

## AOSpine faculty development

# Educational Advisor



## Tasks and responsibilities

**Before an AOSpine event** Before a course begins the Educational Advisor is responsible for Supporting the Course Chairperson(s) by:

- Working together to shape course content and development while focusing on participant needs and CME compliance.
- Reviewing proposed program and providing feedback to Course Chairperson(s).
- Assisting in faculty selection, allocation, and possible development.
- Helping the Course Chairperson(s) plan the pre-course and attend and/or lead this event.

Additionally, the Educational Advisor:

- Assists in conflict or problem resolution.
- Procures faculty training application and eLearning information from AOSpine support team.
- Prepares and plans live faculty training module sessions.

**During an AOSpine course** As an AOSpine course unfolds, the Educational Advisor interacts with:

Faculty:

- Using peer assessment checklists to evaluate faculty.
- Exchanging feedback with faculty.
- Mentoring faculty, particularly those who are new.

Course Chairperson(s):

- Coaching Chairperson(s) as appropriate.
- Exchanging feedback with Course Chairperson(s).
- Leading post-course together.
- Recommending actions for program adjustment based on faculty and participant evaluations.

In addition, the Educational Advisor leads faculty training live modules (with feedback): lectures, practicals, discussion groups, and moderation.

**After an AOSpine course** After a course is completed the Educational Advisor is responsible for:

- Providing AOSpine support team with course evaluation report covering feedback, content, chairperson and new faculty performance.
- Collecting and storing peer assessment results in online faculty profile (ensure safe data storage).