

## Job description

### Function: **Session moderator**

**Reporting to:**     **Course Chairperson**

#### **Purpose**

The role of the session moderator is to lead through a session/module of a clinical AO course. Session moderators should ensure that the lecturers and the session as a whole are well prepared. During the session they are responsible to introduce the lecturers, moderate panel discussions, and guide the ARS session(s). In addition and in order to enhance the impact of the individual presentations and the session as a whole, the session moderators should identify and illustrate the links between the presentations, and emphasize the key learning points.

#### **Responsibilities**

For a full list of all session moderator tasks consult the "Session Moderator Checklist".

#### **Requirements**

- Familiarity with AO's 7 principles of education
- Proven lecturer/thinker
- Regional and/or international faculty
- Ideally attended a ELP (former CEP) or a T4T/T4F/FEP

#### **Personal profile**

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

- Be quiet: do not lead the discussion, only guide
- Be loud: let there be no uncertainty that you are in charge
- Be invisible: step into the background but keep things moving
- Be prepared: know the subject as well as the lecturers
- Be a director: orchestrate but do not steer too much
- Be able to think ahead: listen to the debate, think about where the discussion needs to go
- Be challenging: ask follow-up questions, assert control if needed
- Be clear: ask short questions, make short statements
- Be timely: keep on time, let lecturers know when they are running out of time
- Be fun and have fun: use positive body language, keep a positive attitude, spice the session up

**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