

ISPRM COMMITTEE OPERATIONAL GUIDELINES – INTERNATIONAL EXCHANGE COMMITTEE

22 October 2018

1. Name

International Exchange Committee (IEC)

2. Purpose

To serve as a central clearing house for international learning opportunities in Physical and Rehabilitation Medicine.

3. Goals

- a. To facilitate placement of medical students, residents, faculty physicians, and allied rehabilitation professionals in global observership clinical rotations.
- b. To share information about global PRM educational opportunities with the membership of the organization.
- c. To interface and network with other rehabilitation educational organizations in pursuit of International Education and Scholarship in the field.

4. Membership

- a. **Number:** Chair and unlimited number of additional members.
- b. **Mechanism of selection:** Chair to be recommended by the President and approved by the Executive Committee. Members to be recommended by the Chair and approved by the Executive Committee.
- c. **Eligibility:** ISPRM members in good standing who are leaders in the rehabilitation field and have demonstrated strong interests in international exchange and have fostered international exchange within their respective institutions or originating countries.
- d. **Terms of appointment:** The term of the committee members is two years with no limit on the number of additional terms.

5. Organizational structure

The committee will have a Chair; continental directors for the Americas; Europe, Middle East and Africa; and Asia and Oceania; and committee members working together to accomplish its work.

ISPRM President's Cabinet (PC) Liaison. This representative from the President's Cabinet liaises with the Committee and PC, thereby facilitating bilateral communication and decision-making.

6. Reporting mechanism

The committee will submit its proposals to the President's Cabinet at least 60 days before the date of their expected approval.

7. Required resources

Central Office support to coordinate the proposals of the committee with their distribution to the President's Cabinet and Assembly of Delegates.

8. Procedures

- a. Periodic meetings to discuss the progress of the IEC.

- b.** Recurrent review of the resources on the ISPRM website.
- c.** Continuous outreach to different institutions to join the International Visiting Scholars Program.
- d.** IEC Haim Ring Committee annual Meetings - to select and recommend the Haim Ring Awardee (Institutional and Individual) to the Awards and Nomination Committee on an annual basis (see Awards & Nominating Committee Operational Guidelines).
- e.** Submission of an annual report to the Executive Committee and/or Assembly of Delegates.