Job description

Function: RET Educator

Reporting to: Regional Education Manager

Purpose
The RET Educator is a member of the Regional Education Team (RET) which consists of an educator and 1–2 surgeon faculty. These teams are responsible for the faculty education program (FEP) within the regions. They are selected by the regions, trained and certified centrally.

Responsibilities
- Plan, conduct, and adjust the regional FEP in accordance with AO education framework/guidelines and regional needs
- Deliver as part of the regional education team FEP education activities, resources, and coaching/mentorship (online and face-to-face events, one-on-one coaching)
- Monitor and assess, as part of the regional education team, faculty performance and plan and conduct quality improvement training when necessary
- Provide overall assessment of the region’s FEP to the Regional Education Committee and recommend program improvements as appropriate
- Organize each FEP to best meet the local requirements and needs
- Provide feedback to the Regional Education Committee and Clinical Division Education Manager on program improvements and adjustments that contribute to quality improvement of the FEP.

Requirements
- Demonstrated knowledge and skills in adult education concepts, effective teaching strategies (face-to-face and online), motivating learners, and assessment
- Strong communication, facilitation and leadership skills
- Master in education (preferred in medical education) or equivalent
- Proficiency in English and the language required for the region responsibilities
- Experience working with medical professionals and understanding of the medical community is beneficial
- Experience in planning and evaluating faculty training activities
- Familiarity with online and face-to-face methods and techniques of teaching
- Professional integrity, demeanor and bearing
- Convinced of and committed to the AO education strategy
- Awareness of cultural differences and needs
- Attended at least one AO course
- Recommended by their Regional Education Committee
- Completed the Regional Education Team Training (RETT)
Personal profile

The following characteristics are essential to be able to fulfill the role of the RET educator:

Interpersonal:
- Exceptional and effective communication skills including active listening
- Ability to effectively interact with faculty and course participants
- Respect for all members of the multidisciplinary team
- Sensitivity to others
- Awareness of cultural differences
- Self-awareness as educator
- Integrity
- Fluent language skills of the official course language

Educational:
- Ability to apply AO’s 7 principles of education
- Interest in learners, the learning process, and the AO course curriculum
- Appreciation of clinical and educational ethics
- Proven teaching skills within AO and commitment to learning
- Quality driven and open-minded regarding their own teaching practice
- Ability to assess/evaluate the following teaching formats:
  - Lectures
  - Discussion groups (small and big)
  - Practicals
  - Moderation
- Ability to give structured and balanced feedback to:
  - Lecturers
  - Discussion group leaders
  - Practical leaders and table instructors
  - Moderators
  - Course chairpersons

Scope: regional, international

Remuneration: the educators work as consultants for the AO Education Institute (payment see separate guidelines)

Term of office: