AO Skills Lab
Checklist for DePuy Synthes technical on-site staff

Preparation

☐ Communicate with the course organizer to ensure that all logistical requirements are met.
   See „Checklist for course organizer“.

☐ Include the AO Skills Lab in transport to course site

Before the course (at course site)

☐ Set up the AO Skills Lab before the faculty pre-course according to the set-up instructions manual which can be
   found in the first box of each station.
   One complete set-up manual will be provided in the tool box (box Z)

☐ Prepare consumables the faculty pre-course (with reduced number of consumables) and the course.
   If the AO Skills Lab is run more than once in the course, prepare the consumables before every run.

During the faculty pre-course and the course

☐ Provide onsite support:
   – During faculty pre-course: assist the faculty in handling the objects
   – During the course: provide support if technical questions and issues arise. If necessary, recondition consumables
     (the DePuy Synthes warehouse will be able to assist you).
   – Check completeness of objects and consumables on the tables during and at the end of the run.

After the AO Skills Lab course module

☐ Dismantle the AO Skills Lab according to instructions provided on top and below the box lids.
☐ Check for completeness – even broken bones need to be transported back to the DePuy Synthes warehouse.
☐ IMMEDIATELY INFORM THE DEPUY SYNTHERES WAREHOUSE ABOUT ANY MISSING PIECES!
☐ Ensure the transport back to the DePuy Synthes warehouse.

Support

If you have questions or are facing issues, please contact your DePuy Synthes warehouse:

[Insert warehouse contact. If no information is inserted, contact the DePuy Synthes single point of contact for your region
see „Checklist for event manager/course organizer“]