

# **The relationship between Course-Chairpersons (CCP) & Educational Advisor (EA)**

# Competency: Role of the chairs and of the EA

„The EA is the slave for the CCP“!

„The EA´s role is to cooperate with the CCPs in order to maximize the educational quality of AO Courses.

But the CCPs are responsible for the organization and scientific content of the course.“

## *Before:*

- Planning scientific program
- Faculty selection (1:5 ratio)
- Cooperation with Course organizer
- Supervision of faculty (preCourse/EA) & their delivery

## *During:*

- „To watch over the event“ (from an educational point of view)
- Daily adjustments to ensure the smooth running

## *After:*

- Feedback to faculty
- CCP report

## Before Course

~	Contact Course Chairman to review program content and structure (course design)	6-12 months
■	Review faculty selection	6 months
	Email contact with faculty in advance of course to introduce yourself as ED, explain the ED role, <u>provide faculty assessment form, and stress importance of pre-course meeting.</u>	3 months
	Provide faculty an email link to the T4T modules with an explanation of them (presentation structure) and resend copy of earlier email.	1 month

## During Course

	Pre-course introduction to faculty of ED role and offer real time evaluation/feedback	
■	Hand out ED evaluation form to faculty and chairmen at pre-course	
	Chairman introduction of ED to participants at beginning of course	
	Fill out evaluation forms for each lecture/lecturer	
	Fill out evaluation form for practicals and fireside case discussions	
	Fill out course summary evaluation form	
	Provide feedback to chairmen and faculty (real time)	
n.a	Assist Chairmen and Moderators in Conflict of Interest Resolution	

## After Course

	Summarize participant feedback	1 week after
	Summarize course / faculty / chair evaluations made during course	1 week after

# AOSpine check-list for faculty

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# Teaching

**“It’s not just what you say  
but also how you say it”**

**Therefore, please...**



**KISS: K**ee**P** **I**t **S**hort & **S**imple

# Structuring a lecture...

- **Layout**    ✓ (use) AOSpine templates  
                  ✓ (avoid) commercial brands

- **Content**

**Set:**                    ~ 20" (engage the audience)

**Dialogue:**    3 to 5 major learning points

**Closure:**        take home – message(s)



# AOSpine templates

Please look at the enclosed pdf.file



**How to guide: apply the new AOSpine presentation  
template to an existing presentation file**

# Slide- check (1)

Do your slides...



...have a consistent format, font, and layout?	
...have one basic point per visual?	
...present figures as diagrams or graphs?	
...hide the identity of any patients?	
...use large text for visibility: 20–36 point, up to 60 point for titles?	
...use simple fonts that are easy to read? (eg, Arial, Helvetica, and Verdana)	
...use no more than two font types per slide?	

# Slide-check (2)

...use lower case (not UPPER CASE)?

...have no more than 6 lines of 6 words per slide?

...contain no spelling mistakes? (use a spell-check)

...make use of lists and bullet points?

...use indents and bullets only one level down?

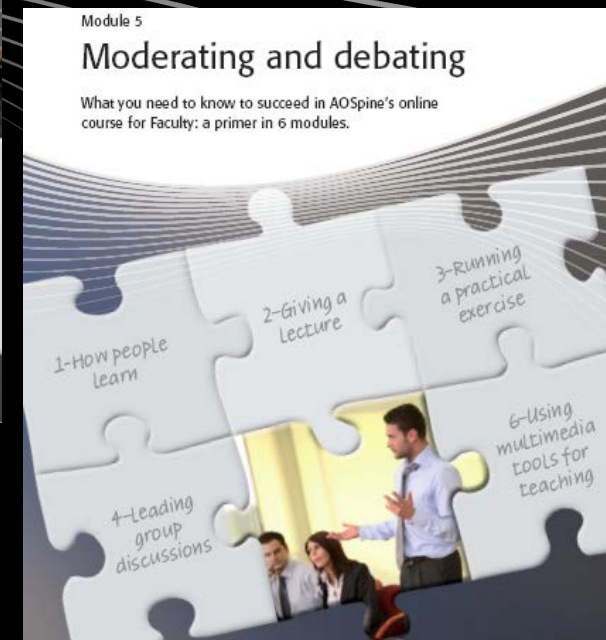
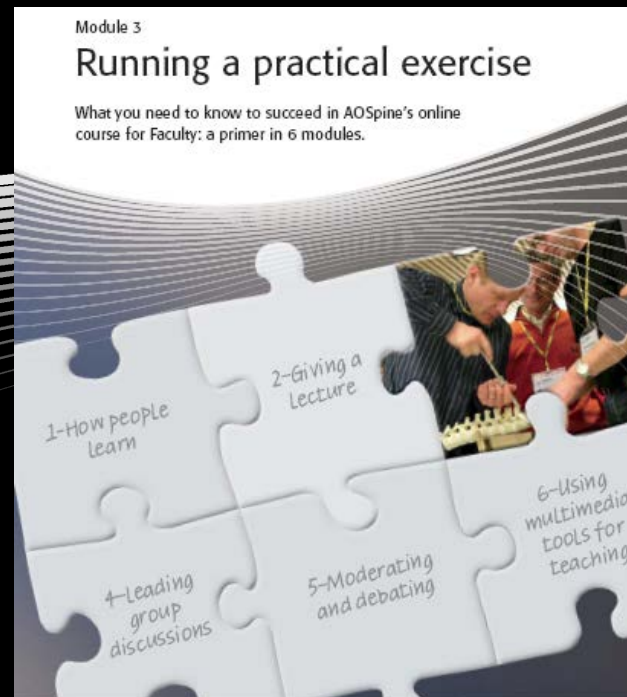
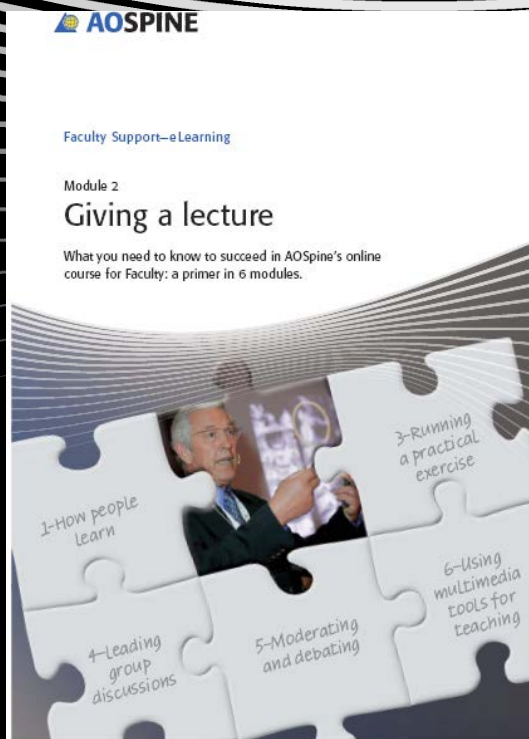
...start with an "action" word and avoid full sentences?

...avoid punctuation marks, unless it is a quote?

...avoid irrelevant/personal images to fill spaces?

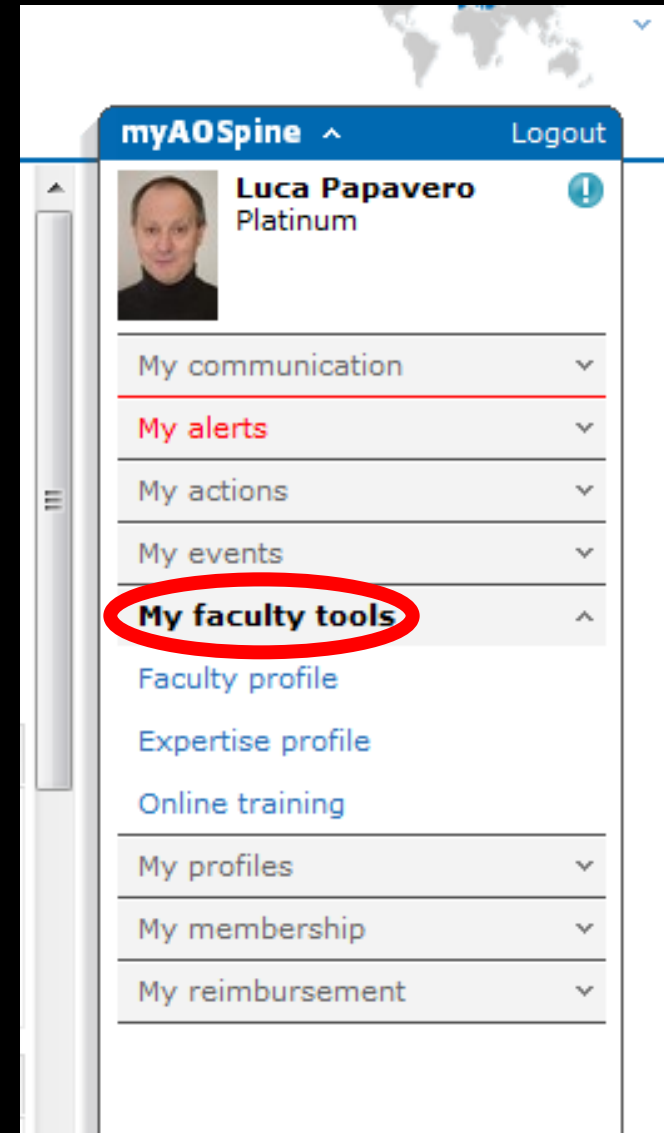
...avoid unnecessary animation? (slide transition, etc)

# How to access the online faculty training (1)

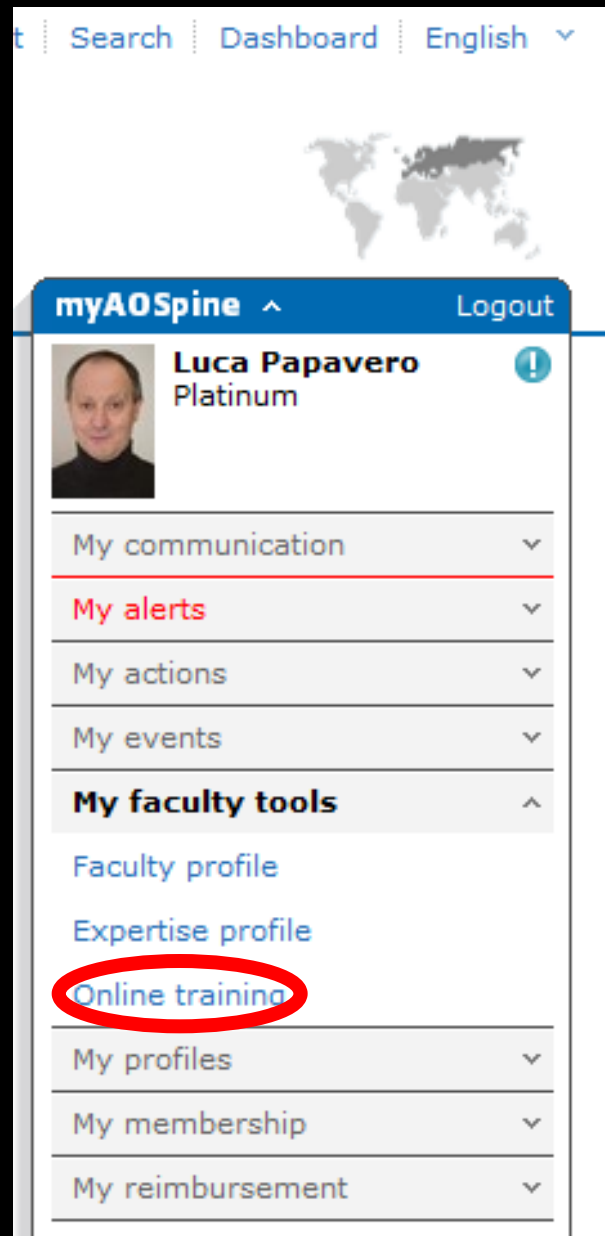


# How to access the online faculty training (2)

- Log in to [www.aospine.org](http://www.aospine.org) with your user-ID and password
- Click on **My faculty tools**



# How to access the online faculty training (3)



➤ Click on  
**Online training**

# If you have made the way up here...

## Presentation Evaluation Form

Topic  
Presenter


points out of 5

1	<b>Content:</b> Meaningful, targeted objectives, evidence based, case example
2	<b>Structure:</b> Organization, Take home message, <i>Timing!!!</i>
3	<b>Technology:</b> Slides organized and readable, effective use of ARS and laser pointer
4	<b>Style:</b> Engage audience, pace, modulation, eye contact and enthusiasm

1	2	3	4	5

# ...top scoring will follow! Congratulations

## Practical Lab Assessment Form

Practical Lab

points out of 5

		1	2	3	4	5
1	Participants actively engaged in exercise					
2	Faculty are actively engaged in teaching					
3	Faculty/participant ratio adequate					
4	Introductory remarks/demonstration/video					



# Last but not least...

## AOSpine Educational Advisor Assessment Form

Your Role: ☐ Chairman

points out of 5

		1	2	3	4	5
1	Explained role of Educational Director					
2	Assisted faculty in improving effectiveness of presentations as requested					
3	Assisted as needed in Conflict of Interest Resolution					
4	Provided effective feedback					

# Dear Colleagues,

thank you for your time!

Let's meet at the PreCourse...

If you have any question,  
please do not hesitate:

**[lpapavero@schoen-kliniken.de](mailto:lpapavero@schoen-kliniken.de)**

Dear Colleagues,

....Coming to the Course:

during the lunch and the coffee-breaks I had the opportunity to get a substantially positive feedback from the participants. You have to be commended for that, as the organization of a cadaver workshop is always challenging. The [REDACTED] facility proved to be a “state of the art” site.

Strengths of the Course were:

- The dedication of the whole faculty, especially the tutoring during the cadaver workshop
- The time keeping of lectures and practicals
- The modern equipment offered to the participants
- The use of fresh frozen cadavers
- The inclusion of the AOSpine-quiz
- Lectures:
  - The standardized use of the AOSpine template.ppt
  - Most of the lectures had an introductory agenda
  - Complications of approaches were mentioned in most of the lectures also
  - Some of the lecturers engaged the audience with questions

The enclosed Evaluation of the Course shows that the participants rated the most relevant issues 4.6 (range:1 to 5)

Next time the following aspects could be improved:

Lectures:

- do not combine the colors red & blue on the same slide
- avoid busy slides (< than 6 lines with 6 words)
- provide handouts with a printed summary/take home message (one page) of each lecture or the key-points of a practical
- (even more ambitious) a CD containing the lectures handed out with the attendance certificate
- Discussion after each lecture instead of at the end of the session

In summary, on behalf of the AOSpine Education Committee I congratulate the Chairpersons and the Faculty for having organized and tutored a very successful Course. Especially colleagues at the beginning of their surgical “spine” career become often highly motivated after having experienced an outstanding Course.

Please feel free to contact me: [lpapavero@schoen-kliniken.de](mailto:lpapavero@schoen-kliniken.de)

Best regards,

Luca Papavero

# **The „secrets“ of the EA...**

- **Keep low profile !**
- **Ask the CCPs what their main goals are**
- **Offer your personal experience & that acquired from other courses**
- **Adapt the support to the experience of CCPs**
- **Brief the faculty**  
(it is easier for the EA than for the CCP)
- **Give feedback & be supportive !**

**Remember:**

**It's their course !**