



International Association for Regenerative Therapy
Advancing the Science and Art of Regenerative Therapies

Training Module Committee Charter

Last updated August 6, 2020

Preamble

This charter reflects the scope of the duties and responsibilities of the Training Module Committee of the International Association for Regenerative Therapy (“IART”)

Purpose

The purpose of the Training Module Committee is to develop, maintain, and update online educational modules for Basic and Non-basic prolotherapy injections.

Objectives and Responsibilities

Objectives and responsibilities of the committee include developing CME compliant standard course design for Lower Extremity (hip/anterior pelvis, knee and ankle/foot), Upper Extremity (shoulder, elbow, wrist/hand), Spine (cervical, thoracic, lumbar/posterior pelvis) and TMJ modules. The modules will be reviewed and updated to include but not limited to, new material and/or advanced techniques

Course design elements must adhere to the Procedure Guide and include:

1. Introduction and overview.
2. Review of relevant anatomy including markings for injections.
3. Review of injection techniques.
4. Objectives and description of the course.
5. A post-course evaluation for participants.
6. A post-course test of knowledge for participants.

Production:

1. Recruitment and confirmation of speakers for each presentation.
2. Recruitment and confirmation of course moderators.
3. Collection of completed non-disclosure statements from all presenters.
4. Collection of required information from presenters needed to comply with CME requirements.
5. A recording schedule for each presentation with the designated AV production company.
6. Editing and archiving of presentations.

Marketing and Promotion:

1. Setting course pricing in collaboration with BOD approved resources.
2. Verifying that course enrollment has been embedded on IART website.
3. Collaborating with Executive Director/Administrative team to develop promotional plans for modules. The plan should target Members and prospective members.

Follow up and Evaluation:

1. Ensuring that post-course instructions for obtaining CME are given to attendees.
2. Preparation of BOD approved certificates of completion from IART for each attendee who satisfactorily completes the module.
3. Obtaining and reviewing participant feedback regarding presenters and the entire module.

Timeline

- June-confirm and approve the module structure and plans
- July-confirm and schedule presenters
- August-record and archive modules
- September-launch modules
- October-promote modules
- November-promote modules
- December-promote modules
- 2021-update each module each year

Committee Membership

The Committee shall be comprised of at least one BOD member and at least two other participants. The Chairperson shall be an IART member appointed by the BOD. Other committee members must be approved by the BOD. The committee will also include one non-voting Administrative support staffer. The IART BOD may appoint, approve, or remove any committee member.

Authority

The Committee may not commit to expenses other than what is included in the BOD approved committee budget. The Chair may request additional funds as needed during the year. The committee may not enter into any binding contracts without BOD approval.

Meetings

The committee shall meet as needed to complete its work prior to October 2020 conference and report to the BOD as requested. Thereafter the committee should review what appropriate further meeting frequency will be. Minutes will be recorded by the administrative staff and reviewed by the committee for approval. Minutes will be archived by the management company.

Approval and Changes

This charter was authored by Adam Balin and Annette Zaharoff. The charter was approved by Adam Balin and Annette Zaharoff on July 11, 2020. Updates to this charter will be submitted to the BOD for approval and recorded in the charter with the date of the update.