

Job description

Function: **Lecturer**

Reporting to: **Course Chairperson**

Purpose

Lecturers must introduce concepts or ideas which will be developed through small group discussions and practical exercises. They should provide meaningful and clinically applicable information in accordance to the course-specific learning outcomes.

Responsibilities

Before the course lecturers will:

- Review the course program to get to know the target audience and the topics taught
- Familiarize themselves with their topic of their lecture(s)
- Define the learning outcomes for their lecture(s) (if not already defined in the course syllabus)
- Ensure that the lecture is balanced, evidence-based, and if applicable aligned to the curriculum of the educational activity
- Ensure that the content addresses potential implementation barriers for the procedures presented
- Liaise with other faculty members of the session to link their lecture(s) to other lectures, discussions and practical exercises
- If necessary liaise with the course chairperson
- Prepare their lecture(s) with a set, dialogue, and closure (formulate and integrate ARS questions if applicable)
- Rehearse their lecture(s) and ensure that they are within the allocated time
- 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 lecture hall

During the course lecturers will:

- Conduct the lecture according to AO's 7 principles of education: based on needs, motivates to learn, relevant, interactive, provides feedback, promotes reflection, leads to verifiable outcomes
- Present the learning outcomes of the lecture and put the lecture into the context of the whole session
- Provide a clear summary and take-home messages
- Disclose any conflict of interest
- Use ARS appropriately
- Keep on time
- Be available during breaks for questions from the course participants

- Interact with the course chairperson
- Seek for personal feedback from an educator, course chairperson or coach if available
- Participate in daily evaluation meetings (if applicable)

- **After the course lecturers will:**
- Check the ARS 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 interactivity, 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 lecture
- 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 lecturing skills, using appropriate body language
- Attentive to learners' needs (avoiding of 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 course 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