



**WORLD INSTITUTE OF PAIN**

**ENDORSEMENT GUIDELINES**

**for**

**EDUCATIONAL INITIATIVES**

**SYMPOSIUM**

**HANDS-ON CADAVER WORKSHOP**

**FIPP / CIPS EXAMINATION**

**OTHER EDUCATIONAL ACTIVITY**

**- SUPPLEMENTARY MANUAL-**



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## Prepared by

- Prof. S. Erdine (Founder & Past President WIP)
- Prof. M. Stojanovic (Educational Committee Chair, WIP)
- Prof. D. Hegarty (President WIP)

Agreed by the Executive Board WIP on 15 November 2024



## Terminology:

ACET = Academic Educational

S = Symposium

W = Workshop (Hands-on Cadaver Workshop )

E = Examination

FIPP = Fellow in Interventional Pain Practice

CIPS = Certificate in Practice of Sonography

LOC = Local Organizing Committee

SWE = Symposium, Hands-on Cadaver Workshop and Examination

WIP = World Institute of Pain

EdCom = Educational Committee WIP

## Academic Program Endorsement Policy

### *Preamble*

WIP has a long history of developing standards for academic programs in the field of educational communications and technology, educational assessment and providing program reviews based on its standards for these programs. WIP continues to be a leader in promoting academic programs in the field and encouraging excellence in the education of future professionals.

Consequently, WIP has been approached to endorse such programs, including both degrees and certificates. Such endorsement is intended to validate the designated programs, which may provide a competitive advantage for the sponsoring institutions. In turn, endorsement serves to verify the integrity and standing of WIP as a leading professional association in the field of educational communications and technology.

The purpose of the WIP Academic Program Endorsement Policy is to provide guidelines outlining how WIP shall receive and review an application from a individuals / organizations / institutions seeking WIP endorsement of an official academic program at an accredited institution of higher education. Such programs may include degree programs or certificate programs. This policy also governs how WIP shall respond to both successful and unsuccessful applications, how endorsements are awarded, and the contents and limitations of such endorsements.



WIP is a not-for-profit organization, and it will endeavor to support not-for-profit symposia and workshop requests.

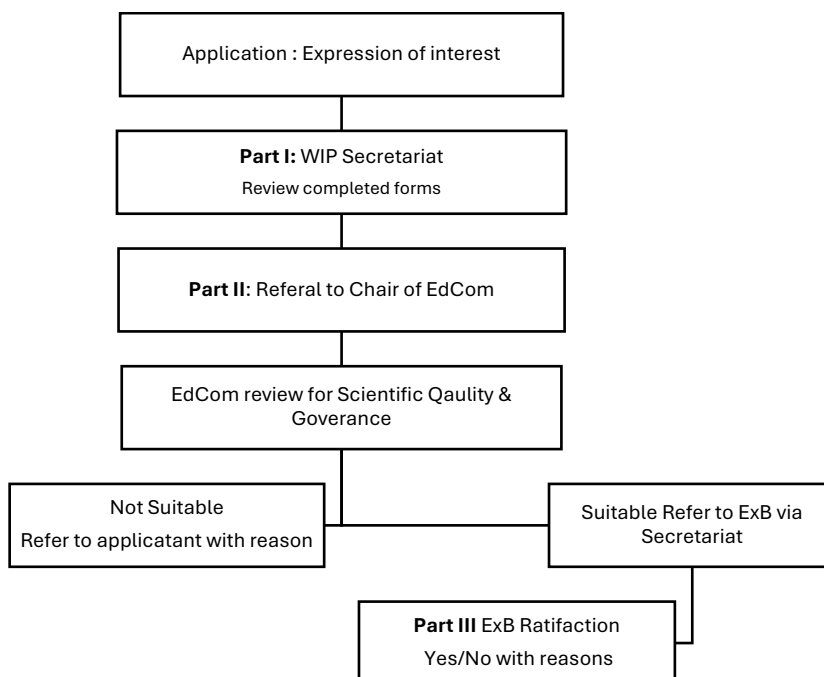
## PART I: Application process.

In accordance with the WIP policy any member who wishes to apply for endorsement of a meeting need to formally make their intention known to the WIP Secretariat in the required timeframe.

### *Key Objective*

This multi-layer evaluation system ensures that accredited activities meet the highest standards of scientific and educational value, comply with national regulations and are free from undue influence or commercial bias.

### Overview of the pathway to evaluate an application for endorsement





## Propose Application Overview

### WORLD INSTITUTE OF PAIN (WIP) ENDORSEMENT GUIDELINES For EDUCATIONAL INITIATIVES

The WIP will consider applications for WIP endorsement of scientific programs and events from any active, regular member in good standing, upon recommendation of the Education Committee and final approval by the WIP Executive Board. WIP Educational Endorsements are as follows:

#### **NON-FOR-PROFIT EDUCATIONAL EVENTS**

- 1. WIP Endorsed Fellow of Interventional Pain Practice (FIPP) and for Certified Interventional Pain Sonologist (CIPS) Examination preparatory events:**
  - a) The chair of the scientific committee of these events should be FIPP/CIPS certified
  - b) All workshop instructors must be FIPP or CIPS certified without major COI reported regarding the topics faculty is assigned to teach.
  - c) The majority of faculty should be FIPP/CIPSs certified (>50%)
  - d) >75% of faculty should be WIP members in good standing
  - e) The educational program should cover at least 75% of FIPP or CIPS required procedures that appear on the examination and must closely match the WIP FIPP/CIPS BoE Interventional Examination Information Bulletin for Certification as Fellow of Interventional Pain Practice (FIPP) and for Certified Interventional Pain Sonologist (CIPS) Examination.
  - f) A letter of support from the WIP Section Chair for the proposed activity will be required.
  - g) The WIP will endorse maximum of total of 4 WIP FIPP/CIPS preparatory events per year in addition to the WIP sponsored events
  
- 2. WIP Endorsed Symposia (NOT approved for FIPP/CIPS examination preparation)**
  - a) The terms FIPP/CIPS should NOT be mentioned anywhere in educational activity program
  - b) All workshop instructors must be FIPP or CIPS certified without any conflict of interests reported regarding the topics faculty is assigned to teach.



c) The majority of faculty should be active WIP members

### 3. Financial status

- a. The financial responsibility for ALL **WIP Endorsed Educational events** the totally belongs to the local organizing committee. WIP has to reimbursed for all the Endorsements of educational activities.

Please make sure to review the entire document for details.

### FOR-PROFIT EDUCATIONAL EVENTS

- In general, WIP does not provide sponsorship for FOR-PROFIT Educational events.
- The ExB shall be consulted directly if such requests are proposed.

## PART II Evaluation of Academic Quality

- *Key Objective*

The completed application shall be reviewed for its academic quality. The EdCom must be satisfied that the program proposed meets the learning objectives as outline in the application and in accordance with the goal of WIP.

Once this has been confirmed the Education Committee (EdCom) Chair shall inform the ExB WIP about it recommendation

- *Overview*

WIP EdCom is committed to fostering educational and training opportunities for pain medicine physicians on the most up-to-date knowledge in pain medicine, including technical procedures related to approved interventional pain management. As part of this commitment, the WIP will consider applications for WIP endorsement of scientific programs and events from any active, regular member in good standing, upon recommendation of the Education Committee. Each application is evaluated based on educational and technical qualities. Most speakers and demonstrators serving on the program faculty should be FIPP / CIPS and in good standing.

#### 1. Application Submission



- a) Interested, qualified applicants must complete the Endorsed Activity Application Form ([https://www.worldinstituteofpain.org/wp-content/uploads/2020/03/Endorsement-App\\_2020.pdf](https://www.worldinstituteofpain.org/wp-content/uploads/2020/03/Endorsement-App_2020.pdf)) and submit to the WIP Secretariat via email: [wip@worldinstituteofpain.org](mailto:wip@worldinstituteofpain.org).
- b) Include with the application a copy of the preliminary program or event agenda, Chair / co-chairs with list of planning committee members, and list of program/event faculty with credentials should accompany the application form. It would be in your interest to highlight the faculty with FIPP/ CIPS fellowship.
- c) A letter of support from the Section Chair for the proposed activity will be required. This will expedite the WIP Executive Board's review and decision.
- d) Identify clearly where a local organization company (PCO) is used to organize, promote and help find sponsorship.
- e) Any proposed educational activity of a Section should only be held within the geographical location of that respective Section. Educational activities of one Section that may be held within a separate Section's geographical locale must receive approval of that Section. Cooperative efforts are encouraged in these instances and will be looked on favorably. Sections can apply for educational activities in areas where no sections have been established. The reason for hosting an event in these regions should be given and evidence of support of the event would be preferable.
- f) Applications should be submitted at least 120 days or more in advance of the proposed regional workshop or conference.
- g) WIP reserves the right to decline approval of any activity that conflicts directly with another WIP program or event ongoing at that time or is deemed in conflict with the mission and aims of WIP.
- h) It should be recognized that hosting a meeting, workshop or event with WIP endorsement is not an accreditation and generally cannot be use as evident of CPD points.

## 2. Application Consideration

- a) All applications are acknowledged by the WIP Secretariat upon receipt and forwarded to the Education Committee (EdCom) Chair.
- b) The EdCom Chair shall forward the application to members of the EdCom for their review/approval. The Chair will communicate the decision within 30 days of receipt of the application to the WIP Secretariat. If additional time is required to evaluate the application, the WIP Secretariat will notify



the applicant of the revised decision timeline. The WIP Secretariat will table the recommendation for discussion with the WIP ExB.

- c) Failure of WIP to respond to the applicant within 30 days does not constitute automatic approval. Applicants should contact the WIP Secretariat if the application is not approved within the specified timeframe.

### 3. Pre-Program/Event Fulfilment

- a) Within 30 days of approval of the program/event, a copy of the proposed program should be submitted to the WIP Secretariat for appropriate promotional purposes before publication and distribution. This review is necessary to ensure the program is consistent with the approval criteria.
- b) To promote new and continuous membership in WIP and the applicable Section, WIP strongly recommends that conference registration fees be structured to accommodate discounted registration for WIP members. Verification of membership status can be secured through the WIP Secretariat.
- c) Upon final review and approval of the program content and faculty roster, the WIP Secretariat will issue and authorize on behalf of the WIP Executive Board the use of the WIP logo. Applicable endorsement and/or approval language will also be communicated.
- d) WIP expects that all speakers will provide a conflict-of-interest declaration at the beginning of their slide presentation.
- e) The WIP Edcom reserve the right to attend the meeting unannounced or to seek an independent assessment from those who attend the meeting on our behalf to evaluate the event.

### 4. Limits of responsibility and liability

- a) Unless expressly agreed to in writing, all organizational and financial responsibility for the approved activity is borne solely by the program director(s).
- b) The organizing section is also responsible for obtaining accreditation for the program and for fulfilling the requirements applicable in the region for official authorization and sponsorship coverage.
- c) The use of the WIP logo of endorsement will be restricted to the event up to including the conclusion of the event. If the date of the needs to change, then the WIP Secretariat should be informed. This correction can be accommodated once there is no significant change in content or faculty.





- d) If the event content or faculty were to significantly change, then the WIP secretariat should be informed, and you will be advised if it is necessary to provide a new agenda / faculty list for pre-approval.

#### 5. Post-Program/Event Fulfillment

- a. Within 30 days of completion of the program or event, a roster of participant names and addresses should be sent to the WIP Secretariat.
- b. WIP requires a post-event evaluation to be completed by each participant, with a copy sent to the WIP Secretariat.
- c. The WIP Edcom reserves the right to attend the meeting unannounced or to seek an independent assessment from those who attend the meeting on our behalf to evaluate the event. A summary of evaluation feedback will be shared with the applicant.
- d. For the approved educational activity, the agreed-upon fees determined via the Application Worksheet shall be due and payable in advance of the activity unless otherwise approved by the WIP President. These monies will allow WIP to aid in the promotion of the activity through website promotion, e-mail blasts and social media promotion, where applicable.
- e. For sections of developing countries (according to the World Bank list) a contribution of \$250 may be approved in lieu of the customary endorsement fees. The WIP President and Treasurer need to agree to this in advance.
- f. Instructions for wiring or otherwise transmitting the funds to WIP can be obtained from the WIP Executive Secretary or WIP Treasurer.

#### 6. Sponsorship

Sponsors are often required to ensure the hosting of an event is possible. WIP has no difficulty with this arrangement.

- a) All sponsorship needs to be outlined in the initial application and a final list of sponsors provided 30 days before the event.
- b) Strict industry agreed rules in relation to sponsorship and educational grants are to be adhered to. WIP suggests you are familiar with this regulation. As an example, the European Medtech industry guidelines can be used to assist in ensuring transparency and fair play.

[https://www.medtecheurope.org/wp-content/uploads/2017/07/20170315\\_MTE\\_Code\\_Training\\_compliance-legal.pdf](https://www.medtecheurope.org/wp-content/uploads/2017/07/20170315_MTE_Code_Training_compliance-legal.pdf)



- c) It is the responsibility of the local event organizing committee to ensure the regulations are met. WIP will take no responsibility in policing these guidelines nor does it take any liability if there is an issue with regulations. We would suggest your PCO will be able to advise on these matters.
- d) Where sponsors and exhibitors are involved in the supporting or attending an event, they shall not display product / products or have advertisements in the lecture hall at any time.

## **PART II: Executive Board Ratification**

### *1. Introduction*

The fundamental goals of the World Institute of Pain (WIP) are to support the education and certification of interventional pain medical practitioners worldwide.

The first Symposium and Hands-on Cadaver Workshop were held in Budapest in 1996 under the leadership of Prof. Gabor Racz. Since then, academic events have been organized at other sites including London (UK), Maastricht, Nijmegen (The Netherlands), Miami (USA), Taipei (Taiwan) and Istanbul (Turkey)

WIP also endorsed symposiums and workshops in the past organized by some FIPP Members like in Porto Rico, London, Cairo, several times in Greece,

WIP has been gaining more prestige all over the world year by year with the Symposiums, Workshops and Examination. The total number of attendees for the Symposium and workshops are nearly 500 a year and the total number of examinees is round 200 annually.

The ExB will review all applications that are recommended by the EdCom for endorsement. The Exb will ensure that the WIP name and brand is not misused and abused by third parties. The ExB reserves the right to refuse endorsement if this is not in the best interests of WIP globally. If the ExB with holds endorsement it will give a reason in writing to the applicant explain the rationale. The decision of the ExB will be final unless the applicant highlights a factual error within 7 days of receiving the decision to the WIP secretariate.



## **2 Responsibilities of the LOC include.**

1. Developing the symposium, scientific program and nominating the faculty in cooperation with WIP. The faculty, proctors chosen should be:

a) Distinguished researchers or medical colleagues at national or international levels who have strong academic links and support the educational mission of WIP.

b) Proctors must be medical doctors, holding FIPP Diploma (and CIPS, when appropriate) and in good standing.

c) Speakers, proctors should not have legal pending issues in their countries nor a restriction on their clinical practice due to malpractice, legal prosecution or evidenced bribe circumstances.

2. Organizing sponsorship from the industry and other sources to support the SWE.

3. Organize the Cadaver Hands-on Workshop according to the by-law and guidance of the Chair of the Board of Examinations (BoE).

4. To ensure that all facilities including cadavers, C-arms, shields, needles and other equipment required shall meet the highest standards of best practice possible.

5. Apply for continual medication education accreditation from a suitable training body as soon as the scientific program becomes available. Ensure that all regulations regarding the accreditation process (e.g. feedback and a report related to the satisfaction of the participants etc.) shall be recorded in accordance with the rules of the accreditation body.

6. Collecting registration fees for the symposium and cadaver workshop. A declared official Bank Account should be active to provide due control by a registered accountant. These accounts should be available for audit and review by the ExB in a timely fashion

7. Arranging Hotels and lodging, making the prepayment to the Hotels with the fees collected from the registration and sponsorship,

8. Arranging the networking events according to approved budget accomplishing the local uses and rules for modest academic events.

9. No later than 8 weeks after the closure of the SWE an official report should be sent to the WIP Executive Board relating to attendance and financial status.

10. At the end of each SW a part of the profit will be given to WIP headquarters as well as maybe used for financing the preliminary arrangements of the subsequent meeting. The portion of the profit shall be agreed in advance between the LOC and the ExB.



### **3 The WIP headquarters will have the responsibility of**

1. Approving the Section in the country to willing organize the SW, by appointment of the Executive Board of WIP.

2. Cancelling the SE in case of insufficient number of applicants both for registration of the Symposium and Cadaver Workshop and the Examination.

3. Deciding to continue with the SW in that country.

4. Support the SW via website advertising, social media promotion and other media support as needed as soon as possible.

5. Checking and approving the final reports sent by the Local Organizing Committee prior to its presentation at the Executive Board of WIP.

6. Promoting the event in concert with the WIP digital marketing strategy, possibly including but not limited to e-mail blasts and social media posts.

### **4. Other notes**

- Relationship with Industry and Manufacturers
- To promote at International and National Levels with a criterion of equal correspondence and a win-win objective.
- Transparency in sponsoring is mandatory as a responsibility of the LOC
- Exhibition Facilities.
- Facilities for Exhibition must require international standards concerning space, availability of supplies and easy access for attendants including disabled ones.

### **5. Links with Local Academic Institutions:**

University & Medical College

- Accomplishing and fulfilling regulations of the collaborating Academic Institution.
- Collaborating in terms of efficiency, efficacy, transparency and loyalty with the hosting Institution.

Medical National Association

A professional relationship is desirable between the WIP National / Regional Section and the Medical National Association pursuing a common goal of enhancing the social presence and



prestige of Medical Profession and specifically for the advancement of Interventional Pain Specialty.

#### Other National Medical Pain Societies

A peer and friendly relationship with Local / National Pain Societies has to govern all activities related to the LOC and SWE looking for due respectful relationship and mutual benefit.

### **6. The process of endorsement**

- Please read WIP Endorsement Process document
- Steps for application
  - a. Filling the application for endorsement document
  - b. This document is sent to the executive officer of WIP for first assessment
  - c. If appropriate then sent to the Scientific Committee Chair for final assessment,
  - d. The final decision is given by the ExB.
  - e. Orlando, Taiwan, Budapest and İstanbul are the official sites for SWE.
  - f. If necessary, the ExB can decide for more official sites.
  - g. Endorsement of activities in the official sites can only be approved by the approval of the local organizing committees of the official sites. No other meeting can be organized other than the official SWEs in these sites unless the official site agrees on.
  - h. The privilege of having endorsed symposiums or workshops first belongs to the countries or regions where there are WIP sections. In countries where there are WIP sections approval of endorsed activities by third parties should also be approved by the sections of these countries.
  - i. Third parties can not organize more than one activity within the same year.

### **7. The Scientific Program**

- a. The chair of the scientific committee should be with FIPP/CIPS
- b. 50% of the faculty should be FIPP/CIPS certified,
- c. WIP Exb has the sole right to approve the scientific program.
- d. The scientific program should be ethically under the principles of of WIP.
- e. Commercial promotion of industry within the scientific program is prohibited.
- f. The scientific program will be announced both by the organizers as well as WIP on the official website with the logo of endorsement of WIP.
- g. Not more than 8 meetings including the official SWE will be held annually.



- h. For the approval of the 4 other meetings, first WIP sections then other third parties will be accepted with the rule of first comes the first.

## **8. Financial status**

- b. The financial responsibility for the Symposiums or workshops including the meeting, faculty expenses etc. totally belong to the local organizing committee. WIP has the right to check for the financial status of the meeting.
- c. The official sites pay 20% of the profit to WIP at the end of the activity.
- d. When WIP sections or third parties organize only a symposium, terms need to be agreed. For example they pay 5000.00 five thousand USD to WIP.
- e. When WIP sections or third parties organize a Symposium and Workshop they pay 20% of the registration fee plus 10% of the profit of the activity,
- f. When WIP sections or third parties organize a Symposium and Workshop they will pay in advance 5000 usd to WIP prior to the meeting for the expenses to be done by WIP prior to the meeting like promotion of the meeting.
- g. All financial status will be presented to the WIP executive secretariat if kindly asked for.

## **9. Conclusion**

- a. WIP has been gaining more prestige all over the world year by year with the Symposiums, Workshops and Examination. The total number of attendees for the Symposium and workshops are nearly 500 a year and the total number of examinees is round 200 annually.
- b. This document was required because the WIP name and logo and brand was unfortunately misused and abused by third parties. This document will provide a clear pathway for all (i) individuals / organizations applying for endorsement and (ii) all members of WIP assessing the application.
- c. Where a breach of any agreed terms and conditions is found to occur WIP will explore all options to address the breach and protect the good name of WIP.



## Appendix: Application Form

### WIP ENDORSEMENT PROCESS 2024

#### I. SPONSOR

A. Is the activity sponsored by a medical society/institution or educational/scientific organization? [Complete all that apply]

No Private practice \_\_\_\_\_  
For-profit enterprise \_\_\_\_\_  
Other \_\_\_\_\_

**Go to VI (if for profit).**

Yes The Activity Sponsor is a Not-for-profit entity (specify all that apply).  
*[It is REQUIRED that any residual funds from the activity will be used for educational, scientific, or charitable purposes and NOT distributed for personal profit by any organizer or faculty].*

WIP or a WIP Section \_\_\_\_\_  
Other Medical Society \_\_\_\_\_  
Educational Foundation \_\_\_\_\_  
Charitable Foundation \_\_\_\_\_  
Other \_\_\_\_\_

B. Will the activity support WIP administrative activities?  
(Specify) \_\_\_\_\_

Yes  
 No

C. Will the activity offer CME credits?  
(accrediting body) \_\_\_\_\_

Yes.  
 No

D. Has this activity ever had WIP endorsement in the past?  
(date and location) \_\_\_\_\_

**IMPORTANT:** Attach previous CME and attendee evaluation reports



\_\_\_ No

E. Did you pay honoraria or other payments (unrelated to travel or lodging) to organizers, lecturers, or instructors in the past?

\_\_\_ Yes

(Specify roles and amounts paid) \_\_\_\_\_

\_\_\_ No

F. Do you plan to pay honoraria or other payments (unrelated to travel or lodging) to organizers, lecturers, or instructors?

\_\_\_ Yes

(Specify roles and amounts to be paid) \_\_\_\_\_

\_\_\_ No

G. Is the organizer an active WIP member?

\_\_\_ Yes

(name) \_\_\_\_\_

\_\_\_ No

H. Is the activity organized in collaboration with a WIP section with Section Chair approval with Section Chair letter?

\_\_\_ Yes

(Section Chair) \_\_\_\_\_

\_\_\_ No

(Explain) \_\_\_\_\_

## II. ENDORSEMENT REQUESTED

A. Are you requesting endorsement as an FIPP/CIPS preparatory activity, course, or workshop?

\_\_\_ Yes

**Go to III.**

\_\_\_ No

**Go to IV.**

B. Are you requesting WIP endorsement for Symposia - educational activity (not for FIPP/CIPS examination preparation)?

\_\_\_ Yes

**Go to IV.**

\_\_\_ No

**Go to VI.**

## III. WIP endorsed FIPP/CIPS Preparatory Activity

A. Are >75% speakers active WIP members?

\_\_\_ Yes

\_\_\_ No

(Explain) \_\_\_\_\_

B. Are at least 50% of speakers FIPP or CIPS certified?

\_\_\_ Yes

\_\_\_ No

(Explain) \_\_\_\_\_





C. Are all workshop instructors FIPP (fluoro-guided) or CIPS (ultrasound-guided) certified?

Yes

No (Explain) \_\_\_\_\_

D. Have at least 50% of workshop instructors completed a minimum of five (5) workshop teaching experiences?

Yes

No (Explain) \_\_\_\_\_

E. Will the program cover at least 75% of FIPP or CIPS required procedures that appear on the examination?

Yes

No Is this activity an ADVANCED procedures Workshop?  
 Yes (Explain) \_\_\_\_\_  
 No (Explain) \_\_\_\_\_

F. Will the maximum number of participants per cadaver/phantom be 12 or less?

Yes

No (Explain) \_\_\_\_\_

G. Will the instructional material preferentially use and cite those developed and approved by WIP?

Yes

No (Specify) \_\_\_\_\_  
 No (Explain) \_\_\_\_\_

**Go to V.**

IV. **WIP endorsed Symposia - educational activity** (not for FIPP/CIPS examination preparation)

A. Are the majority of speakers active WIP members?

Yes

No (Explain) \_\_\_\_\_

B. Are interventional techniques being taught?

No

Yes Are all the instructors for the interventional techniques FIPP or CIPS certified?

Yes  
 No (Explain) \_\_\_\_\_

**Go to V.**





**V. Proposed DATE(s) of the activity**

A. Is the date of this application at least 6 months prior to proposed activity date?

\_\_\_ Yes

\_\_\_ No

(Explain) \_\_\_\_\_

B. I understand that use of the WIP logo, FIPP logo or any mention of the FIPP examination, CIPS or CIPS examination or the WIP on any promotional material without prior endorsement by WIP will automatically result in denial of endorsement for this activity and future activities by the organizer for a period to be determined by the Executive Board of WIP.

Signature \_\_\_\_\_ Date \_\_\_\_\_

C. I further understand that failure to submit CME and attendee evaluation reports to the WIP Executive office will result in denial of future endorsement for this activity and activities of the organizer for a period to be determined by the Executive Board of WIP.

Signature \_\_\_\_\_ Date \_\_\_\_\_

D. I affirm that, if requested by the WIP Executive office, I will promptly provide financial statements related to this activity to include all fees, honoraria, and other payments to individuals as well as the disposition of any profit, as outlined in section I.

Signature \_\_\_\_\_ Date \_\_\_\_\_

E. I affirm that this activity is begin organized in an underdeveloped country according to current WHO: World Bank income guidelines and am hereby requesting exemption from oversight fees imposed by WIP for endorsement.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **VI FOR-PROFIT EDUCATIONAL EVENTS**

- In general, WIP does not provide sponsorship for FOR-PROFIT Educational events.
- The ExB shall be consulted directly if such requests are proposed.

## Appendix: Levels of Instruction summary

### Levels of Instruction

While it is possible for an event to meet the requirements for multiple levels, all WIP educational events must meet the requirements of at least 1 of the levels of instruction as shown in Figure 1. Furthermore, all educational events promoted by WIP will be identified to participants as meeting the requirements for 1 or more levels of instruction.

	Level 1	Level 2	Level 3
<b>Intended audience</b>	Those without access to formal fellowship training	Those preparing to take FIPP/CIPS Examination	WIP “Portfolio” Those who are FIPP/CIPPS certified or completed full pain medicine fellowship and board certified
<b>Examples</b>	“Meet the Experts” series	Orlando Istanbul Budapest Taipei	1) Master Class 2) Cancer Pain 3) MSK & Regenerative Medicine
<b>Program Content</b>	Basic principles	20 Exam procedures	Advanced techniques

**Figure 1 – Scheme of Levels of Instruction for WIP Educational Events**



## Level 1 Educational Events

### Audience

Level 1 Educational Events are intended to provide basic instruction in interventional pain medicine for those physicians who do not have access to or have not completed a formal, 1-year fellowship-training program. It is intended for participants living in countries without formal training. Upon completion of a Level 1 Educational Event participants should have a mastery of the basic knowledge, skills and techniques of interventional pain medicine, and should have some familiarity with the majority of the 20 procedures that appear on the examinations.

### Faculty

The organizer(s) of a Level 1 Educational Event must be FIPP/CIPS, and the majority of the faculty of Level 1 Educational Events should be FIPP/CIPSS (>50%). There should be adequate faculty relative to the number of participants to ensure high-quality instruction. Faculty should have experience in both performing and teaching the basic techniques and concepts of interventional pain medicine. >75% of faculty should be WIP members in good standing.

### Content

Level 1 Educational Events with workshops must include instruction in the following:

- basic needle guidance (ultrasound and or fluoroscopy)
- target identification/anatomy
- radiation safety
- multimodal nature of chronic pain treatment
- physical exam and establishing the diagnosis
- actual interventional procedures and their evidence

In addition, the content of the instruction should address a reasonable assortment of the following procedures (including appropriate diagnoses, indications/contraindications, potential complications, relevant anatomical



and pharmacological considerations and a summary of available evidence-based literature):

- Thoracic median branch block
- Intercostal Nerve Block
- Lumbar Sympathetic Block
- Lumbar Facet Block (intra-articular)
- Lumbar medial branch block
- Lumbar interlaminar epidural
- Lumbar transforaminal
- Occipital nerve block
- Sacroiliac Joint Injection
- Caudal epidural
- Ganglion impar
- Piriformis muscle block
- Intra-articular shoulder
- Intra-articular hip
- Intra-articular knee
- Geniculate nerve diagnostic block

When appropriate, preparatory and/or supplemental/follow-up materials should be made available to participants. These may include recommended reading, journal articles, lecture slide summaries, videos, quizzes, etc. These materials should be distributed to ensure that all participants have equal access.

### Reporting/Performance

Organizer(s) of a Level 1 Educational Event must collect feedback from participants and faculty about the event, and must provide WIP with a summary of this feedback in a timely manner (2 months). Unless otherwise mandated by CME requirements, Organizer(s) are encouraged to use the feedback templates in Appendix 1. Organizer(s) should also take such feedback into account as they plan future administrations of the same or similar events. In addition, organizers should be able to demonstrate that at least portion of the participants have gone on to participate in Level 2 Educational Events and/or the FIPP/CIPS Examinations.

## **Level 2 Educational Events**

### Audience

Level 2 Educational Events are intended to be the final step in preparing to take the FIPP/CIPS Examination. Participants should already have a mastery of the basic knowledge, skills and techniques of interventional pain medicine, and



should have a basic clinical experience for the majority of the basic skills and competences and techniques some familiarity with the majority of the 20 procedures that appear on the examinations. Upon completion of a Level 2 Educational Event participants should be adequately prepared to take the FIPP/CIPS Examination.

### Faculty

The organizer(s) of a Level 2 Educational Event must be FIPP/CIPS, and the majority of the faculty of Level 2 Educational Events must be FIPP/CIPSS, >50%. There should be adequate faculty relative to the number of participants to ensure high-quality instruction. Faculty should have experience in both performing and teaching the techniques and concepts of interventional pain medicine, particularly the 20 procedures that appear on the examination. . >75% of faculty should be WIP members. There should be no major COI reported regarding the topics faculty is assigned to teach. All workshop instructors must be FIPP or CIPS certified.

### Content

The educational content for Level 2 Educational Events must closely match the WIP FIPP/CIPS BoE Interventional Examination Information Bulletin for Certification as Fellow of Interventional Pain Practice (FIPP) and for Certified Interventional Pain Sonologist (CIPS) Examination.

Along these recommendations, Level 2 Educational Events practical part must include instruction in a reasonable assortment of the following procedures (including appropriate diagnoses, indications/contraindications, potential complications, relevant anatomical and pharmacological considerations and a summary of available evidence-based literature:

### **FIPP Examination:**





## **Head and neck**

1. Sphenopalatine Ganglion Block
2. Stellate Ganglion Block
3. Trigeminal Ganglion Block
4. Midline Interlaminar Cervical Epidural Block
5. Cervical Facet Block

## **Thorax**

1. T2, 3 Sympathetic Block
2. Splanchnic Nerve Block
3. Thoracic Spinal Cord Lead Placement
4. Thoracic Facet Block
5. Intercostal Nerve Block

## **Lumbar**

1. Lumbar Sympathetic Block
2. Lumbar Selective Nerve Root Block
3. Lumbar Discography Procedure
4. Lumbar Facet Block
5. Lumbar Communicating Ramus •

## **Pelvic**

1. Hypogastric Plexus Block
2. Caudal Neuroplasty
3. Sacral Nerve Root Block
4. Sacroiliac Joint Injection
5. RF-Sacroiliac Joint

## **CIPS Examination**

### **Spine**

1. Cervical medial branch block
2. Cervical selective nerve root block
3. Thoracic facet joint block
4. Lumbar medial branch/facet joint
5. block
6. Caudal epidural injection



### **Peripheral nerves**

1. Suprascapular nerve
2. Ilioinguinal/iliohypogastric nerve
3. Pudendal nerve
4. Ulnar nerve at cubital canal
5. Lateral femoral cutaneous block

### **Musculoskeletal Joints**

1. AC joint
2. Glenohumeral Joint (any approach)
3. Hip joint injection
4. Knee joint injection
5. Tibiotalar joint injection

### **Musculoskeletal Soft Tissue**

1. Bicep tendon (peri)
2. Subdeltoid bursa
3. Medial or lateral epicondylosis tendon sheath injection/fenestration
4. Piriformis injection
5. Trochanteric bursa injection, Sub. GMax, Medius and Minimus

When appropriate, preparatory and/or supplemental/follow-up materials should be made available to participants. These may include recommended reading, journal articles, lecture slide summaries, videos, quizzes, etc. These materials should be distributed to ensure that all participants have equal access.

It is important that the educational content for Level 2 Educational Events should not contain more complex procedures included in Level 3 Educational Events. The major reason for this is to allow trainees to focus at procedures adequate for their level of training and procedures that they can expect at their FIPP/CIPS examinations.

Since Level 2 Educational Events are direct preparation for FIPP examination BOE and EC should review the list of techniques that should be taught for FIPP examination and they should match the procedures to be examined for actual FIPP



examination. The list for procedures for actual examination and techniques used for these procedures should be updated on a regular basis to match the current evidence based practice. Finalized list of procedures should be updated and approved by joint efforts of EC and BOE. Flexibility regarding procedural approaches regarding safety and effectiveness of procedures should be taken into account and in some instances applicants should be allowed to use alternative approach (e.g. ultrasound guidance for stellate ganglion block)

### Reporting/Performance

Organizer(s) of a Level 2 Educational Event must collect feedback from participants and faculty about the event, and must provide WIP with a summary of this feedback in a timely manner (2 months). Unless otherwise mandated by CME requirements, Organizer(s) are encouraged to use the feedback templates in Appendix 1. Organizer(s) should also take such feedback into account as they plan future administrations of the same or similar events. Since Level 2 Educational Event is a preparation for FIPP/CIPS examination, organizers should report the proportion of participants who participated in the FIPP/CIPS Examinations on a yearly basis with pass/fail rates.

## **Level 3 Educational Events (WIP Portfolio)**

### Audience

Level 3 Educational Events are intended to provide training in advanced techniques of interventional pain medicine, or to provide special focus on specific topics within the discipline under “WIP Portfolio” program. Participants should already have achieved FIPP/CIPS recognition or completed a full fellowship training with Board certification in Pain Medicine. Upon completion of a Level 3 Educational Event participants should have a significant knowledge of the technique/topic in question.

### Faculty

The organizer(s) of a Level 3 Educational Event must be FIPP/CIPS, and the majority of the faculty of Level 3 Educational Events should be FIPP/CIPs (



>50%), although renowned experts in the topic/technique in question who are not FIPP are acceptable. >75% of faculty should be WIP members. There should be adequate faculty relative to the number of participants to ensure high-quality instruction. Faculty should have experience/expertise in both performing and teaching the specific technique(s)/topic(s) targeted by the event. Faculty with major COI should not be included in teaching the topics where COI is present. All workshop instructors must be FIPP or CIPS certified.

## Content

Level 3 Educational Events may contain a more liberal variety of content, as mandated by the specific techniques/topics targeted by the event. However, it should be noted that the following are currently considered by the BOE to be advanced techniques, and thus should not compose a majority of the content of any event that is not considered to be a Level 3 Educational Event

### **Master Class**

Examples of “Master Class “Educational Content - procedures:

- Cordotomy
- Trigeminal Ganglion RF
- Sphenopalatine Ganglion RF
- Vertebral augmentation
- Spinal endoscopy
- DRG stimulation
- Peripheral nerve stimulation
- Sacral stimulation
- Cervical epiduroplasty
- Peripheral nerve stimulation
- MILD
- Knee Denervation
- Hip Denervation
- Minimally invasive surgical techniques
- AA and AO joint injection