

IFSHT Job Description
IFSHT Appointed Co-Chair, Scientific Program Committee
2022-2025 Term

Office: Co-Chair, Scientific Program Committee

- Application for Co-Chair is vetted by President and Secretary General
- Selected by Executive Committee
- Term: from date of agreement until close of Congress
- Next Congress is: Washington, D.C., 24-28 March 2025

Reports to: IFSHT President

Requirements

- Occupational or Physiotherapist from country other than USA (for 2025 Congress)
- Member of a society with membership in IFSHT
- Strong recommendation from member's society.
- Resume or CV supporting experience in organizing large educational event(s)
- Strong international connections in order to be able to recruit an international slate of speakers and establish a Scientific Program Committee with broad international representation
- Ability to attend the IFSHT Congress in Washington, D.C. at own expense. (May apply for Congress Grant funds for partial funding)

Job Tasks and Duties of Co-Chairs (one appointed by local host and one by IFSHT): Note local host (USA) co-chair has been selected, and the IFSHT appointed Co-Chair must be from a full member country other than the USA.

Per IFSHT By-laws, the Scientific Program Co-Chairs will 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 work-shops.
- 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. In 2025 this will be IFSHT, IFSSH, American Society for Surgery of the Hand (ASSH), American Association of Hand Surgeons (AAHS), and American Society of Hand Therapists (ASHT).
- 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 2 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

**IFSHT Scientific Program Committee Co-Chair
Selection Process and Timeline, 2022**

22 -31 August 2022

- Call for applicants
 - Applicants send to Secretary General:
 - Letter of interest
 - Resume/Curriculum Vitae
 - Endorsement by national society which is a member of IFSHT

1-4 September 2022

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

5 September 2022

- Secretary General sends to finalists:
 - list of targeted questions
 - job description
 - deadline, timeline and selection process
- Secretary general collects the responses to the questions (deadline for applicants to return questions is 15 September 2022).

16 -25 September 2022

- Survey format is used to score the applicants
- Survey and blinded applications provided to EXCO for scoring
- President presents scores to EXCO and EXCO ranks candidates based on many factors including: region, experience, and score on the survey.

26-30 September

- President contacts candidates in order of ranking to make the appointment.
- Secretary General notifies candidates who weren't selected. Some of these might be invited to join committee. Note: committee selection follows immediately after co-chair is selected.
- Host society's co-chair is notified by President and makes sure the two co-chairs are in communication with each other shortly after selection is made.