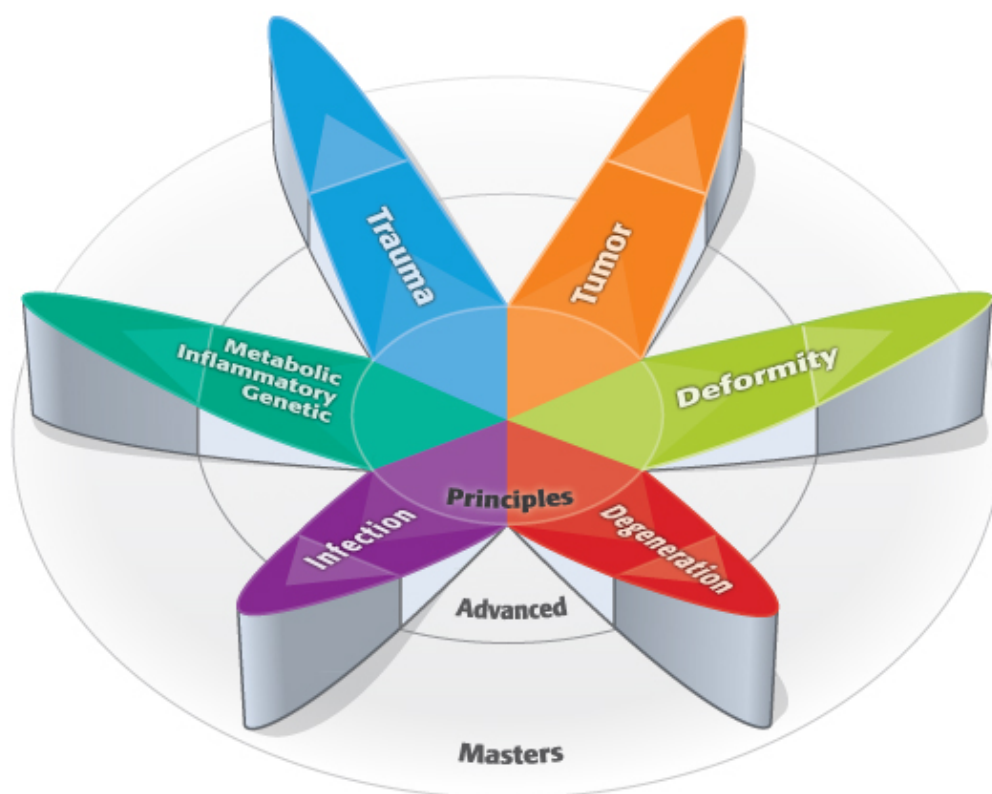# Implementing the AOSpine Curriculum

## A "checklist" for Chairpersons, EAs, Faculty, and Project Managers

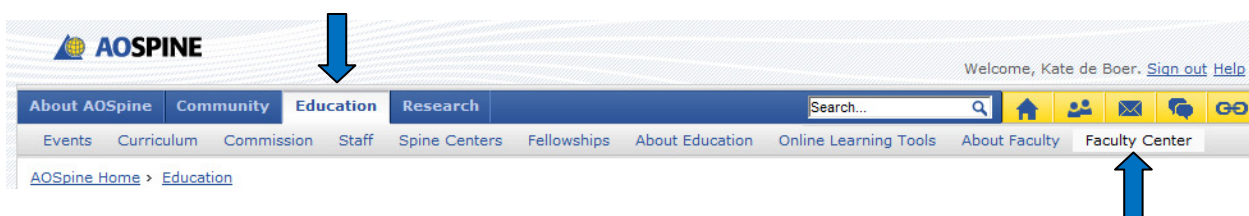**January, 2015**     Support, enquiries, and more information: education@aospine.org

**Introduction**

The AOSpine Curriculum is a structured, consistent framework for delivering our educational activities across pathologies based on agreed competencies (specific abilities). Successful implementation of the Curriculum depends on completing a series of steps. This guide provides direction and support to help you achieve this goal.

**Using this guide**

1. Before starting, read "Your AOSpine Curriculum for Lifelong Learning"
2. Read the detailed 8 steps to implementing the Curriculum as described in this guide
3. Implement the specific actions for your individual role for each of the steps
4. Work with the other people in the team to implement the actions for all the steps
5. Provide feedback to improve the Curriculum and its implementation

**Resource: An eLearning module on Curriculum implementation with a course building outline is available to you in the Faculty Center section of the AOSpine website.**



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# 8-step approach to implementing the AOSpine Curriculum

There are 8 steps in implementing the Curriculum.

*The first 4 steps must be completed <u>before</u> the educational event*

1. Align content to competencies and key learning outcomes
2. Create specific learning outcomes for participant level
3. Pre event self-assessment (gaps)
4. Effective faculty precourse meeting

*The next set of components must be completed <u>during</u> the event*

5. Participate in the event and evaluate the activities and faculty

*The last 3 must be completed <u>after</u> the event*

6. Conduct a Commitment to change survey (optional)
7. Post event self-assessment (gaps)
8. Evaluate all the data and outcomes

*<u>Each</u> of the steps plays an important role in successful implementation.*

*Before the educational event…*

# Step 1: Align content to the competencies & key learning outcomes

The AOSpine Curriculum is a framework of agreed competencies (abilities) and key learning outcomes for each pathology. The competencies are based on patient problems and issues and outline what a surgeon must be able to do to manage these. These help the Chairpersons, EA, and Faculty to design the program and develop the content (eg, lectures, cases) [see also Step 2].

**What are the goals and outcomes of this step?**
- Selection of the most appropriate competencies and key learning outcomes for the level of the participants (ie, Principles, Advanced, Masters)
- Alignment of content and educational methods to the Curriculum competencies and key learning outcomes for the pathology(ies) that will be covered
- Alignment of content and educational activities to the AOSpine Principles, (Stability, Alignment, Biology and Function)

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Use the Curriculum to help design the event program | 6 months before event | |
| 2. Use the online course building outline to select the pathologies and competencies for your event ('*Faculty Centre*' ➡ '*Online Training Materials*' ➡ '*Online chairperson module*') | 6 months before event | |
| 3. Provide the Curriculum document to Faculty; request alignment and provide support and advice | 3 months before event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Support Chairpersons to develop a program that is aligned to the Curriculum | 6 months before event | |
| 2. Provide advice and support to the Faculty | All times before event | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1. Read Curriculum and align content to learning outcomes | 6 weeks before event | |
| 2. Seek advice and support from Chairpersons and EA | All times before event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Provide the Curriculum documents/information to all, including information about the online Faculty Center | 6 months before event | |
| 2. Initiate and facilitate contact between Chairpersons and EA | Ongoing | |
| 3. Gather feedback from the Chairpersons, EA, and Faculty | All times before, during and after event | |

*Before the educational activity…*

## Step 2: Create specific learning outcomes for the level of the target audience

Based on the key learning outcomes from the Curriculum, specific learning outcomes for your event and audience level must be created. These should cover the knowledge, skills, and attitudes you want participants to improve on.

Choose the most appropriate educational methods (eg, lecture, case discussion, hands-on practical) based on the level you want to achieve for each specific outcome (see below). To help selection, do you want participants to Know (eg, facts), Know how (eg, steps in a procedure), Show how (eg, carry out a procedure on a plastic bone), or Do (eg, perform a procedure on a patient)?

**Resource: 'Online chairperson module'** (How to write Learning Outcomes)
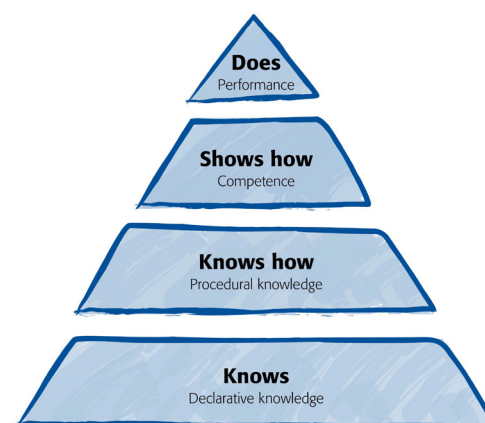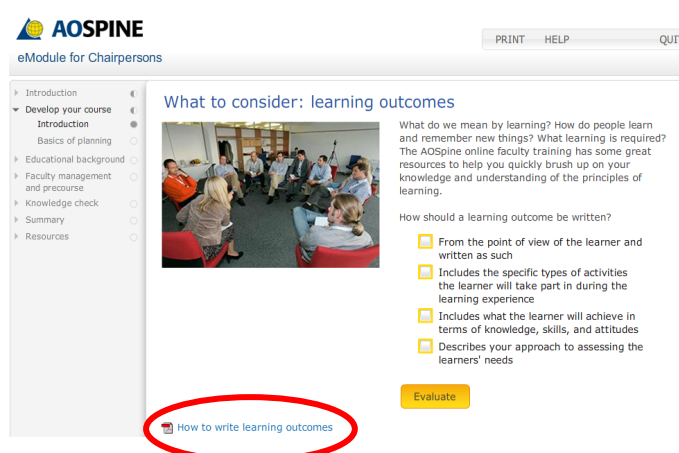


**What are the goals and outcomes of this step?**
- Selection of appropriate educational methods and techniques (eg, case-based, lecture) to best achieve each specific learning outcome
- Creation of specific learning outcomes (considering the levels to which they should be achieved) for the specific target audience at the educational event
- Use of appropriate content from existing AOSpine resources

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Select appropriate methods & techniques to deliver the content and achieve the learning outcomes | 6 months before event | |
| 2. Provide support to Faculty in writing specific learning outcomes and take-home messages | 6 weeks before event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Provide support to Chairpersons to select methods and techniques | 6 months before event | |
| 2. Provide support to Faculty in writing specific learning outcomes | 6 weeks before event | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1. Write specific learning outcomes and take-home messages for the content you will deliver | 6 weeks before event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Distribute templates (PPT) to Faculty and Chairpersons | 6 weeks before event | |

*Before the educational activity…*

# Step 3: Pre event self-assessment of participants

Pre event data for each educational event helps to better prepare the Faculty. Our online self-assessment system gathers demographic information about participants (eg, years of experience, practice location, number of cases) and also asks questions that help assess their motivation to learn (gap scores). The gap is the difference between the Present level of ability and the Desired level of ability for each event objective.

**What are the goals and outcomes of this step?**
- Gather demographic and practice information about the participants
- Provide participants with a pre event learning activity before the event
- Identify the event objectives where participants have the lowest and highest gaps
- Prepare for the Faculty precourse meeting (see next step)

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1.  Provide event objectives to the project manager | 3 months before event | |
| 2. Review the data report prepared by AO Education Institute | ~1 week before event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Review the data report prepared by AO Education Institute | ~1 week before event | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1.  Review the data report prepared by AO Education Institute | ~1 week before event | |

| Actions for Participants | Deadlines | Done? |
|---|---|---|
| 1. Complete the online self-assessment | ~1 month before event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Prepare the online assessment and invite & remind participants | ~1 month before event | |
| 2. Prepare and circulate data report for Chairpersons and EA, as well as the faculty, with a note saying that the data report will be discussed at the precourse | ~1 week before event | |

*Before the educational activity…*

## Step 4: Hold an effective Faculty precourse meeting

An effective precourse meeting for all Faculty has many components. This guide concentrates on the use of the data from step 3. A report of the data is provided to the Chairpersons to discuss during the precourse. Based on the data, the Faculty and Chairpersons should discuss the implications and make any necessary content adjustments and suggestions.

**What are the goals and outcomes of this step?**
- Review the gap scores (indicators of motivation to learn) for each event objective
- Decide the implications for the event, eg, ensure a topic is covered in a discussion group, summarize a specific point with clear take-home messages, select targeted cases, and provide positive feedback and reassurance on current good practice

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Review data prepared by AO Education Institute | 1 week before event | |
| 2. Present the data and guide content adjustments by Faculty | During precourse | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Support Chairpersons to review all pre event data | 1 week before event | |
| 2. Support Chairpersons to discuss the data and guide content adjustments | During precourse | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1. Discuss the data and the implications for the event | During precourse | |
| 2. Make adjustments to content in response to the data | After precourse, before event | |

*During the educational activity…*

## Step 5: Participate in the event and evaluate the activities and Faculty

The Chairpersons, EA, and Faculty have many tasks during an educational event. This guide concentrates on the additional actions that are to be completed because of the Curriculum. These focus on evaluating the event (incl. each activity) in terms of alignment to the Curriculum and the AOSpine Principles, giving feedback on ways to improve this alignment (eg, through content adjustment, Faculty delivery, selection of appropriate educational methods), and gathering feedback and input for future educational activities and resource development.

**What are the goals and outcomes of this step?**
- Assess how much of the content was aligned to the Curriculum (intended competencies and learning outcomes)
- Assess how much of the content was aligned to the AOSpine Principles, (Stability, Alignment, Biology and Function)
- Gather input to guide future educational activities and resource development

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Inform participants about the AOSpine Curriculum (with EA) | Day 1 of event | |
| 2. Provide feedback and support to the Faculty | During event | |
| 3. Discuss the evaluation of Curriculum alignment with the EA | At end of event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Inform participants about the AOSpine Curriculum (with Chairpersons) | Day 1 of event | |
| 2. Provide feedback and support to the Faculty and Chairpersons | During event | |
| 3. Discuss the evaluation of Curriculum alignment with the Chairpersons | At end of event | |
| 4. Complete EA report and send to Project Manager | At end of event | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1. Act on feedback from the EA and Chairpersons | During event | |
| 2. Provide feedback to the Chairpersons and EA | During event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Provide Curriculum and evaluation documents | Before & during event | |

*After the educational activity…*

## Step 6: Commitment to Change survey (optional)

A "commitment to change" (CTC) survey is a tool used to identify what learners take away from an educational activity. It gathers information on what participants intend to change in their practice and what they actually change (at follow-up).

**What are the goals and outcomes of this step?**
- Comparison of the content presented with participants' intended practice changes
- Data on the competencies where the intended practice changes took place
- Estimation of how many patients benefited from the practice changes that are made

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Ask and encourage participants to complete the online form (as part of the post event self-assessment) | Final hours of event | |
| 2. Review final data report and provide feedback to the EA | 4 months after event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Encourage participants to complete the online form (as part of the post event self-assessment) | Final hours of event | |
| 2. Review final report and provide feedback to Chairpersons and AOSpine | 4 months after event | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1. Promote completion of the online form by participants | Final hours of event | |

| Actions for Participants | Deadlines | Done? |
|---|---|---|
| 1. Complete the online CTC survey | ~1 week after event | |
| 2. Complete the follow-up email questionnaire | 3 months after event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Administer the CTC survey and compile all evaluation and assessment responses | 1 day after event | |
| 2. Send follow-up questionnaire and document all data | 3 months after event | |

*After the educational activity…*

## Step 7: Post event self-assessment of participants

Our online assessment allows participants to reflect on the event and its objectives, and provide valuable information for future activities.

**What are the goals and outcomes of this step?**
- Identify the changes in gaps scores for all the event objectives
- Make suggestions for adjustments to the educational plan for future events

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Review the data report prepared by AO Education Institute | 4 months after event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Review the data report prepared by AO Education Institute | 4 months after event | |

| Actions for Participants | Deadlines | Done? |
|---|---|---|
| 1. Complete the online self-assessment | 1-30 days after event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Prepare the online assessment; invite and remind participants | 1 day after event | |

*After the educational activity…*

## Step 8: Compile, review and evaluate all data & outcomes from the educational activity

In this final step, all data from the event should be evaluated to answer the following questions.

### From steps 1, 2, and 5: Curriculum alignment and learning outcomes
- Were the content and educational activities aligned to the competencies and learning outcomes selected from the Curriculum for the pathology(ies) in the event?
- Which competencies/learning outcomes were most/least appropriate for the audience level?
- Were the educational methods appropriate for achieving the specific learning outcomes?
- What additional Faculty training or Curriculum resources should be developed?

### From steps 3, 4, and 7: Pre and post event self-assessment
- How many participants completed the pre- and post-event self-assessments?
- Do the gap scores suggest any event objectives should be covered more or less in future events?
- Based on the data, what adjustments might be recommended for future similar events?

### From step 6: Commitment to change (optional)
- Which competencies were most/least reflected in the intended practice changes?
- Comparing the content that was presented with the intended practice changes, does the data suggest the existing learning outcomes should be adjusted or new ones added?
- How many patients benefited from the practice changes made by all participants?

| Actions for Chairpersons | Deadlines | Done? |
|---|---|---|
| 1. Provide interpretation and feedback of all evaluation, assessment and additional event reports selected for your event | 4 months after event | |

| Actions for EA | Deadlines | Done? |
|---|---|---|
| 1. Provide interpretation and feedback of all evaluation, assessment and additional event reports selected for your event | 4 months after event | |

| Actions for Faculty | Deadlines | Done? |
|---|---|---|
| 1. Complete any post-event surveys | After event | |

| Actions for Participants | Deadlines | Done? |
|---|---|---|
| 1. Complete any post-event surveys | After event | |

| Actions for Project Manager | Deadlines | Done? |
|---|---|---|
| 1. Provide a final report (of all data collected for this event) to the Chairpersons and EA, regional education officers, and AOSpine Education International Project Manager (who will forward this information to the AOSEC chairperson) | 4 months after event | |