

## Job description

# Function: **Small group discussion facilitator**

**Reporting to: Chairperson**

### Purpose

Small group discussions are a cornerstone in AO's education strategy. Evidence-based case discussions are key to applying the learning outcomes in daily clinical practice, foster wise judgment and good decision making. Discussion group facilitators direct the small group discussions usually in a team approach where one facilitator moderates the activity and the other one supports the discussion by making notes, summarizing each case discussion, operating slide transition, etc..

### Responsibilities

#### **Before the educational event, small group discussion facilitators will:**

- Review the educational event program to get to know the target audience and the topics taught
- Familiarize themselves with the selected cases of their discussion group
- Define the learning outcomes for their small group discussion (if not already defined in the course syllabus)
- Ensure that the cases fit the topic of the corresponding, are balanced, and if applicable aligned to the curriculum of the educational activity
- Liaise with other faculty members to link their discussion to lectures, and practical exercises
- If necessary liaise with the chairperson
- Agree on the role distribution with the faculty member assigned to the same discussion group
  - Role 1—moderator, ie, case presenter, discussion moderator
  - Role 2—facilitator, eg, operating slide transition, make notes, summarize, etc
- Attend the precourse
- Consider the experience, knowledge and motivation levels of the course participants (information should be provided by the chairperson latest at the precourse)
- Check the set-up and equipment of the discussion room

#### **During the educational event, small group discussion facilitators will:**

- Facilitate and moderate the discussion according to AO's 7 principles of education: based on needs, motivates to learn, relevant, interactive, provides feedback, promotes reflection, leads to verifiable outcomes
- Explain the roles of the discussion group facilitators and set the ground rules for discussion
- Present the learning outcomes and cases and engage the participants in discussion
- Ensure balanced input from all discussion participants
- Summarize key learning points at the end of each case
- Reinforce the basic educational messages of the overall course
- Be available during breaks for questions from the participants
- Seek for personal feedback from an educator, chairperson, or educational advisor/coach if available
- Participate in daily evaluation meetings (if applicable)

### **After the educational event, small group discussion facilitators will:**

- Check ARS/evaluation results (if available)
- Conduct a self-evaluation: what went well, what you would do differently next time
- Discuss with the chairperson what went well and what could be improved in future educational events (consider for instance case selection, time allocation etc.)
- Submit the expense reimbursement form in time

### **Requirements**

- Familiarity with AO's 7 principles of education
- Familiarity with the application of the skills referred to in the discussion cases
- Appropriate level of clinical expertise
- Attended at least two AO courses
- Attended a T4T/T4F/FEP or equivalent
- Excellent command of official educational event language—at regional level
- Excellent command of English language—at regional/international level

### **Personal profile**

The following characteristics are essential to fulfill the role of a small group discussion facilitator:

#### **Interpersonal:**

- Effective and engaging moderating and group facilitating skills, using appropriate body language
- Attentive to learners' needs (avoiding dogmatic statements)
- Interested in interaction with other faculty members
- Awareness of cultural differences
- Integrity

#### **Educational:**

- Ability to use AO's 7 principles of education in their teaching
- Interest in learners, the learning process, and the AO curriculum
- Enthusiasm for the subject
- Appreciation of clinical and educational ethics
- Recognition of the importance of careful planning

#### **Clinical:**

- Knowledge of AO principles and techniques
- Experience of relevant contexts of practice
- Commitment to best clinical practice and evidence
- Sensitivity to clinical barriers

**Scope:** national, regional, international

**Remuneration:** per diems according to Clinical Division guidelines for national, regional, and international faculty

**Term of office:** upon invitation by chairperson