapist ICW®. This is independent of whether the subject areas are the same.

##### **Column 7: Certificates**

For professional and educational management, you must submit a short professional biography. You also have to submit certificates of your professional qualifications and the proof of the participation in the management seminar ICW/TÜV. For all other lecturers, this will be retrieved on request or randomly checked during the audit.

# FILL IN EXAMPLE

**Provider number\*:** A-00001 **Name of the education institute:** Sample Institute for Wounds

**Version from/date:** 01.01.2021

*\*will be assigned by the certification body in the case of the first recognition*

WE = Woundexpert ICW® PWE = Physician Woundexpert ICW® WT = Woundtherapist ICW® WCS = Woundcare specialist ICW® REC = recertification seminar

| Name  | Professional degree, further training and education | Professional activity/practical experience in the subject area                                  | Present activity and employer                           | Teaches the following topics  | Seminar type   | Certificates attached | Note of the certification body |
|---|---|---|---|---|--|-----------------------|--------------------------------|
| <b>Chairpersons of the seminar</b>                              |   |   |   |   |  |                       |                                |
| <b>Educational management:</b><br>Sample, Sam                   | Specialist nurse A&I 1998<br>Medical educator 2000  | Anesthesia/intensive 5 years<br>Training und further education 2 years                          | Co. Dressing consulting role                            | Communication<br>Term paper   | <input checked="" type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input checked="" type="checkbox"/> REC | yes                   |                                |
| <b>Participation in the management seminar ICW/TÜV: 02/2020</b> |   |   |   |   |  |                       |                                |
| <b>Professional management:</b><br>Anotherone, Anton            | Woundcare specialist ICW                            | 3 years outpatient care<br>4 years interdisciplinary IP for 2 years wound consulting management | Hospital Carecity                                       | Wound care<br>Compression therapy   | <input checked="" type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input checked="" type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC | yes                   |                                |
| <b>Participation in the management seminar ICW/TÜV: 03/2021</b> |   |   |   |   |  |                       |                                |
| <b>Lecturers</b>  |   |   |   |   |  |                       |                                |
| <b>Practitioner, Patric</b><br>supplementary registration 12/20 | 1998 Registered nurse<br>2006 Stoma expert nurse    | 4 years general surgery<br>2 years home care  | none  | Skin protection   | <input checked="" type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC            | No, already available |                                |
| <b>Rudolf, Rasmus</b>   | Podiatrist  | 12 years as a medical chiropodist<br>2 years as a podiatrist                                    | Independent / self-employed podiatrist                  | Foot care in DFS  | <input checked="" type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input checked="" type="checkbox"/> REC | X                     |                                |
| <b>Special, Pete</b>  | 2016 Woundexpert ICW                                | 6 years surgical outpatient Clinic and wound care   | Freelance medical assistant at the company Wound Wonder | Wound dressing <b>cannot be confirmed</b><br>Basic of wound healing <b>can be confirmed</b> | <input checked="" type="checkbox"/> WE<br><input type="checkbox"/> PWE<br><input type="checkbox"/> WT<br><input type="checkbox"/> WCS<br><input type="checkbox"/> REC            | X                     |                                |