

AOSpine Educational Advisor—Job Description

Before an AOSpine event

Before an event begins the Educational Advisor is responsible for supporting the Chairperson(s) by:

- Working together to shape event content and development while focusing on participant needs and CME compliance.
- Reviewing proposed program and providing feedback to Chairperson(s).
- Assisting in faculty selection, allocation, and possible development.
- Helping the 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 event

As an AOSpine event 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.

Chairperson(s):

- Coaching Chairperson(s) as appropriate.
- Exchanging feedback with 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 event

After an event is completed the Educational Advisor is responsible for:

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