

Criteria to qualify as an AO Foundation Faculty Education Program (FEP)

Approved by the AO Education Platform March 2014.

Only FEPs that satisfy the following requirements will be supported by the AO Education Institute and the international education departments of the Clinical Divisions.

1. Assessment/Evaluation

1.1 Assessment

A competency-based pre- and post-event assessment is a mandatory part of the program (online). The assessments consist of the following:

- Demographics (only pre-event assessment)
- Motivation gap questions (present/desired level)
- MCQ questions: 4 questions per competency (2 for the pre- and 2 for the post-event assessment)
- Should be done as first activity in the online activities and participants can only move on when they have completed the assessment. The report of the pre-event assessment should be sent to the course faculty and educator at least 5 days before the face-to-face event.
- Available languages: English, Spanish

1.2 Evaluation

Each participant needs to complete the Commitment-To-Change form at the end of the education program. The form must be copied and the copy/scan sent to regional office for a 3-month follow-up. The FEPs are designed to be CME accredited, but the rules for obtaining CME accreditation vary across the regions. In Europe and Middle East an evaluation form needs to be completed by each participant in order to be able to accredit the FEP. The filled out forms then need to be sent to the AO faculty development department. In other regions other rules might apply.

2. Curriculum

Different Clinical Divisions might add additional content but the core content and its sequence as mentioned in the education plan (Appendix 1) is mandatory:

- Preparatory online activities including pre-event assessment (5 weeks)
- Face-to-face event (1,5-days according to number of participants)
- Follow-up online activities including post-event assessment (3 weeks)
- Maximum number of participants: 16; minimum number of participants: 8
- Languages the face-to-face event is taught in: English, Spanish, Mandarin, German
- Languages the online activities are available in: English, Spanish, Mandarin

3. Resources

Different Clinical Divisions might add additional resources but provided material and templates should be used as defined by the educational plan:

- CMM is the system that is used for the course organization; use the event type: AOT/AOCMF/AOVET "Faculty event/training"; AOS "Faculty training course"
- D2L is the Learning Management System for the online activities
- Course organizers must use the educational and organizational materials provided by the AO faculty development department in the "[AO FEP organizer support package](#)"
- Materials are available in English, Spanish, Mandarin

4. Faculty Development—Regional Education Teams

Only certified Regional Education Team members (1 educator and 1–2 surgeons) can conduct an FEP in order to ensure the achievement of the defined outcomes. Appendix 2 lists the certified surgeons and educators (a current list of all RET members can also be found in the FEP organizer support package).

5. Organization

Only AO Foundation/AO Clinical Division course organizers are allowed to organize FEPs; exceptions can be made after consulting the AO faculty development department.

- Budget responsibility is with the AO course organizer
- Travel and accommodation should follow the AO Foundation travel guidelines, or specific guidelines as defined by the corresponding Clinical Division:
 - AOTrauma/AOCMF/AOVET: for participants, only economy travel is allowed
- The number of FEPs per region is decided by the regional education committee or the respective body.
- The AO faculty development department must be informed at least 6 months in advance of a planned FEP and its date and location. At least 3 months in advance the exact venue and the RET of the FEP needs to be communicated.
- Reimbursement and per diems are paid as suggested in the Organizational Guide for surgeons. Per diems and travel costs for educators MUST follow the rules in the signed individual contracts. Regional Managers will have a copy of these contracts.

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