

Job description

Function: **Practical director**

Reporting to: Chairperson

Purpose

Practical directors are in charge of the practical exercise sessions during clinical AO courses. They have to set up and introduce the practical exercises and outline the key learning outcomes. They need to ensure that the practical exercises run successfully from an educational point of view, keep them on time and provide appropriate summaries.

Responsibilities

Before the course practical directors will:

- Review the course program to get to know the target audience and the topics taught
- Familiarize yourself with the procedures of the practical exercises of your session
- Together with the chairperson define learning outcomes for each practical exercise and ensure that sufficient time is allocated for each exercise
- Watch the videos for each practical exercise and decide how to divide the exercise into manageable (learnable) sections
- Prepare a timetable for the course of all practical exercises (including start time, time for introduction and presentation of learning outcomes, time for each section of the exercise, time for summary at the end)
- Instruct the technician(s) on the requirements for the exercises
- Check the correctness of the set-up and equipment in the exercise hall (videos, implants, and instruments)

At the precourse practical directors will:

- Present the timetable for the practical exercise to the faculty members
- Ensure that videos are only used for controversial or difficult points
- Reinforce the learning outcomes of the whole exercise session
- Ensure that all faculty members take a united stand, advocating one particular line of therapy (even if individual members of the faculty believe that there may be better ways of doing things)

During the course practical directors will:

- Introduce the course of the practical exercise and present the learning outcomes
- Direct the participants to their table instructors and introduce the discussion they wish them to have (via CCTV screen)
- Ensure that the participants pay attention to the videos
- Ensure that the table instructors instruct the participants according to AO's 7 principles of education: based on needs, motivates to learn, relevant, interactive, provides feedback, promotes reflection, leads to verifiable outcomes
- Keep the exercise on time
- Address possible barriers for the implementation of the procedures in the exercises

- Summarize the learning outcomes at the end of each practical exercise
- Seek for personal feedback from an educator, chairperson or coach if available

After the course practical directors will:

- Discuss appropriate modifications of the exercise for future courses with the chairperson
- Give feedback to the table instructors
- Submit the expense reimbursement form in time

Requirements

- Familiarity with AO's 7 principles of education
- Familiarity with the procedure presented and instruments and implants used in the exercise
- Attended at least one AO course on the same level as course at hand
- Attended a T4T/T4F/FEP or equivalent
- Excellent command of official course language—on regional level
- Excellent command of English language—on international level

Personal profile

The following characteristics are essential to fulfill the role of a practical director:

Interpersonal:

- Effective and engaging speaker skills, using appropriate body language
- Prepared to speak in front of a camera
- Attentive to learners' and table instructors' needs
- 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 course 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