AO Trauma Basic Principles Courses
Course Chairperson Checklist

This checklist focuses on the tasks unique to Basic Principles of Fracture Management courses.

Establish scientific course program—starting 6 months before the course

To prepare the scientific course program, use one of the prepared course templates or the event framework for the Basic Principles course. All documents are available in the Faculty Support Package “Basic” (login required).

☐ Is all core content for AOT Basic Principles courses included in your course program?
All core content needs to be included in the course. You can combine two core contents in one activity or create two activities out of one core content as long as the defined learning objectives for the core content are covered in your activities → refer to the faculty syllabus document with learning objectives for all activities in the course.

☐ If you have included optional content not listed in the document: is it aligned with local needs and the course learning objectives?

☐ Decide on practical exercises, if more than one option is provided.
For some practical exercises, such as the IM nailing exercise, more than one option is available, and you need to select your preferred option. Eg, for the IM nailing exercise you need to decide, whether to do this exercise for a tibial shaft or the femoral shaft.

☐ Preoperative planning—templating exercise
In this exercise, participants will prepare a complete preoperative plan for the fixation of a forearm fracture. This exercise is conducted in the lecture room and takes 60 minutes. Material required to conduct this exercise can be downloaded from the Faculty Support Package. A kit containing all material for the exercise is available and can be ordered by your local course organizer.

☐ Patient positioning workshop (optional)
The patient positioning workshop is a highly interactive 1-hour workshop, led by a moderator and several faculty. Participants learn about tips and tricks for patient positioning and C-arm placement, and have the opportunity to ask questions and share their experiences with the faculty. A faculty syllabus for this activity is available in the Faculty Support Package.

☐ Add 120 minutes in the course program for the AO Skills Lab.
Participants generally spend 11 minutes at each of the ten stations. Scheduling a 10 minutes break after completing 5 stations turned out to be a good practice. The time at each station can be shortened to 10 min to make time for the break.

☐ If your course has more than 80 participants, plan for running the AO Skills Lab twice.
Participants are divided into 10 groups (one group at every station) and rotate from station to station during the exercise. One group should consist of up to eight participants at maximum.

☐ Add 1 hour to the faculty precourse for faculty introduction to the AO Skills Lab.
The AO Skills Lab Director needs to educate the faculty in all ten stations. Experience shows that it is very important for the faculty to be able to try the stations before the course so they can familiarize themselves with the stations.
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☐ Include precourse online activities.
  Two precourse online activities are available and part of the course.
  - Resource collection on the updated AO/OTA Fracture and Dislocation Classification:
    http://www.aovideo.ch/~aoelearn/aot_launch/clas.htm

☐ Have pre- and postcourse assessments been requested?

☐ Check course duration: recommended minimal course duration for the Basic Principles course is 24 hours.

Select Faculty for AO Skills Lab

☐ Assign an AO Skills Lab Director and communicate the name and email address to templates@aotrauma.org.
  The AO Skills Lab Director will be in charge of training the station faculty during the precourse and ensuring a smooth run through the AO Skills Lab, similar to a Practical Director. Therefore, it is strongly recommended to assign an AO Skills Lab Director who is already familiar with the AO Skills Lab.

☐ Assign a sufficient number of faculty for the AO Skills Lab.
  If each group consists of more than 6 participants, it is recommended to assign two faculty members for each station or at least allow for some additional faculty as a back-up. It is advantageous to assign faculty who are already familiar with the AO Skills Lab.

Checklists for Course Chairperson and AO Skills Lab Directors are available in the Faculty Support Package “Skills Lab” (login required).

Provide information to course organizer

☐ Provide the course organizer with the scientific program at least 3.5 months before the course.
  The program is required for course planning and logistics. In addition to this, the program will be reviewed by the Residents Education Task Force to check if it meets the criteria for an AO Trauma Basic Principles Course. Based on the result, the visual mark “AO Competency-Based Curriculum” may be printed on the course program.

☐ Inform the course organizer that the AO Skills Lab will be included in your course.
  The course organizer will be responsible for logistics and infrastructure. The set-up of the AO Skills Lab at the course venue is done by DePuy Synthes/the course support team.

☐ Inform the course organizer that you have planned to include pre- and postcourse assessments in your course.
  The course organizer will be responsible for setting up the event and for registration of the participants in the AO Trauma Event Room.
## AO Trauma Basic Principles Courses

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- **Inform the course organizer that you have planned to include precourse e-learning activities.**
  
  The course organizer will be responsible for providing access and information to the participants prior to the course.

### Course preparation

- **Select cases for small group discussions.**
  
  A number of cases for small group discussions have been prepared by international AO Faculty. They are available in the Faculty Support Package “Basic”. You can use these cases and/or prepare your own cases. As a rule of thumb, account for 15–20 minutes discussion time for each case. Send selected cases to faculty before the course.

- **Send faculty syllabus and link to online faculty support package to faculty.**
  
  The faculty syllabus is available in the Faculty Support Package “Basic” (login required).

- **Review the precourse assessment data.**
  
  You will receive the report 10 days and again 3 days before the course. Please review the report thoroughly and prepare to inform faculty about the results during the faculty precourse.

- **Confirm with the Skills Lab Director, that the station instructors have been prepared.**
  
  Communicate with the Skills Lab Director about the faculty introduction in the precourse and confirm that all Station Instructors have had access to the faculty material for the Skills Lab as preparation for the course.

- **Plan and conduct a faculty precourse.**
  
  The faculty precourse is an important part of the course and attendance should be mandatory for all faculty. It gives you the opportunity to go through important concepts of the course, and to discuss practical exercises and the selected cases for small group discussions. The faculty precourse includes introduction of the faculty to the AO Skills Lab (60’). For the success of the course it will also be important that faculty appreciate that a lecture is not just an isolated lecture but part of a module and builds the basis for subsequent lectures, case discussions, and practical exercises.

### After the course

- **Review results of postcourse online assessment**
  
  Review the results of the postcourse assessment and make recommendations for the next local and regional courses.

- **Provide feedback about the AO Skills Lab to AO Trauma**
  
  After the course, AO Trauma may contact you to collect your feedback on the AO Skills Lab and/or the entire course.

**In case of questions, please contact us at** [templates@aotrauma.org](mailto:templates@aotrauma.org).