

Job description

Function: **Discussion group leader & Discussion group facilitator**

Reporting to: Course Chairperson

Purpose

Small group discussions are a cornerstone in AO's education strategy. Evidence-based case discussions are key to applying the learning outcomes in daily clinical practice, foster wise judgment and good decision making. Discussion group leaders and facilitators direct the small group discussions in a team approach where the discussion group leader moderates the activity and the discussion group facilitator supports the discussion by making notes, summarizing each case discussion, operating slide transition, etc..

Responsibilities

Before the course discussion group leaders/ facilitators will:

- Review the course program to get to know the target audience and the topics taught
- Familiarize themselves with the selected cases of their discussion group
- Define the learning outcomes for their discussion (if not already defined in the course syllabus)
- Ensure that the cases fit the topic of the corresponding, are balanced, and if applicable aligned to the curriculum of the educational activity
- Liaise with other faculty members to link their discussion to lectures, and practical exercises
- If necessary liaise with the course chairperson
- Agree on the role distribution with the faculty member assigned to the same discussion group
 - Role 1—moderator, ie, case presenter, discussion moderator
 - Role 2—facilitator, eg, operating slide transition, make notes, summarize, etc
- Attend the precourse
- Consider the experience, knowledge and motivation levels of the course participants (information should be provided by the chairperson latest at the precourse)
- Check the set-up and equipment of the discussion room

During the course discussion group leaders/ facilitators will:

- Lead, facilitate and moderate the discussion according to AO's 7 principles of education: based on needs, motivates to learn, relevant, interactive, provides feedback, promotes reflection, leads to verifiable outcomes
- Explain the role of the discussion group leader and facilitator and set the ground rules for discussion
- Present the learning outcomes and cases and engage the participants in discussion
- Ensure balanced input from all discussion participants

- Summarize key learning points at the end of each case
- Reinforce the basic educational messages of the overall course
- Be available during breaks for questions from the course participants
- Seek for personal feedback from an educator, course chairperson or coach if available
- Participate in daily evaluation meetings (if applicable)

After the course discussion group leaders/ facilitators will:

- Check ARS/evaluation results (if available)
- Conduct a self-evaluation: what went well, what you would do differently next time
- Discuss with the chairperson what went well and what could be improved in future courses (consider for instance case selection, time allocation etc.)
- Submit the expense reimbursement form in time

Requirements

- Familiarity with AO's 7 principles of education
- Familiarity with the application of the skills referred to in the discussion cases
- Appropriate level of clinical expertise
- Attended at least two AO courses
- Attended a T4T/T4F/FEP or equivalent
- Excellent command of official course language—at regional level
- Excellent command of English language—at regional/international level

Personal profile

The following characteristics are essential to fulfill the role of a lecturer:

Interpersonal:

- Effective and engaging moderating and group leading skills, using appropriate body language
- Attentive to learners' needs (avoiding dogmatic statements)
- Interested in interaction with other faculty members
- Awareness of cultural differences
- Integrity

Educational:

- Ability to use AO's 7 principles of education in their teaching
- Interest in learners, the learning process, and the AO curriculum
- Enthusiasm for the subject
- Appreciation of clinical and educational ethics
- Recognition of the importance of careful planning

Clinical:

- Knowledge of AO principles and techniques
- Experience of relevant contexts of practice
- Commitment to best clinical practice and evidence
- Sensitivity to clinical barriers

Scope: **national, regional, international**

Remuneration: per diems according to Clinical Division guidelines for national, regional, and international faculty

Term of office: upon invitation by course chairperson