



IFSSH Harold Kleinert Visiting Professor

*IFSSH Sponsored
Educational Program*



I: Goal

To promote the international exchange of hand surgery knowledge by sponsoring a visiting professorship to an appropriate hand surgery education programme.

II: Summary

- _Any IFSSH Member Society may apply for funding for a Visiting Professor
- _The Host Society is responsible for the organisation of an educational programme that will feature the visiting professor. The Host Society must provide full details of the programme.
- _The Host Society will nominate three candidates for Visiting Professorship. The candidates must not belong to the host society which is conducting the educational programme. The IFSSH Committee for Educational Sponsorship will review and advise the Host Society on the nominated candidates for the Harold Kleinert Visiting Professor.

III: Specific Guidelines

Application Process

1. The application will be submitted by an IFSSH Hand Surgery Society member.
2. The application will adhere to these IFSSH Committee for Educational Sponsorship (CES) Guidelines.
3. The application will include a detailed description of the education programme and an agenda envisioned for the visiting professor including an outline of the professorial activities..

Timing

1. One professorship will be awarded every two years.
2. The application should be received by 30 April, which is 8 months in advance of the year in which the Visiting Professor will serve. Later application after the deadline will also be considered if there is no application before deadline.



3. The IFSSH ExCo will inform the applicant Society of its decision regarding the application by 30 June, 6 months prior to the year of the Visiting Professor's visit.
4. In the event that no application is received or awarded in one year, then the cycle will start again the next year

Selection Process

1. Member societies of the IFSSH who wish to host the Visiting Professor will propose a programme and three candidates for the professorship with the approval of the Host Society's Council/ Executive Committee/ Board of Directors
2. These details will be forwarded to the IFSSH Secretary-General who will forward the applications to the IFSSH Committee for Educational Sponsorship (IFSSH CES).
3. The CES will review the applications using the CES Guidelines and the specific guidelines listed below and send its recommendations to the IFSSH Executive Committee (IFSSH ExCo) .
4. The IFSSH ExCo will, in consultation with the applicant society, make the final decision regarding the approval of the proposed programme and professors.
5. The Chair of the CES will inform all applicants of the IFSSH ExCo decision.
6. The proposing society will contact the professor and secure their participation. Should the proposed professor not be able to participate, the IFSSH ExCo/CES in collaboration with the host society will review other nominations and make a recommendation.
7. The chair of the CES will encourage resubmission of unsuccessful applications if appropriate for a subsequent year.

Specific Selection Criteria

1. The venue must be of sufficient importance to have a meaningful impact on the education of the region's/country's hand surgeons/residents/fellows.
2. The professor must NOT be a resident of the sponsoring country.
3. The professor should be an expert in his/her field and have expertise likely to improve the practice of hand surgery in the host country/region.

Professor responsibilities

1. The visiting professor will be expected to teach the host's physicians and health care professionals.

2. The professor will give lectures and participate in teaching events (journal club, grand rounds, dissections, cadaver based surgical demonstrations etc).
3. The professor will, when permitted by local regulations, perform and/or assist at surgery.

The professor will be expected to spend at least five days at the approved education programme venue(s).

4. The professor will provide a report to the administrator of the IFSSH for publication in the IFSSH newsletter and E-zine.
5. Two geographically close-by member societies may jointly apply for one award, so the visiting professor may teach in two member societies in a single trip. This may be particularly useful for two member societies which has a small number of members.

Host responsibilities

1. The host will coordinate travel / lodging arrangements with the professor.
2. The host will coordinate and orchestrate the professor's teaching activities.
3. The host will provide a report of the programme and professor's visit to the Administrator of the IFSSH for eventual publication in the IFSSH newsletter and Ezine.

IFSSH Responsibilities

1. The IFSSH will act as a grant source.
2. The IFSSH will select the Host Society recipient of the grant.
3. The IFSSH will have the final decision on the Visiting Professor though this decision will be made in consultation with the host Society.
4. The IFSSH will approve the programme and venue.
5. The IFSSH will publish the host and professor reports.

Stipend use

1. The grant will be US\$20,000.
2. US\$5,000 of the \$20,000 will be considered a stipend to reward the Visiting Professor for time away from home and professional practice.
3. A maximum of \$15,000 will be used to cover the professor's expenses (business class travel, other transportation, food and lodging).
4. The professor will provide detailed receipts for all expenditures.

5. Should the professor's expenses be less than \$15,000 the excess remaining in the grant will be returned to the general fund of the IFSSH.
6. Expenses exceeding \$15,000 will not be refunded and will be the responsibility of the visiting professor or deducted from the stipend up to \$5000. Should the expenses exceed \$20,000 no stipend would be paid.