**American Society of Regional Anesthesia and Pain Medicine**



CME Policy

## Associate Faculty

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| **Title** | **Associate Faculty** |
| **Original Approval** | **01/2014** |
| **Revisions** | **02/2023, 08/2022, 07/2022, 02/2018, 11/2016, 02/2015, 09/2014, 03/2014** |

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| **Purpose** |

The Associate Faculty role is an opportunity provided by ASRA Pain Medicine to professionals who have shown an interest in becoming more involved in the Society while developing their teaching skills in the fields of regional anesthesiology, acute pain, and chronic pain medicine. They must be practicing specialists with at least some experience in providing instruction and a willingness to develop. ASRA Pain Medicine strongly encourages the use of Associate Faculty during its educational activities as a means for encouraging development as instructors while actively supporting the ASRA Pain Medicine educational mission.

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| **Procedure** |

1. **Role**

Associate Faculty participate only in supporting roles within standard workshop sessions (excluding comprehensive workshops, which are reserved for full faculty members.) Associate Faculty may also participate in any portion of the resident/fellow program and lead PBLDs. Associate Faculty do not typically give formal presentations during plenary/parallel sessions or moderate sessions (unless approved by the CME Committee and supported by their mentor in the same session.) Associate Faculty are included in all faculty activities (e.g. receptions, familiarization session, etc.) During the weekend cadaver courses, Associate Faculty support the hands-on portions of the program.

1. **Selection Process**

Associate Faculty are selected by the Committee on CME and the Scientific/Education Planning Committee Chair for each event. The Chair may choose from the list of current Associate Faculty or introduce new members at his/her discretion (subject to CME Committee approval). Occasionally, ASRA Pain Medicine will also make a call for self-nominations for Associate Faculty as follows:

* Call for applications sent to the membership and posted online.
* Application requirements include submission of a CV, letter of recommendation from an ASRA Pain Medicine member, a personal letter of motivation (including specific expertise, teaching strengths, and preferences), and confirmation of ASRA Pain Medicine membership.
	+ Preferences may include but are not limited to domains of pain medicine, including pain locations, for example, axial pain, headaches, chronic abdominal, pelvic pain, etc.
	+ Preferences may include but are not limited to teaching specific procedures, including nerve blocks, MSK, ablative procedures, neuromodulation, and others
	+ Preference may include but not limited to preferences in teaching particular imaging modalities, including ultrasound and fluoroscopy.
* Optional application materials include submission of a complete teaching portfolio to include: teaching history with evaluations, effectiveness scores and/or testimonials (all of which add to the strength of the application of someone new to ASRA Pain Medicine faculty community.
* Upon review by the ASRA Pain Medicine executive office and CME Committee, eligible applicants will be added to the list of Associate Faculty for consideration.
* Appointment as Associate Faculty is done at the discretion of the meeting/program chair and dependent on the need of that course/meeting.
* As Associate Faculty spots are limited, there is no guarantee that all qualified applicants will be selected for actual participation.
1. **Mentorship during Workshops**

Associate Faculty will work with at least one senior faculty member at the workshop. Workshop lead/senior faculty will provide mentorship and feedback on their performance.

1. **Evaluations from Workshops**

A specific Associate Faculty evaluation form will be completed by the workshop lead and/or senior faculty for the session(s) in which the Associate Faculty participates. These results are shared with the individual in support of their teaching portfolio and the workshop lead so that mentoring and professional development opportunities can be provided to support Associate Faculty in their progression.

1. **Communications**

Associate Faculty may expect the following procedural communications. The goal being to recognize the important contributions of Associate Faculty, provide constructive input on performance, and also manage expectations regarding the Associate Faculty role in future meetings.

* ASRA Pain Medicine Executive Office: Call for applications.
* Project Management: invitation to participate in a CME activity, thank you and evaluation results/feedback from the activity.
1. **Reduced (annual meetings) or Waived (cadaver courses) Registration Fee**

During the annual meetings, registration fees for the main meeting will be reduced to 50% for Associate Faculty; additional sessions such as PBLDs, workshops, etc. are at full price. If participating in the weekend cadaver courses, registration fees are waived entirely for Associate Faculty. All travel and lodging expenses are the Associate Faculty member’s responsibility.

1. **Term**

Associate Faculty may participate as such for a maximum of 3 events; not necessarily consecutive. In certain circumstances, an Associate Faculty member may participate as such beyond 3 events, as agreed by both ASRA Pain Medicine and the Associate Faculty member. There is no Associate Faculty “track”. ASRA Pain Medicine does not guarantee that participation in the role of Associate Faculty implies automatic participation in future events, or that all Associate Faculty will become Full Faculty.

1. **Move to Full Faculty**

Associate Faculty members having made strong contributions with excellent evaluations will be reviewed for consideration as Full Faculty in future events. This does not guarantee invitations for future events, but does mean that if invited to participate, participation will be as Full Faculty. If so, contributions as Full Faculty will initially focus on workshops, and/or resident/fellow program presentations. Invitations to present formal presentations and moderating roles within the main meeting program are dependent on credentials as an expert in the field, as noted by wide recognition of teaching skills, record of publication, and/or academic contributions. Invitation to participate as Full Faculty at future meetings is at the discretion of the ASRA Pain Medicine Committee on CME and Scientific/Education Planning Committee. Please refer to the Full Faculty policy for additional information and expectations.