

IFSSH Harold Kleinert Visiting Professor

I: Goal

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

II: Summary

- IFSSH member societies may apply for funding for a Visiting Professor to attend an educational programme hosted by the society.
- The society is responsible for the organisation of the educational programme and must provide full details of the programme. It may be a practical course, a scientific meeting or a specific teaching programme.
- The 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 select one of the nominated candidates to be the Harold Kleinert Visiting Professor.

III: Specific Guidelines

Application Process

1. The application will be submitted by the proposing national hand surgery society (member of the IFSSH).
2. The application will adhere to the IFSSH Committee for Educational Sponsorship (CES) Guidelines.
3. The application will include a detailed description of the education programme and include an agenda.
4. The application must include a detailed outline of the proposed professorial activities.

Timing

1. One professorship will be awarded every two years and not less than every three years.
2. The application should be received twelve (12) months in advance of the proposed professorship. (This will give the CES and Executive Committee (ExCo) time to review the applications and give the sponsoring society time to organise the programme, venue and secure a commitment to participate from the visiting professor.)
3. The professor will be expected to spend at least three days at the approved education programme venue(s).

Selection process

1. Member societies of the IFSSH will propose programmes and candidates for the professorship to their governing board of directors (Executive Committee).
2. The society's board of directors (Executive Committee) is responsible for approving the education programme and nominating three professorial candidates for that programme. These details will be forwarded to the IFSSH Secretary-General who will forward the applications to the CES.
3. The CES will review the applications using the CES Guidelines and the specific guidelines listed below and send its recommendations to the ExCo.
4. The ExCo will make the final decision regarding the approval of the proposed programme and the professor to be invited.
5. The Chair of the CES will inform all applicants of the ExCo decision.
6. The proposing society will contact the professor and secure his/her participation. Should the proposed professor not be able to participate, the IFSSH ExCo/CES in collaboration with the host society will review the 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.
4. The professor will provide a report to the administrator of the IFSSH for publication in the IFSSH newsletter and E-zine.

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 recipient of the grant.
3. The IFSSH will approve the programme and venue.
4. 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.
3. \$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.