AO Faculty Compendium– Project Briefing

What is the AO Faculty Compendium?

The AO Faculty Compendium is a publishing project under the lead of the Faculty Development Department of the AO Education Institute. The AO Faculty Compendium will be an online hub where all resources used for the Faculty Development Programs of the AO will be stored. The aim of the AO Faculty Compendium is to offer the faculty members of all AO Clinical Divisions an easily accessible online platform where they can find and retrieve all documents relevant for their development as faculty, chairperson, and educational leaders. The content will cover the most important principles and concepts of medical education used in the AO, as well as checklists, guidelines and templates for the different educational roles in the AO (eg, table instructor, chairperson, coach etc.). The AO Faculty Compendium will be developed and made available gradually, meaning that not all the content will be available to AO faculty from the beginning. To assure that all the critical perspectives are represented the AO Faculty Compendium is jointly planned by the AO Faculty Development Department, its professional education consultants and AO surgeons.

Structure of the AO Faculty Compendium

The AO Faculty Compendium will be navigable via two paths: the 7 AO Principles of Quality Education and the AO faculty roles and educational concepts (eg, "Lecturer" or "Backward Planning"). A basic module, called "The 7 AO Principles of Quality Education" has already been written and explains each of the 7 principles in approx. 5 pages. This module now needs to get linked to the different faculty roles and educational concepts of the AO.

Therefore each faculty role and educational concept has been assigned to an author team consisting of 1 professional educator and 2-3 authors selected from the pool of Educational Advisors and Regional Education Team members.

This author team is responsible for reviewing the existing AO resources on the module topic, creating new ones where necessary, and writing an introduction to the whole module. The goal is for each module to serve as a guide for any faculty member who has been asked to fulfill a particular faculty role or to apply a certain educational concept. Therefore, the resources within each module should not only contain the latest research on the topic, but should also be as practical as possible (eg, checklists, quick guides, short video examples).

➔ To get an idea of what the AO Faculty Compendium will look like view the "Layout Suggestions" in the AO Foundation—Faculty Compendium Author Package

AO Foundation—Faculty Compendium Author Package

Together with this Project Briefing you have received the link to the "AO Foundation—Faculty Compendium Author Package" where you will find all the necessary resources to get started with your task as an author of the AO Faculty Compendium.

In the "General Instructions/Templates" folder you will find:

- An excel sheet listing the "Module Authors" and their email addresses
- This "Project Briefing" and the "Module Creation Checklist" further below
- The " Writers Guide" explaining how the content of the AO Faculty Compendium

     should be formatted
- The Basic Module "7 AO Principles of Quality Education", that will serve as an introductory module to the whole AO Faculty Compendium
- An example of a "Module Intro" (a written document that introduces each module)
- Layout suggestions for the AO Faculty Compendium

Under the "Existing Resources per Module" folder, there is a folder for each of the modules that are currently being produced. In each module folder you find:

- A link to the Google Drive folder of this module (further instructions below)
- A table listing all existing AO resources related to this module
- All of the existing AO resources related to this module

Google Drive

In order to share documents among the author team or to submit final documents to the editorial board we will use the document sharing tool Google Drive.

➔ In order to use this tool you need a Google account. If you do not yet have one please follow the instructions in the Writer's Guide to create a Google account.

On Google Drive we have created a folder for every module that is currently in production. The ink to the folder of your module will be sent to you, and you can find it in the folder of your module in the "AO Foundation—Faculty Compendium Author Package". Each module-folder on Google Drive consists of two sub-folders, one for "Working Documents" that are not yet final but you want to share with the author team and one for "Final Documents" that you want to submit to the editorial board. The "Working Documents" folder also includes of several documents that will help you in the process of creating the content for your module:

- A table listing the existing AO resources where you can indicate for each resource if you would like to "keep as is", "keep but review" or "drop"
- A table where you can insert the current gaps you identified for your module and add suggestions on how to fill those gaps
- A table where you can list the final resources and add a description for each

Important tips

→ Whenever you face difficulties or have open questions **feel free to contact your editor or the AO project coordinator.**
→ When suggesting the creation of new resources please **consider the costs and resources needed.**
→ All resources have to be **consistent with the Basic Module** "7 AO Principles of Quality Education".
→ All content should be **understandable** by non-native English speakers and people who read about this topic for the first time.
→ All content should be **applicable to all Clinical Divisions of the AO**
→ Before reviewing or creating new assessment questions read carefully through the instructions on "Self-assessment test question writing" in the Annex of the "Writer's guide".
→ Ensure that the final module covers all topics already covered in the existing AO resources