

Policy No. 8.2 : <i>Title of Policy: Selection of IFSHT International Scientific Committee Co-Chair</i>	
Origin: Peggy Boineau	
Developed: 28.07.2024	Reviewed: (date)
Revised: (date)	
Governing Authority: EXCO	
References:	
Corresponding Policy:	

Purpose: To describe the process for selection of the IFSHT Scientific Committee Co-Chair who works with the host society Scientific Committee Co-Chair

Policy: The IFSHT EXCO appoints an international Scientific Committee Co-Chair to work with the host therapy society Scientific Committee Co-Chair.

Procedure:

Four months before prior Congress (the Congress prior to the one to which this person will be assigned)

- Call for applicants is arranged by the President-Elect and sent by the Secretary General.
 - Call for applicants may be done via message to delegates (i.e. Constant Contact)
 - Targeted requests to potential candidates may be sent by President-Elect and Secretary General
 - Recommendations may be accepted from EXCO
 - Applicants send to Secretary General:
 - Letter of interest
 - Resume/Curriculum Vitae
 - Endorsement by national society which is a member of IFSHT
 - Optional: letter(s) of reference

Three months before prior Congress

- President-Elect and Secretary General review applications to determine if minimum qualifications are met.
- Executive Committee reviews applications and selects candidates to advance to finalist phase.

Two months before prior Congress

- Secretary General sends to finalists:
 - list of targeted questions
 - job description
 - deadline, timeline and selection process
- Secretary General collects the responses to the questions

One month before prior Congress

- Blind survey format is used for EXCO to score the applicants
- President-Elect presents scores to EXCO and EXCO ranks candidates based on factors including:
 - Region
 - Experience
 - Evidence of ability to work with a large and diverse team
 - Potential to work well with the host society Co-Chair
 - Score on the survey
 - Any reference information that has been gathered

One month after prior Congress

- President contacts candidates in order of ranking to make the appointment.
- Secretary General notifies candidates who were not selected. Some of these might be invited to join the Congress Scientific Committee, if agreed upon by the Scientific Committee Co-Chairs.
- Host society's Co-Chair is notified by the President and makes sure the Co-Chairs are in communication with each other shortly after selection is made.

Appendix A

IFSHT Job Description Scientific Committee Co-Chair

Office: Scientific Committee Co-Chair

- IFSHT Appointed Scientific Committee Co-Chair
 - Selection process follows the IFSHT Policy: *Selection of IFSHT International Scientific Committee Co-Chair*
 - Application for Co-Chair is vetted by President-Elect and the Secretary General
 - Selected by the EXCO according to the policy noted above
 - Partners with the host appointed Scientific Committee Co-Chair
- Host Appointed Scientific Committee Co-Chair

- Selected by the host society
- Represents IFSHT interests as a member of the Congress Program Committee
- Partners with the IFSHT appointed Scientific Committee Co-Chair

Term: from date of agreement until close of Congress

Next Congress is: _____

Reports to: IFSHT President

Requirements:

- Must be an Occupational or Physio-/Physical therapist
- Must be a member of their country's IFSHT member society
- IFSHT appointed Co-Chair
 - must be from an IFSHT full member country other than the host country
 - preferably is from a different region than the host
 - must have strong recommendation from their society
- Host society appointed Co-Chair
 - Must have experience in organising large educational events
 - Must have international connections to be able to recruit an international slate of speakers and establish a Scientific Program Committee with broad international representation
 - Must have ability to attend the IFSHT Congress at own expense
 - Must reside in host country
- IFSHT appointed Co-Chair may apply for IFSSH/IFSHT Triennial Congress Grant for partial funding. Note: Grant recipients receive notice of grant awards approximately 6 months prior to the Congress

Job Tasks and Duties of Scientific Committee Co-Chairs:

- Per IFSHT By-laws, the Scientific Committee Co-Chairs appoint a committee consisting of qualified therapists from IFSHT member countries that reflect IFSHT diversity of membership and educational needs.
- Co-Chairs lead the Scientific Program Committee to:
 - Create the hand therapy instructional program with scientific as well as clinical focus for the IFSHT triennial congress.

- Provide a program with up to date and most recent research and clinical findings in a variety of topics in a variety of plenary sessions, more in-depth focus sessions, posters and workshops.
- Provide platform at The IFSHT triennial congress for exchange of research, free paper sessions - oral presentations as well as poster presentations
- Secure key-note speaker(s) to present on topic(s) of broad interest and great importance for the hand therapy community
- Planning to include:
 - recruiting a committee, with assist from IFSHT EXCO
 - gathering ideas
 - creating a schedule for the program
 - recruiting chairs and speakers for the sessions
 - evaluating the abstracts
 - allocating accepted abstracts to either free paper slots in the program or to presentation as a poster
 - include space in the program for IFSHT events that are part of the congress

Skills Required

- Strong leadership and organizational skills
- Ability to correspond virtually and run the committee by way of a virtual office platform provided by IFSHT
- Understanding of the abstract review process
- Ability to organize a complex program involving a large number of international speakers and attendees
- Ability to collaborate with multiple stake holders. Including the IFSSH and IFSHT and key hand therapy and hand surgery groups in the host country.
- Ability to communicate by email, with the expectation of timely response (typically within 48 hours)

Time Commitment

- Varies each month, with increased commitment as Congress draws nearer.
- Some weeks may be two hours/week and during busier times may be up to 10 hours/week.
- Attendance at the Congress is required, and Co-Chairs will be very busy during the Congress week

Appendix B

Information for Letter to Applicants

Key roles of this post include:

- Ensuring speakers are balanced from around the world and emphasising the international agenda
- Ensuring the content is suitable for an international audience understanding that the development of hand therapy varies enormously around the world
- Ensuring the therapist needs are met in view of a joint Congress with surgeons
- Working collaboratively with host society Co-Chair

In order to help the IFSHT executive committee make a decision, I would be grateful if you would please answer the questions below. The executive will evaluate the responses from the applicants for this post.

- What is your current place of work (and country) and your main responsibilities as part of this role (clinical / research / education etc.)?
- What is your country of residence?
- Have you led or sat on a scientific committee before? What did you learn from this experience?
- How wide is your international links extend around the hand therapy world?
- What experience do you have of (a) remote working (b) major event organisation
- Time is important in communication with the Program Committee, the Scientific Committee members and Session Chairs and ensuring timely responses from them. How would you deal with a lack of appropriate requested feedback?
- This position is to act as a steward to ensure continued quality and scientific integrity of accepted abstracts and invited speakers. How would you ensure this and what experience in your professional career positions you for this role.
- Although the Congress is in English, many international therapists have difficulty with this language when presenting a paper. How can we address the concerns from previous Congress attendees that some presenters were unable to present clearly or address questions due to the language barrier?
- Are there any predictive tools that you recommend that could be used to gauge therapist interest in each session in order to secure an adequately sized room?
- Do you have some time each week to dedicate to this and, when the busy times occur, do you have the flexibility to do a little more?