

Chairperson Competencies



1. Assessment and evaluation

- 1.1 Use previous assessment and evaluation data to improve current event
- 1.2 Analyze data about learners' level of expertise and practice setting
- 1.3 Identify motivation and competency gaps of learners and make this information available to faculty and learners
- 1.4 Apply the available measurement instruments to evaluate your event
- 1.5 Analyse the evaluation data

2. Program planning

- 2.1 Ensure that education promotes high-quality learning according to the AO principles of education
- 2.2 Use backward planning to design and/or modify an educational event based on competencies
- 2.3 Select and match teaching methods to optimize learning according to needs and desired outcomes
- 2.4 Assign faculty based on their clinical and educational expertise
- 2.5 Adjust content in order to address learners' gaps and on the basis of the expertise/practice setting data

3. Manage faculty

- 3.1 Resolve any disclosed conflict of interest
- 3.2 Provide support and make decisions that promote interaction, motivation and feedback as part of the teaching/learning process
- 3.3 Plan and conduct precourse activities including early communication with faculty
- 3.4 Prepare and collaborate with moderators and practical directors
- 3.5 Share and act on precourse-assessment data with faculty
- 3.6 Address any problems during educational event eg, absent faculty, badly prepared faculty, inappropriate/biased content

4. Management and event organization

- 4.1 Use the available tools and processes to plan, organize and direct the educational activities
- 4.2 Plan for an optimal physical learning setting

5. Collaboration

- 5.1 Lead and manage educational activities in a collaborative way that is sensitive to cultural and organizational aspects
- 5.2 Work effectively with advisory bodies, planning committees and organizers in all phases of the educational event