

## Job description

### Function: **Table instructor**

**Reporting to:**        **Course Chairperson/ Practical director**

#### **Purpose**

Table instructors serve as coaches, mentors, and facilitators of learning during the practical exercises of clinical AO courses where participants strive to master the processes and tools of surgery. They are the main contact for course participants during the exercises and must provide them with a link between the theoretical concepts of the course and their practical application.

#### **Responsibilities**

##### **Before the course table instructors will:**

- Review the course program to get to know the target audience and the topics taught
- Familiarize themselves with the surgical procedures and the material of the practical exercise (videos, instruments, implants, corresponding lectures etc.)
- Liaise with the practical director to get to know the course of the whole practical exercise
- Liaise with the other faculty members of the session to link their practical exercise with lectures and discussions
- Rehearse the explanation of each step of the surgical procedure
- Train the use of the surgical equipment and implants (they might differ from materials used in other institutions) until they feel comfortable with the procedure
- Attend the precourse
- Check the set-up and equipment of the exercise hall

##### **During the course table instructors will:**

- Conduct the practical exercise according to AO's 7 principles of education: based on needs, motivates to learn, relevant, interactive, provides feedback, promotes reflection, leads to verifiable outcomes
- Get to know the participants at their table
- Reinforce the procedure and ensure participant comprehension **before** the participants start their "hands-on" work
- Stick to the script and keep participants on time
- Ensure supervision of all participants but also allow them to "discover" the right way of doing things by themselves
- Provide the course participants with feedback and promote reflection by asking them what they are doing right and what they could improve
- Seek for personal feedback from an educator, course chairperson or coach if available
- Be available during breaks for questions from the course participants

- Participate in daily evaluation meetings (if applicable)

#### **After the course table instructors will:**

- Conduct a self-evaluation: what went well, what you would do differently next time
- Discuss with the practical director and/or course chairperson what went well and what could be improved in future courses (consider for instance achievement of learning outcomes, time allocation etc.)
- Submit expense reimbursement form in time

### **Requirements**

- Familiarity with AO's 7 principles of education
- Familiarity with the procedure presented and instruments and implants used in the exercise
- Knowledge of the content and appropriate level of clinical expertise
- Attended at least two AO courses
- Attended a T4T/T4C/FEP or equivalent
- Excellent command of official course language—on regional level
- Excellent command of English language—on international level

### **Personal profile**

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

#### **Interpersonal:**

- Effective and engaging instructor skills, including active listening and 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