# Checklist for chairperson of an AOT ORP course

**Important note:** If you have a cochair make sure that information flow is guaranteed during the entire process.

<table>
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<tr>
<th>Deadline</th>
<th>Task</th>
<th>Done</th>
<th>Notes</th>
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</table>
| 1 6–7 months before course (enter your date) | Design course program:  
1. Contact your cochair (if present)  
   - Discuss process and responsibilities of each one (Who does what?)  
2. Contact chair of surgeons course, if your course runs parallel:  
   - Ask for their program  
   - Ask to use the back to back template as basis  
3. Use course template available for your course:  
   - Download this from the Faculty Center: AOTrauma ORP Faculty Support Package (FSP)  
   - Adapt the program according to your needs (start and end of course, decide on optional topics, allow enough time for changeover of practicals, etc)  
   - Include references on video and bone numbers for the practical exercises  
   - Contact orp@aotrauma.org for assistance  
4. Use course report of previous course, if available:  
   - Integrate suggestions  
5. Discuss final program with cochair, AOTrauma ORP (Davos), chair of surgeons course, and with local organizer | | |
| 2 6 months before course (enter your date) | Appoint faculty:  
- Engage national faculty  
- Request for regional/international faculty, if required. This needs long-term planning due to the budgeting process (year before). Please contact orp@aotrauma.org.  
- Ask for regional ORP faculty plan (set up with AOTrauma ORP (Davos)) and regional ORP committee member | | |
| 3 4 months before course (enter your date) | Communicate with your entire faculty:  
- Final program  
- Faculty list and, if possible, email addresses  
- Flyer “Access to faculty support package”. This is available in the FSP under “Flyers”  
- Check for questions and problems  
- Emphasize importance of good course preparation: Lectures, practicals, and discussions. Encourage usage of material available and accessible via FSP.  
- Ask ORP and surgeon who run practical or discussion group together to communicate procedure before. | | |
| 4 4 months before course (enter your date) | Send the final course program for approval  
- To AOT ORP orp@aotrauma.org | | |
<p>| 5 4 months before | Check that local organizer distributes the course | | |</p>
<table>
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<tr>
<th>Step</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>5</td>
<td>Announcement</td>
<td>Send announcement (e.g., Flyer) to participants and hospitals.</td>
</tr>
<tr>
<td>6</td>
<td>3 months before course</td>
<td>Check that local organizer uploads the final course program onto the Event Room.</td>
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</table>
| 7 | 3 months before course | Start request for assessment:  
- Contact [orp@aotrauma.org](mailto:orp@aotrauma.org) for info |
| 8 | 1 month before course | Send flyers for course bags to local course organizer concerning:  
- Access of online educational material  
- Clinical Training Modules |
| 9 | 1 day before course | Run pre-course |
| 10 | Course | Course chair:  
- Introduce your faculty during "Welcome"  
- Keep program on time  
- Coach your ORP faculty  
- Debriefing at the end of each day  
- Manage possible necessary changes |
| 11 | At end of course | Organize a short faculty meeting  
- Debriefing of course |
| 12 | No later than 2 weeks after course | Write course report and send it to: [orp@aotrauma.org](mailto:orp@aotrauma.org) |
| 13 | After the course | Apply for your reimbursement through the AOTrauma website (refers to regional or international faculty only)  
- Log in on [www.aotrauma.org](http://www.aotrauma.org)  
- Go to "myAOTrauma" (left vertical toolbar)  
- Go to "My reimbursement"  
- Click on "Submit request" and follow the procedure. |

**Important notes**

2. New faculty or faculty who cannot access the FSP → Please inform [orp@aotrauma.org](mailto:orp@aotrauma.org) so that the status can be updated and access given.