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### **The Education Board**

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## **FIMM Project on Education**

v1 10/05/2017

### **A. INTRODUCTION**

The FIMM General Assembly revised its statutes in 2016. The revised statutes regulate the right to vote in the General Assembly. The right to vote is limited to Fractions consisting of one or several ordinary members reaching together a total of at least 25 qualified physicians. According to the new art. 8.<sup>1.3</sup> of the statutes, qualified physicians are physicians or surgeons qualified according to the national regulations of the country of their member society. After 2023 qualified physicians must fulfil the 300 hours of training in Manual/Musculoskeletal Medicine criteria of the FIMM Guidelines for Education and Safety.

### **B. TASK**

The task of the FIMM Project on Education is to develop and implement educational programs that will support the basic curriculum of 300 hours training in Manual/Musculoskeletal Medicine.

### **C. WORKING GROUP**

The working group is comprised of the following

1. The Executive Board
2. FIMM Education Board (limited to 5 participants)
3. FIMM Advisory board (unlimited in number of participants)

The Education board (limited to 5 participants) will meet regularly with the Chief Education officer via digital media (skype, whats-app) and will participate in the annual meetings that will take place on the days/s prior to the Annual general assembly.

If finances permit, this board and members of the executive board will meet mid year for a face to face meeting.

### **D. PERIOD OF DEVELOPMENT**

The period of development shall start in 2018 and end in 2023.

### **E. TIME TABLE and COSTS**

	Date	Venue	Cost	
1. Meeting (Online)	Spring 2018			version 1

2. Meeting (at GA)	Fall 2018	Paris ...	5,000 €	version 2
3. Meeting (Online)	Spring 2019			version 3
4. Meeting (at GA)	Fall 2019	?	5,000 €	version 4
Etc till 2023				Up to version 5

By 2023 we expect 5 face to face meetings, regular online meetings and the final version of the FIMM accreditation and certification process- final version 5.0

The total cost is projected at 25,000€

## F. FIMM EDUCATIONAL PROGRAMS PROPOSED

### 1. Endorsement of educational activities in a particular member society

Procedure for an educational program endorsement by FIMM:

*Step 1:* The member society presents to the FIMM Education Board its MM education program in full detail. The FIMM Education Board is authorized to ask for any additional information before making a final decision.

*Step 2:* After a positive approval by the FIMM Education Board the member society has to choose a FIMM liaison officer or officers whose responsibility would be to supervise the education courses and to inform the FIMM Education Board about the participants in detail (names, e-mails, work address).

*Step 3:* The member society acquires the right to use the FIMM official logo for the certificate issue purposes.

### 2. Endorsement of activities imported into another country

The purpose of this paragraph is to describe the process of endorsing activities by FIMM whereby one society imports an educational activity from another society.

*Case A:* A country not possessing an educational infrastructure receives a course from another authorized society, teacher etc. The Certificate is provided by the authorized society, teacher.

*Case B:* A country possessing an educational infrastructure receives a course from another authorized society, teacher etc. The Certificate is provided by the country receiving the course.

*E-courses:* offered either in manner A or B, or as a Nr. 3 program.

## 2.1. Definitions:

- Education Supplier (A1) = Individual teacher
- Education Supplier (A2) = Member society
- Education Supplier (A3) = e-course
- Education Receiver (B+) = Group possessing educational infrastructure ( authority / authorizing body)
- Education Receiver (B-) = Group not possessing educational infrastructure ( authority / authorizing body)

## 2.2. Case scenarios

### 2.2.1 Case 1

- A Member with educational infrastructure (B+) wishes to import course material from a supplier.
- The FIMM Liaison Officer surveys B+ regarding their needs and conveys that to the supplier.
- In this case, the importing group must fill out an appropriate form, which will include the following details: detailed course information, detailed suppliers information. This information will then be send by the FIMM Liaison Officer to the FIMM Education Board for verification.
- Upon approval the final certificate will be issued by the importing group with a FIMM stamp of approval. The Certificate with both seals has to be given by B+ to the participant.
- FIMM Liaison Officer finally sends all information of the participants to the FIMM Education Board for Central Registry at FIMM.

### 2.2.2. Case 2

- A Member without infrastructure (B-) wishes to import course material from a supplier.
- The FIMM Liaison Officer (from the supplying country) surveys B- regarding their needs and conveys that to the supplier.
- In this case, the importing group must fill out an appropriate form, which will include the following details: detailed course information, detailed suppliers information. This information will then be send by the FIMM Liaison Officer (from the supplying country) to the FIMM Education Board for verification.
- Upon approval the final certificate will be issued by the supplier with a FIMM seal of approval. The Certificate with both seals has to be given by A2 to the participants, even if A1 is representing A2.
- FIMM Liaison Officer (from supplying group) finally sends all information of participants to the FIMM Education Board for Central Registry at FIMM.

### 2.2.3. Case 3

- A member society with or without infrastructure (B+/B-) wishes to import e-course material from a supplier.
- In this case, the importing group must fill out an appropriate form, which will include the following details: detailed course information, detailed suppliers information. This information will then be sent by the FIMM Liaison Officer (from the supplying country) to the FIMM Education Board for verification.

- Upon approval the final certificate will be issued by the supplier or FIMM with a FIMM seal of approval. The Certificate with both seals has to be given by A2 or FIMM to the participants.
- FIMM Liaison Officer (from supplying group) finally sends all information of participants to the FIMM Education Board for Central Registry at FIMM.

### **2.3. Information**

#### **2.3.1. Detailed teacher information**

- Credential
- CV
- Language
- Regulating body authority

#### **2.3.2. Detailed course information:**

- Overall course objective
- Course curriculum (hour by hour break down of course content)
- Assessment (for example: pretest, posttest, practical exam, detailed case report)
- Assessment tools
- Lecture / lab ratio
- Faculty / student ratio
- Course Infrastructure: Number of tables, facility

#### **2.3.3. Detailed e-course information:**

- Content
- Credential of teacher
- Language
- Additional course activity
- Assessment

## **3. Accreditation and international educational programs offered by FIMM**

### **3.1. The 300 hour FIMM curriculum according to art 8.1 of the new FIMM statutes 2016**

The FIMM General Assembly 2016 decided that full FIMM membership will be linked to the 300h curriculum according to the FIMM guidelines for basic training and safety 2014. According to art. 8.1 of the new statutes this clause will take effect from 2023 onwards. Some FIMM members will eventually need help to fulfil this obligation not to risk losing full membership status. FIMM therefore plans to offer or facilitate specific educational MM programs for those members who need to fill the gap. The FIMM Executive Board and its Education Board therefore need some information to identify the needs and to prepare the specific courses. Attached you will find a check list which will help you to identify your possible needs. At this point it is open whether such programs will be provided by FIMM itself or by an authorized member society.

### **3.2. Continuing medical education programs (CME) offered by FIMM**

In addition to the traditional triennial FIMM Conferences FIMM evaluates additional ways to enhance knowledge and experience in relation to the needs of CME in MM

Medicine. Such programs could include instructor courses, hands on courses or other types of conferences. Whether such programs are necessary is influenced by the general interest in that matter and is dependent upon the evolving evidence. Nevertheless it should be considered that continuous transfer of the scientific state of the art and quality control of manual techniques is essential in CME. The attached questionnaire refers to that. It includes questions on different types of possible accreditation procedures which will need to follow the rules of the different authorities involved (national, UEMS or other international health care authorities).

### **3.3. Coordination of these programs between FIMM, ESSOMM and other international medical organisations.**

This will be desirable in order to avoid redundancy considering limited financial and human resources.

## **G. PROCEEDINGS**

September 2017:

- a. presentation and authorization by the General Assembly
- b. selection of educational board members (up to five members)
- c. selection of advisory board members

September 2017 – September 2018

- a. mapping the situation of society members
- b. defining educational instructors (suppliers)
- c. listing educational needs (receivers)
- d. prepare forms for submission to educational board

September 2018

- a. meeting face to face of the working group
- b. present version 2.0 of the project at the GA
- c. describe the scope of the work for the upcoming year