

Job description

Function: **Chairperson**

Reporting to: ***to be decided by the Clinical Division***

Purpose

Chairperson must successfully develop, plan and lead an educational events of the highest quality, that aim at enhancing the clinical knowledge and skills of participating surgeons. Chairpersons are selected by and report to the AO Country Council and/or the AO Regional Board of their Clinical Division.

Responsibilities

For a full list of all chairperson tasks consult the "Chairperson Checklist".

- Develop, plan and lead an entire AO educational event
- Specify the target group, and identify overall goals and objectives for the event accordingly
- Establish a competency-based program that is aligned with AO curricula and consists of key learning outcomes and teaching methods to optimize the learning experience of the participants
- Select the best qualified faculty members regarding their clinical experience and their teaching capabilities
- Use assessment data to adjust the content and share data with faculty members
- Work in partnership and collaboration with industrial partners as necessary, and in accordance with existing agreements between the AO and such partners
- Lead, guide and support all faculty members, ensuring complete alignment among all parties and doing so in conjunction with the educators where relevant
- Lead a highly effective and constructive faculty precourse meeting
- Assume complete responsibility for all aspects of the educational event throughout, addressing any complications that may arise
- Promote the AO as a provider of world class, academically independent education, encouraging all participants to join and engage with the organization at all stages of their careers

Requirements

- Highly respected experts in their field, both clinically and educationally
- Senior AO faculty members with considerable AO educational event experience
- Completed a Chairperson Training Program or equivalent
- Fully committed to leading an educational AO event aligned with AO curricula (if available), including all preparatory work required over a period of several months leading up to the face-to-face event itself
- Outstanding organizational skills

- Excellent command of English

Personal profile

The following characteristics are essential to be able to fulfill the role of the course chairperson:

Interpersonal:

- Highly motivated
- Strong leadership skills and an excellent team player
- Outstanding organizers and planners
- Easily able to manage conflicts
- Awareness of cultural differences
- Integrity

Educational:

- Committed to AO's educational strategy
- Familiarity with the application of AO's 7 principles of education
- Focused on participant needs
- Selects the best possible faculty based on these needs
- Understanding of CME guidelines
- Committed to best clinical practice
- Quality driven and open-minded regarding their own teaching practice

Clinical:

- Active involvement in clinical practice
- Commitment to best clinical practice
- Quality driven and open-minded regarding their own clinical practice

Scope: national, regional, international

Remuneration: per diem as per separate Clinical Division guidelines

Term of office: *number of terms/years to be decided by the Clinical Division*