

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.

	Deadline	Task	Done	Notes
1	6–7 months before course <i>(enter your date)</i>	Design course program: 1. Contact your cochair (if present) <ul style="list-style-type: none"> • Discuss process and responsibilities of each one (Who does what?) 2. Contact chair of surgeons course, if your course runs parallel: <ul style="list-style-type: none"> • Ask for their program • Ask to use the back to back template as basis 3. Use course template available for your course: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Integrate suggestions 5. Discuss final program with cochair, AOTrauma ORP (Davos), chair of surgeons course, and with local organizer		
2	6 months before course <i>(enter your date)</i>	Appoint faculty: <ul style="list-style-type: none"> • 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 <i>(enter your date)</i>	Communicate with your entire faculty: <ul style="list-style-type: none"> • 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 <i>(enter your date)</i>	Send the final course program for approval <ul style="list-style-type: none"> • To AOT ORP orp@aotrauma.org 		
5	4 months before	Check that local organizer distributes the course		

	course <i>(enter your date)</i>	announcement (eg, Flyer) to participants and hospitals.		
6	3 months before course <i>(enter your date)</i>	Check that local organizer uploads the final course program onto the Event Room.		
7	3 months before course <i>(enter your date)</i>	Start request for assessment: <ul style="list-style-type: none"> • Contact orp@aotrauma.org for info 		
8	1 month before course <i>(enter your date)</i>	Send flyers for course bags to local course organizer concerning: <ul style="list-style-type: none"> • Access of online educational material • Clinical Training Modules 		
9	1 day before course <i>(enter your date)</i>	Run pre-course		
10	Course <i>(enter your date)</i>	Course chair: <ul style="list-style-type: none"> • 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 <i>(enter your date)</i>	Organize a short faculty meeting <ul style="list-style-type: none"> • Debriefing of course 		
12	No later than 2 weeks after the course	Write course report and send it to: orp@aotrauma.org		
13	After the course	Apply for your reimbursement through the AOTrauma website (refers to regional or international faculty only) <ul style="list-style-type: none"> • Log in on www.aotrauma.org • Go to "myAOTrauma" (left vertical toolbar) • Go to "My reimbursement" • Click on "Submit request" and follow the procedure. 		

Important notes

1. Access the FSP via <http://www.aovideo.ch/facultysupport.13/orp/> → Log in required
2. New faculty or faculty who cannot access the FSP → Please inform orp@aotrauma.org so that the status can be updated and access given.