



## **STUDENT CHAPTER GUIDELINES**

The International Veterinary Academy of Pain Management (IVAPM) is an organization of veterinarians, technicians/nurses and students dedicated to advancing and disseminating knowledge on pain and analgesia in veterinary patients and promoting competence to ensure the skillful delivery of analgesia across all veterinary species.

The IVAPM will assist active chapters (see definition below) by providing a pain/analgesia speaker for a group meeting at least once per academic year. The speaker may deliver an in-person lecture (if local) or the lecture may be delivered by electronic media (e.g., Skype) or be pre-recorded.

Student Chapter Guidelines:

- Student Chapters should consist of a group of five or more students. Chapter duties, like specific offices and elections to those offices, will be at the discretion of the individual chapter.
- Student Chapters must have a veterinary faculty, house officer or nurse/technician advisor. IVAPM will provide free membership for one student advisor as long as there is an active Chapter. **If the advisor changes at any time, it is up to the student liaison to notify IVAPM so that we can transfer the free membership to the new advisor.**
- An active chapter is defined as:
  - Membership consisting of the advisor + five or members
  - A minimum two meetings/semester to include the majority of the members. Meetings are defined as:
    - General membership meetings to discuss workings of the club, hold elections, etc...
    - Member small group discussions on pain/pain management using student interest materials or materials provided by the advisor or from the IVAPM website.
    - Lectures/labs on pain or analgesia delivered by IVAPM, the advisor or a pain expert identified by the advisor. Lectures/labs can be delivered in person or electronically.
    - To be considered an active chapter and receive all member benefits including free membership, a BRIEF year-end report must be filed with IVAPM. A one-page template will be provided. Contents of the report include: number of members, number of

meetings, type of meetings (i.e., membership or educational), other activities, ideas for next semester. If the report is not filed at the end of the academic year, it can be filed at the beginning of the next academic year. If not filed, the chapter will not be considered active for the upcoming year.

- For the first year the chapter is formed, all member benefits will be bestowed on all students as soon as the chapter is approved.
- For subsequent years, chapters deemed inactive will be dissolved. Chapters can petition this decision by contacting the IVAPM Student Chapter committee.