

Chairperson competencies

1 Assessment and evaluation

- 1.1 Use previous assessment and evaluation data to improve current activity
- 1.2 Identify competency gaps of learners and make this information available
- 1.3 Perform formative evaluation of activity progress and make appropriate adjustments/enhancements
- 1.4 Analyze data about learner's practice settings and approach informal learning

2 Program planning

- 2.1 Start the planning with identifying the appropriate competencies defined in the core curriculum
- 2.2 Make adjustments in content according to the identified gaps (assessm.) and data collected on work setting of learners
- 2.3 Work collaboratively with the EA to select the proper educational plan and to modify/adjust to the unique needs of the learners
- 2.4 Assign faculty based on their surgical and educational expertise (based on gaps)
- 2.5 Maximize learning by appropriately using each selected method
- 2.6 Plan and implement the proper arrangement of the physical learning environment to facilitate learning, e.g., proper material for practical exercises

3 Manage faculty

- 3.1 Match faculty with appropriate content and methods
- 3.2 Share (precourse) evaluation and assessment data with faculty and EA
- 3.3 Prepare and conduct precourse activities including early communication with faculty
- 3.4 Troubleshoot during educational activity, eg, absent faculty, ill prepared faculty, inappropriate/bias presentations, etc
- 3.5 Select and coach moderators and practical directors

4 Management and event organization

- 4.1 Use the AOSpine specific tools and platforms to plan, organize, and direct the educational activity
- 4.2 Work effectively with available staff and other resources

5 Role of the chair and their relationship to the EA

- 5.1 Work effectively with the EA in the different phases of the educational activities
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