

Manual for the formulation of new EFIC Pain Schools

Definition: An EFIC Pain School is an in-person educational event, usually spanning 3-4 days, wherein a group of healthcare professionals receive high quality hands-on and interactive teaching from leading pain educators. The teaching should be reflective of EFIC's post-graduate curricula and a pool of participants should be able to attend free-of-charge and with minimal cost, on the basis of a grant provided by EFIC to the hosts. EFIC Pain Schools are taught in English.

Objectives of an EFIC Pain School:

1. Provide a high-quality engaging European education experience for attendees
2. Focus on clinical management aspects but maintain an emphasis on the latest (translational) research
3. Bring the EFIC curricula to life and go further than is possible with an EFIC refresher course or e-learning session
4. Promote access to medical and allied health professionals (nurses, physiotherapists, psychologists) and attendees from less economically developed countries
5. Facilitate interprofessional collaboration, as well as collaboration between clinicians and researchers.

Process for applying as a host

Potential hosts are asked to send a proposal to secretary@efic.org with the following information:

1. A proposed theme for the school (acute pain, cancer pain, musculoskeletal pain etc)
2. A chair and multiprofessional core committee responsible for defining the programme
3. Declaration of potential COIs for all committee members
4. A programme outline, including potential topics and speakers, as well as teaching formats
5. An indication of which sections of EFIC's post-graduate curricula would be covered by the school
6. An indication of how the school will appeal to allied professionals, e.g. via profession-specific sessions, break-out groups and interprofessional learning approaches.
7. A draft overall budget
8. Written confirmation that this manual has been read and understood. Upon signing the agreement with EFIC on the funding of the Pain School, the manual will be cited as the basis for the School.

Role and responsibilities of the host

The host is responsible for:

- Designing and executing the programme of the school
- Maintaining budget responsibility for the school, including seeking additional income beyond the EFIC grant if needed and taking responsibility for any loss, if required (see financial rules below)
- Inviting speakers and managing their logistics
- Inviting attendees (including those identified by EFIC as grant recipients) and overseeing their logistics when in the host country
- Marketing the school locally, to potential self-paying participants
- Managing income, including issuing invoices to self-paying participants

- Managing expenditure, including accommodation costs, venue hire, insurance if needed, any speaker costs such as honoraria and travel, any meals provided to all attendees.

Role and responsibilities of EFIC

EFIC is responsible for:

- Approving the proposal for the school
- Approving a draft programme for the school, at least 6 months in advance of the school and before major costs are committed
- Marketing the school, including to those receiving a grant for their attendance and self-payers
- Selecting the recipients of the EFIC grant i.e. approximately 15 participants who can attend free of charge and certain costs (accommodation at least), based around pre-defined criteria to ensure geographic balance, multidisciplinary, language level etc.

Defining the educational programme

The educational programme should be of a high standard, defined by leading pain educators from Europe. The programme should be reflective of EFIC's multiprofessional and multimodal approaches to pain management.

EFIC uses the terms multidisciplinary and interdisciplinary to refer to different disciplines of medical specialty. We use the terms multiprofessional and interprofessional to explicitly include perspectives from allied professionals such as physiotherapists, nurses and psychologists. The programme should appeal to allied professionals and include speakers from all relevant professions and disciplines.

The programme should reflect EFIC's curricula, with session organisers identifying how their session maps to the specific curriculum sections. Ideally, the hosts will identify gaps in the curricula not covered by other EFIC Pain Schools or e-learning materials or will identify sections of the curricula for which it will go deeper than the existing e-learning materials. Pain Schools may be excellent preparation for EFIC's exams, though the Schools themselves should strive for educational excellence irrespective of the exams.

EFIC strongly recommends the use of interactive educational methods and case-based learning.

The target audience of a Pain School may vary depending on the topic, but in general should be early-to-mid career healthcare professionals working towards a career in pain management. Clinicians are likely to be the primary beneficiaries of the education, though it would be helpful to include attendees with research experience to benefit from collaboration between clinicians and researchers. Some schools may have a clearer research focus, in which case it is possible to prioritize researchers within the registration process.

EFIC and the hosts should encourage participation from allied professionals, via the distribution of EFIC-funded places, and via the fee structure for self-paying participants.

Quality assurance

EFIC Pain Schools are advised to include assessment and feedback formats (learner comprehension assessments (e.g. quizzes) and attendees feedback survey). EFIC can organise this on behalf of the host if requested in advance. Learner assessment reports should be provided to EFIC after the event if managed directly by the host.

EFIC seeks to receive CME accreditation for schools in the future. As such, the specific [approval process](#) of UEMS must be followed. Accreditation could improve the attractiveness of the school for self-payers. If you would like to explore CME accreditation, please inform EFIC at the start of the process (6 months in advance) and our team can assist with the approval process. Additional local accreditation processes can be explored directly by the host.

Financial rules

The host takes responsibility for the budget of the school. This means that the institution they work for (usually a University) or a local events management company they work with should act as the legal entity responsible for receipt of the grant from EFIC, as well as taking responsibility for booking costs and issuing invoices. Any loss accrued at the end of the activity is the responsibility of the host and/or the legal entity they are working with.

EFIC provides a grant for the execution of the school. This is transferred to the legal entity after a written agreement is signed with the host. The grant is the sum total of EFIC's capital expenditure on the school. EFIC may provide speakers at its own cost if agreed with the host, as well as staff hours for the promotion of the school. Typically a grant will be between 10-15k euros, unless additional financial sources can be identified (e.g. sponsorship at European level).

The grant from EFIC is provided under the proviso that the host accepts the participation of 15 EFIC grant recipients free-of-charge. These attendees are selected by EFIC based upon an open call for participants organized by EFIC. The 'EFIC grant covers accommodation and School fee costs. Hosts should indicate in their proposal whether meals and / or local transportation are covered by the hosts directly.

Those identified via the open call but not selected for an EFIC grant may be contacted subsequently as potential self-paying participants. In order to balance the budget of the School, hosts are invited to include self-paying participants at a budget of their choosing (EFIC can provide advice on this). EFIC advises that the school maintain a small seminar-type format to ensure real interaction between educators and learners. Therefore a group of 20-50 students in total, depending on the faculty size and use of break-out groups is advised.

Hosts may seek sponsorship from local institutions (e.g. pharmaceutical and medtech companies, universities, local foundations, etc). However, it is of critical importance that the educational programme is developed independently of any sponsor influence or participation. EFIC will rescind the status of a Pain School if this is thought to have happened. In addition, sponsorship should not be made directly to speakers or Pain School participants. All sponsorship arrangements should be communicated to EFIC as soon as they are confirmed and indicated transparently in the programme details.

Guidance on administration and cost management

While budget responsibility rests with the host, EFIC provide the following guidance and advice:

- The faculty should include a blend of local educators as well as high-quality guests from outside of the host country. All faculty members should be fluent in English and all teaching must be in English
- EFIC can provide suggestions for educators to be invited
- EFIC can be requested to provide educators from the EFIC leadership, with travel costs covered by EFIC directly.
- Educators can cover more than one session to better control costs

- Seek support from your administrative team at your institution, especially with regards to how accounts can be managed.
- Ensure that your group is capable of making invoices and managing a small budget
- Make use of facilities available at your institution
- Identify a location that is close to reasonably priced accommodation

EFIC-endorsed Schools

EFIC may endorse pain school-type events by third parties for which funding is not provided by EFIC. These events should follow the basic principles covered under the 'objectives' sections above:

'Objectives of an EFIC Pain School:

1. *Provide a high-quality engaging European education experience for attendees*
2. *Focus on clinical management aspects but maintain an emphasis on the latest (translational) research*
3. *Bring the EFIC curricula to life and go further than is possible with an EFIC refresher course or e-learning session*
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5. *Facilitate interprofessional collaboration, as well as collaboration between clinicians and researchers.'*

EFIC is not responsible for the logistical or financial operations of endorsed Schools, however, the following principles should apply:

- The School should be accessible to physicians and non-physicians where relevant
- The School should aim to facilitate access reflective of ability-to-pay, e.g. through tiered pricing or bursaries being available
- The organizer should have strong pain education credentials and should work with capable events service providers
- The School should handle all registration and payment responsibilities directly. If EFIC provides support in these areas, EFIC may request a small administration fee for the payment handling. EFIC would transfer all registration income (minus administration fee) to the organizer, who would be responsible for all expenditure. Any loss incurred at the end of the project would be the responsibility of the organizer.

Where a proposal for an EFIC-endorsed School is accepted, the following support will be offered by EFIC:

- EFIC endorsed schools may use the term 'this educational event is endorsed by the European Pain Federation EFIC', as well as the EFIC logo. They should use the term 'EFIC-endorsed School' and avoid using the term 'EFIC Pain School'
- EFIC will include the details of the School on a dedicated section of the EFIC website, including a link to the organiser's event page and registration process (where relevant)
- EFIC will promote the School via its newsletter and social media channels
- EFIC will prepare social media graphics and a basic leaflet design for the organizer to print or share as appropriate.

EFIC-partnered Schools

EFIC may collaborate with third parties, and in particular other scientific societies, to establish Pain Schools on cross-cutting areas of science and medicine. These Schools will be jointly promoted by the two organisations, in order to foster scientific and educational collaboration. The aim would be to include professionals from two distinct but connected fields of science and medicine, to attempt to build bridges and break down barriers where they may exist.

The logistical and financial responsibility for a School would be jointly covered by the two organisations, though one principal organizer would need to be established, in order to centralise registration, payment and expenditure management activities.

The administration of the School, in terms of programme development, faculty management and provision of teaching facilities, would need to be established by the principle organizer.

The final details would need to be agreed with the third party, though a hypothetical scenario could involve the two organisations contributing 70:30 towards the initial funds required, with the principle organizer providing a smaller share on the basis that they are taking on board administrative responsibilities and overall financial risk.

Where the School encourages both 100% funded places and self-payers, the principle organizer would also be responsible for seeking and processing self-payers, included within any budget scenario established.

The School would need to establish soft or hard quotas reflective of the ideal audience and the desire to bring together two or more audiences.