AOTrauma Advanced Principles Courses
Course Chairperson Checklist

This checklist focuses on the tasks unique to Advanced Principles of Fracture Management courses.

Establish scientific course program—starting 6 months before the course

To prepare the scientific course program, use one of the prepared course templates or the event framework for the Advanced Principles course. All documents are available in the Faculty Support Package “Advanced” (login required).

☐ Is all core content for AOT Advanced Principles courses included in your course program?
   All core content needs to be included in the course. You can combine two core contents in one activity or create two activities out of one core content as long as the defined learning objectives for the core content are covered in your activities → refer to the faculty syllabus document with learning objectives for activities in the course.

☐ If you have included content not listed in the document: is it aligned with the course learning objectives?

☐ Decide on practical exercises, if more than one option is provided.
   For some practical exercises such as the one on proximal humeral fractures, more than one option is available and you need to select your preferred option. Eg, for the exercise on the proximal humerus you need to decide whether to do this exercise with a PHILOS plate or a MultiLoc Nail.

☐ Patient positioning workshop (optional)
   The patient positioning workshop is a highly interactive 1-hour workshop, led by a moderator and several faculty. Participants learn about tips and tricks for patient positioning and C-arm placement, and have the opportunity to ask questions and share their experiences with the faculty. A faculty syllabus for this activity is available in the Faculty Support Package.

☐ Include precourse e-learning and integrate review session.
   One precourse e-learning module on fracture reduction is available. Include a short review lecture (10’) in the course to ensure that the content is covered. If e-learning is not possible in your course, a lecture (15’) on fracture reduction needs to be included in the course.

☐ Have pre- and postcourse assessments been requested?

☐ Check course duration: recommended minimal course duration for the Advanced Principles course is 22 hours.
# AOTrauma Advanced Principles Courses
## Course Chairperson Checklist

### Provide information to course organizer

- **Provide the course organizer with the scientific program at least 3.5 months before the course.**
  
The program is required for course planning and logistics. In addition to this, the program will be reviewed by the Residents Education Task Force to check, if it meets the criteria for an AOTrauma Advanced Principles Course. Based on the results the visual mark “AO Competency-Based Curriculum” may be printed on the course program.

- **Inform the course organizer that you have planned to include pre- and postcourse assessments in your course.**
  
The course organizer will be responsible for setting up the event for evaluation and for registration of the participants in the AOTrauma Event Room.

- **Inform the course organizer that you have planned to include precourse e-learning activities.**
  
The course organizer will be responsible for providing access and information to the participants prior to the course.

### Course preparation

- **Select cases for small group discussions.**
  
  A number of cases for small group discussions have been prepared by international AO Faculty. They are available in the Faculty Support Package “Advanced”. You can use these cases and/or prepare your own cases. As a rule of thumb, account for 15–20 minutes discussion time for each case. Send selected cases to faculty before the course.

- **Send faculty syllabus and link to online faculty support package to faculty.**
  
  The faculty syllabus is available in the Faculty Support Package “Advanced” (login required)

- **Review the precourse assessment data.**
  
  You will receive the report 10 days and again 3 days before the course. Please review the report thoroughly and prepare to inform faculty about the results during the faculty precourse.

- **Plan and conduct a faculty precourse.**
  
  The faculty precourse is an important part of the course and attendance should be mandatory for all faculty. It gives you the opportunity to go through important concepts of the course, and to discuss practical exercises and the selected cases for small group discussions. For the success of the course it will also be important that faculty appreciate that a lecture is not just an isolated lecture but part of a module and builds the basis for subsequent lectures, case discussions, and practical exercises.

### After the course

- **Review results of postcourse online assessment.**
  
  Review the results of the postcourse assessment and make recommendations for the next local and regional courses.

  **In case of questions, please contact us at templates@aotrauma.org.**