

Sample PM&R Fair Planning Timeline

What is a PM&R fair?

A PM&R fair is an event that showcases the various aspects of physiatry and rehabilitation medicine. Students are presented with a unique opportunity to learn about the field by rotating through stations comprised of hands-on demonstrations, didactics, and technological presentations.

Getting Started

It's much easier to approach a large endeavor with an organized approach. You may find it helpful to follow the following guidelines in setting up your PM&R fair.

Here, we have organized the timeline in terms of meetings and what you should focus on accomplishing.

Meeting 1

When: 8 weeks before the fair

Who: you and your PM&R interest group student executive board

What: Meet with the PM&R interest group leaders at your medical school to discuss the idea of planning a PM&R fair.

Meeting 2

When: 7 weeks before to the fair

Who: PM&R fair leaders including: you, the PM&R interest group student executive board, and physician advisor(s)

What: Meet with the PM&R interest group advisors. This Meeting's objective is to determine the logistics for your event.

- . Choose a location.
- . Ideas for locations include: your school, your local rehab hospital, or rehab department of a community hospital.
- . Decide who to invite to your event.
- . Determine if you want to limit your list to your own medical school or multiple medical schools in the surrounding area. This may depend on the size of the selected venue and the size of your club's budget.
- . Select a date and time for your event.
- . Consider the length of the event when choosing the start time. For example, you may wish to have students rotate through 5-6 20 minute stations. Make sure you have ample time to set-up prior to and clean up after. Further, discussing different dates with the dean of student affairs and/or your counselors may help your team decide the best date that will be conducive to the schedules of all the students. Pay special attention to the

Sample PM&R Fair Planning Timeline

schedules of the first and second year medical students at your school, because they will be the main students attending this event. If you are going to invite multiple schools to your event, think about those schools schedules too. Helpful hint: If you are planning on having multiple schools come, you can bring on volunteers from the other schools to help promote and your plan your event. This will bring more students from their participating school.

- . Determine the budget of your event.
- . Funding can come from different sources such as: Your student activities office, the PM&R department at your medical school, Funding raised by the PM&R interest group, your local PM&R charter, National PM&R organizations, and private funding. The AAP is now offering a special grant to all student PM&R interest groups who are planning this type of event. Apply for the grant here.

Meeting 3

When: 6 weeks before the fair

Who: PM&R fair leaders

What:

- . Make a list of activities that you would like to be present at your event. When determining activities your team must think about the number of volunteers for the event (more is better), types of volunteers your team can obtain, and resources your school and hospital have to offer. (Generally, your PM&R interest group academic advisor(s) know of what is available for you to use.) A list of activities in different PM&R specialties are as follows:
- . Sports and Musculoskeletal Medicine
- . Physical exam of the shoulder or knee: Educate students on how to diagnose common shoulder or knee pathologies by physical exam alone. Have the students perform physical exams on each other after watching a demonstration on techniques used for diagnosis.
- . Diagnostic Ultrasound of the shoulder or knee: Educate students on how ultrasound is used as supplementation to aid in diagnosis of different shoulder and knee pathologies. Allow students to perform diagnostic ultrasounds on each other after watching a demonstration. (This station will do well following the physical exam station.)
- . Ultrasound-Guided Injections of the shoulder or Knee: Educate students on how ultrasound is used to help us guide injections to treat different knee and shoulder pathologies. Allow the students to practice using different models provided by the school and/or sales representatives. For example: Phantom models, which are made by Sonosite, are used to aid physicians in practicing their techniques, also include online recipes and meat for u/s.

Sample PM&R Fair Planning Timeline

- . Platelet rich Plasma to speed up the healing process: Educate students on the use of Platelet rich plasma and how it is used to speed up injury sites in areas such as the Achilles tendon. Allow students to practice platelet rich plasma injections on anatomical models.
- . Splinting, bracing, and casting: Educate students on different techniques to treat uncomplicated fractures. Teach them why different techniques are used for different injuries. Allow them to practice splinting, bracing, and casting on each other after watching a demonstration.
- . SMART technique: Educate students on the sideline management, assessment, response, technique and how it is used during an athletic event to quickly and effectively treat sports injuries. Allow the students to get together and work in a group to practice a sports injury simulation using the SMART technique.
- . Neuroscience
- . Treatment after Spinal cord injuries: Educate the students on what therapies are used to treat patients post spinal cord injuries in an inpatient and outpatient setting. Allow students to try using the therapy devices themselves, which can include devices such as TheraStride (body-weight supported treadmill system), Lokomat (robot-assisted walking therapy), Redcord suspension training, The Wave (whole body vibration), and Ekso Bionics exoskeleton.
- . Treatment after Stroke and Brain injuries: Educate the students on the approach taken to help patients recover after a stroke or brain injury and educate them on different activities patients can do to help assist with their recovery and allow students to use devices that will aid in that recovery, such as: Zero G, In Motion 2, Armeo Spring, or other devices that your hospital or school has available.
- . Botulinum toxin injections: Educate students on how Botulinum toxin is used in the field of PM&R to help with mobility and pain in patients who suffer spasticity. You can have them practice botulinum toxin injections on anatomical models that could be provided by your local hospital or botulinum sales representative.
- . Patient lecture: Have a volunteer patient to come in and talk to the students about their experience of living post spinal cord injury, stroke, or other brain injury. Have them discuss what obstacles they have had to overcome to succeed in their rehabilitation, how their medical team, friends, and family have helped them succeed, and how their life has changed.
- . Exercise to treat Parkinson's Disease: Educate students on treatments of Parkinson's Disease that can replace or supplement L-dopa. Go through various exercise treatments of Parkinson's Disease with students and allow them to perform these exercises.
- . Electrodiagnostic medicine
- . Nerve conduction studies and EMG: Educate students on how physiatrists use EMG to diagnose common nerve pathology such as Carpal Tunnel Syndrome, peripheral

Sample PM&R Fair Planning Timeline

neuropathy, and radiculopathy. You can have the students watch a demonstration or have students pair off and.....

- . General Rehab
- . Prosthetics: Educate students on the various choices of prosthetics available for patients with amputations. Teach them about the engineering that goes into developing the prosthetics and how the different devices help patients with their specific needs.
- . Orthotics: Educate students on what an orthotic device is, which are commonly used, and why.
- . Wheelchair Basics: Educate students on various types of wheelchairs and how each wheelchair helps different patients with their specific needs.
- . Try using a wheelchair: Educate students on the difficulties of wheelchair ambulation by having students use a wheelchair while completing specific tasks.
- . The service dog: Educate students on how a service dog helps a person with physical limitations complete their activities of daily living. Bring in a local service dog trainer and show students how they train the dogs, educate students about the laws that protects a person and their service dog, and have a demonstration of the service dog completing tasks necessary to help their owner. And don't forget all the cuddles that could potentially come along with this fun activity!
- . Acupuncture and PM&R
- . Osteopathic manipulation and PM&R
- . A quick look at Xrays, MRIs and CTs, or Ultrasound images: Educate students on how to analyze images of different pathologies that are seen in the field of PM&R.
- . Spine and Interventional Pain
- . Manual medicine for lower back pain: Educate students about common lower back problems. Have the students do physical exams on each other to learn diagnostic findings for common lower back pathologies. You can also have the students perform exercise that strengthen the lower back to correct the lower back issues.
- . Spinal injections under fluoroscopic-guidance: Educate students on the indications for spinal injections and the physiology behind their therapeutic effectiveness. Have the students try fluoroscopic-guided spinal injections using anatomical models that are designed to simulate the real thing.
- . Botulinum toxin for pain management: Educate students on how Botulinum toxin is used for the treatment of Cervical Dystonia, Migraine Headaches, non-specific headaches, Jaw Tension and pain, Chronic Pain, and Back Pain. Allow students to practice botulinum toxin injections on anatomical models.
- . Trigger Point Injections
- . Joint Injections: Educate the students about common joint pathologies. Teach the students

Sample PM&R Fair Planning Timeline

- about different physical exam modalities for these joint issues and possible treatments, including joint injections for pain management. Then follow up with allowing the students to practice injections on interactive mannequins. Common joint pathologies discussed include: Medial and lateral epicondylitis, carpal tunnel syndrome, and TMJ dysfunction.
- . Stem Cell Treatments for osteoarthritis: Educate students on the use of stem cell treatments and how it is used for treatment of osteoarthritis. Explain to students how to obtain bone marrow and teach the students different drilling techniques to obtain the bone marrow aspirate using anatomical models.
 - . Ultrasound guided nerve block
 - . [Pediatric Rehabilitation](#)
 - . Exercise for pediatric pain: Educate students about how treatment for chronic pain in pediatric patients differs from adult patients. Give an overview of different treatment and exercise plans for the pediatric patient with chronic pain. Allow the students to perform some of those exercises.
 - . Intrathecal Baclofen Pumps for Spasticity: Educate students about the indications, placement, and functioning of a Medtronic intrathecal Baclofen pump.
2. Determine how many volunteers that you will need to help with your event. Each station requires a collaborative team to ensure that the station runs smoothly and you meets your objectives. [Volunteer Checklist](#)
- . 1-2 medical student for each station station
 - . 1 resident for each station station
 - . 1 physician, mid-level provider (PA, NP, PT), or sales-rep for each station
 - . 1-2 students from your own school and each participating school for event promotion
 - . Day of event volunteers to help out with checking in students, passing out food, decorating, and overall event organization. The number of volunteers needed for the day of the event will depend on the size of your event, number of stations you have, and how difficult it will be for attendees to navigate through your event without getting lost. Helpful Hint: To cut down on the number of volunteers needed, these volunteers could be the students and residents who are making the plans for the different stations.
3. Send out emails to obtain volunteers for the event
4. Finalize event plans including:
- . Decide how much food you need for your guests. You will have to allocate funds and determine what is most appropriate for your guests and within budget. Don't forget to be mindful of specific needs such as vegetarians and religious requirements.
 - . Generally speaking, pre-event speakers are an important in welcoming guests and providing an overview of the evening. This would be a good time to provide a light lunch or dinner. Keep your guests interested! Discuss who would be good speakers. Don't pick

Sample PM&R Fair Planning Timeline

- that lecturer who put everyone to sleep.
- . Parking for event should be free if possible. It is important to discuss how to obtain parking plans. You should start by contacting the hospital security office.
 - . Be considerate of the host institution. Plan to clean up after yourselves or make special arrangements by speaking with executive of custodial activities.
 - . Make a good first impression. A small portion of the budget should be set aside for decorations. Welcoming tables with balloons and table clothes with your school's colors will set the tone for a well-planned fair.
 - . Finally, organization is an absolute must. In order to keep stations turning over with an adequate flow of guests, we recommend [this approach](#):
 - . Divide the total number of expected guests so that each station is equally occupied. To keep the event within a reasonable time limit, it may be helpful to divide the guest list into two separate groups.. For example, if you have 100 guests and 10 stations, you would have 2 different sets of 5 stations. Each group will have a uniquely different experience. Try to ensure that each has some hands-on stations.
 - . As your guests arrive they will have the choice of which station they wish to begin. There will be 10 stacks of 5 pamphlets. One stack for each pathway. This will guarantee that each pathway consists of an equal sized group.
 - . Each group should have a student volunteer (this volunteer can be the student who organized the station) The student volunteer must familiarize themselves with the route for their unique pathway to navigate their 5 guests. This will cut down on the downtime between rotations and prevent guests from getting lost. Also, consider demarcating the pathways with signs and balloons in case a guest becomes separated.

Here are [examples of pamphlets and different pathways](#):

Meeting 4

When: 5 weeks before event

Who: PM&R Fair Leaders

What:

1. Develop a [contact checklist](#)

- . All volunteers
- . Participating restaurant manager
- . Event location building manager
- . Event location custodial manager
- . Event location security supervisor and office

2. Send out invitations(hand and email), place posters advertising event, and hand out invitations, and post invitations on facebook, ect. Include a date of RSVP.

Meeting 5

Sample PM&R Fair Planning Timeline

When: 4 weeks before event

Who: Everyone, including all volunteers

What: Meet with all your volunteers to discuss event plan finalizations and expected duties of each station team.

- . Develop a station lesson and activity plan
- . Obtain all necessary equipment for the station, including calling schools, hospitals, and/or product companies. Generally, these equipments are obtained through borrowing or receiving donations from your local hospital, school, or sales representative. You some things can be made at home using simple household supplies (ex. gelatin molds for U/S guided injections).
- . Meet weekly with their team to discuss plans for their station until the day of their event. They should have a total of 4 official meetings.
- . Contact event leaders each week, after their meetings, to discuss updates of their station, including lists of completed tasks and necessary tasks to complete.

Meeting 6

When: 2 weeks before event

Who: PM&R Fair leaders

What: Finalize the guest list. Contact all guests to confirm via email. Contact all volunteers, vendors, and caterers to confirm plans. You will have 2 weeks now in case anyone cancels in order to find replacement. Be on top of your team.

Meeting 7

When: 1 week prior

Who: PM&R fair leaders and each station team individually

What: Meet with groups individually to see what they have planned and finalize plans for each individual station

Have fun at your event!!!!

Developed by the Wayne State University/Rehabilitation Institute of Michigan PM&R Medical Student Interest Group.