

ISPRM COMMITTEE OPERATIONAL GUIDELINES - EDUCATION COMMITTEE

16 November 2018

1. Name

Education Committee

2. Purpose

To assist the International Society of Physical and Rehabilitation Medicine in achieving its mission through providing its members educational and training opportunities

3. Goals

- a. To develop an educational strategic plan that supports the needs of ISPRM members.
- b. To provide input in the organization of ISPRM congresses.
- c. To develop PRM training curricula to be used at different educational and clinical settings around the world.
- d. To collaborate with other ISPRM committees whose work require educational support.
- e. To collaborate with non-ISPRM entities involved in professional PRM and disability management education.
- f. To organize and implement educational activities using different venues (e.g., live; web-based).
- g. To develop enduring educational materials and programs.
- h. To endorse non-ISPRM congresses and meetings, whose educational goals and objectives are consistent with ISPRM's mission.
- i. To participate in the review and revision of existing educational policies and procedures at the request of the President, President's Council, Executive Committee and/or the Assembly of Delegates.
- j. To propose changes to existing policies and procedures designed to improve the educational mission of the ISPRM.
- k. To submit an annual report to the Executive Committee and/or Assembly of Delegates.

4. Membership

- a. **Number:** Chair and an unlimited number of additional members.
- b. **Mechanism of selection:** Chair to be recommended by the President and approved by the ISPRM Executive Committee (EC). Members to be proposed by the Chair and approved by the EC.
- c. **Eligibility:** ISPRM members in good standing who through other ISPRM or PRM-related activities have demonstrated interest in education.
- d. **Terms of appointment:** The term of committee members is two years with a six-consecutive-term limit. May be eligible for membership again after four consecutive years since last service to the Committee.
- e. **Responsibilities** include:
 1. Attending periodic conference calls
 2. Attending in-person business meetings, typically held in conjunction with the annual ISPRM World Congress
 3. Working with other committee members and ISPRM staff to accomplish the committee's projects.

5. Organizational structure

Officers: The Education Executive Committee comprises the Chair, Vice Chair, sub-committee Chairs and immediate Past Chair. The term of each office will be two years. The incumbent Chair appoints a current member to be Vice Chair, and vetted by the Committee members.

The Education Executive Committee will collaborate and interact with other members to accomplish the Committee's work.

There will be four sub-committees, each with a leader from among the current members appointed by the Chair: 1) Online/Web-based Education; 2) Endorsement; 3) Curriculum development; 4) International certification

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 proposals to the President's Cabinet at least 60 days before the date of their expected approval.

7. Required resources

Central Office to support committee's administrative activities; implementation of educational events; and coordinate the proposals of the Committee with their distribution to the President's Cabinet and Assembly of Delegates.

8. Procedures

- a. Periodic educational needs assessment survey of the ISPRM membership (every 3-4 years) to assure that the society's activities are responsive and relevant to the evolving instructional and training needs of its members.
- b. Each sub-committee have as their primary charge as follows:
 1. Enduring educational materials and courses – develop and implement online-and web-based courses on topics related to disability management, rehabilitation, and health maintenance, primarily for ISPRM members, PRM residents and fellows, and medical students worldwide.
 2. Endorsement - review applications on courses/educational events seeking endorsement from ISPRM, continue to improve application process and monitor post-event feedback response
 3. Curriculum development - develop guidelines on minimum or core PRM curriculum for global PRM training
 4. International Certification (NEW) – establish standards and guidelines for certification process (may be of various levels)
- c. Periodic review of outcome of committee activities and implement changes to existing policies and procedures to improve the operation of The Committee.
- d. Submission of an annual report to the Executive Committee and/or Assembly of Delegates.