



ISPRM OPERATIONAL GUIDELINES -

ClinFIT COMMITTEE

3 July 2022

1. Name

ClinFIT Committee

2. Mission

To facilitate the continuous development and implementation of ClinFIT, ISPRM's International Classification of Functioning, Disability and Health (ICF)-based clinical functioning information tool in physical and rehabilitation medicine (PRM) and rehabilitation at large.

3. Goals

- a. To **develop and maintain ClinFIT** as a universal standard for the assessment and reporting of functioning information.
- b. To **guide the tailoring** of ClinFIT for the range of potential applications.
- c. To support the **use of ClinFIT in clinical practice** across the continuum of care and across the lifespan in low-, middle-, and high-income settings.
- d. To promote the **systemwide implementation** of ClinFIT as a standard.
- e. To continuously **align** ClinFIT with relevant developments at WHO, its member states and the scientific community.
- f. To develop **educational materials** and offer **training workshops** on ClinFIT, including dedicated workshops and sessions at ISPRM's annual congresses and at regional and national conferences/congresses.
- g. To define the **research agenda** for ClinFIT and its realization jointly with ClinFIT Committee members, national societies and other partners.
- h. To raise the **awareness** about the concept of functioning and the World Health Organization (WHO)'s ICF for rehabilitation.
- i. To **advocate** for the inclusion of functioning information using the ICF in health information systems to strengthen rehabilitation in health systems worldwide.

4. Membership

- a. **Number:** Two Co-Chairs and an unlimited number of members. Efforts will be made to include members from all WHO world regions.
- b. **Eligibility:** Registered as an ISPRM Member active in the current year ([registration page here](#)) and invited to join by the ClinFIT Committee Co-Chairs and approved by the President's Cabinet. Members have to be familiar with the ICF.



- c. **Joining:** Candidates must complete the **ISPRM Group Membership Application Form:** <https://isprm.org/isprm-group-membership-application-form/>. Member will be confirmed following the approval of the Committee Co-Chairs. The Committee's members list on the ISPRM webpage will be updated accordingly.
- d. **Term:** Committee members initially join for a period of at least 2 years. Membership can be renewed upon request. See "[Membership Procedures](#)" below. Membership may be terminated with lapsed ISPRM membership or by circumstances deemed appropriate by the Co-Chairs.
- e. **Contributors:** The ClinFIT Committee Co-Chairs can invite non-member contributors to meetings and be involved in Committee projects.

5. Organizational structure (offices, terms of service, election terms, and duties)

Co-Chairs – The Committee is led by two Co-Chairs who are in charge of the overall management of the Committee, coordinate and assign tasks, call for meetings and approve new member requests. The Co-Chairs are appointed by the President's Cabinet. The role of Co-Chair may be terminated with a written resignation, lapsed ISPRM membership or by circumstances deemed appropriate by the President's Cabinet.

Committee Members – The work of the ClinFIT Committee is driven by the work plan that is updated every 2 years.

The ClinFIT Committee includes Ex-officio members who are Chairs of other ISPRM Committees and Task Forces. The Ex-officio members are responsible for aligning the ClinFIT Committee activities with the activities of the respective Committees and Task Forces, as well as foster the implementation of ClinFIT across user groups and application areas. The role of Ex-officio member ends when the person is no longer a Chair of the respective Committee or Task Force; the person can continue as a regular member of the ClinFIT Committee.

ISPRM President's Cabinet Liaison – This representative from the President's Cabinet liaises with the Committee and the President's Cabinet, thereby facilitating bilateral communication and decision-making.

Secretary – The Co-Chairs are supported by a Secretariat in all organizational and scientific aspects mentioned above. The Secretariat is responsible for organizing Committee meetings, including drafting the agenda with the Co-Chairs and taking minutes to submit for review, tracking member contact details & their activities, preparing and submitting annual reports upon approval from the Co-Chairs, and providing publication support. The Secretariat also serves as the Moderator responsible for publishing and editing posts and replies to member comments on the Committee forum. The Secretariat is appointed by the Committee Co-Chairs.

6. Reporting mechanism

- a. An annual report of the Committee activities, membership and plans for the future will be submitted to the President's Cabinet before the ISPRM World Congress to be included in the *ISPRM Annual Book of Reports*.
- b. During the ISPRM World Congress, the ClinFIT Committee will be assigned a room and time slot to meet, report, brainstorm and plan for future activities. This is a mandatory annual meeting that is led by the Co-Chairs.
- c. The ClinFIT Committee will provide regular updates upon request, and will email the details of important activities to the ISPRM Office to be shared with the President's Cabinet.



7. Required resources

Use the ISPRM Groups online platform for communication among members and to keep track of discussions/ materials.

1. **LOG IN TO THE ISPRM RESERVED AREA AND ACCESS THE GROUPS PAGE -**
<https://isprm.org/groups/>
2. **SEARCH & REQUEST TO JOIN YOUR GROUP FORUM.** Requests from confirmed members will be approved within 1-5 days.
3. **ACTIVITY** - create and maintain discussions (upload documents) and invite other members to join. Registered ISPRM Members within the group forum automatically receive a notification via email every time there's activity in the group discussion.

Review our user guides for using the platform: <https://isprm.org/user-guides/>

8. Procedures

The ClinFIT Committee...

Communication procedures

- a. Holds periodic meetings (at least twice per year) in addition to the ClinFIT Committee meeting at the ISPRM World Congress.
- b. Has regular and frequent communication between the Co-Chairs and the Committee members.
- c. Regularly reviews and responds timely to communications on the ISPRM Groups online platform.

Administrative procedures

- d. Reviews the operational guidelines every 2 years and revises if needed.
- e. Update of work plan every 2 years.
- f. Reviews and updates the information on the ISPRM website.
- g. Submits an annual report of Committee membership and activities to the President's Cabinet.
- h. Approves meeting minutes first by the Co-Chairs and then the participating members before setting as final.

Membership procedures

- i. Requests a short curriculum vitae with photo from ISPRM members who accept the invitation from Co-Chairs to join the ClinFIT Committee.
- j. Conducts an annual online survey of the Committee members about their continued willingness to remain active in the Committee, extent of their engagement and desired role.
- k. Contact members who have been inactive (i.e. no replies to emails, not sharing feedback, never attend meetings) for 6 consecutive months.

Participation procedures

- l. Encourages members to attend the Committee meetings. In case of inability to attend, the Co-Chairs and Secretariat should be informed via email or on the group forum before the meeting starts.



- m. Welcomes non-members to attend the ClinFIT meeting at the Annual ISPRM World Congress but may not vote (should a vote take place).

Each group is encouraged to survey its members annually and check who's still willing to be active or not. An online survey may be prepared by the chair(s) and sent via the ISPRM Office. The chair(s) should draft the questions and survey deadline then submit a request to isprmmembership@aimgroup.eu

Members who have not been active at all (no replies to emails, not sharing feedback, never attend meetings) in over 6 months should be notified and after 2 years of inactivity they should be removed from the group (or earlier if need to fill position).