



Implementing the AOSpine Curriculum

A "checklist" for Chairpersons

Support, enquiries, and more information: education@aospine.org

Check list for Chairpersons

Step 1 : Align content to the competencies & key learning outcomes	Deadlines	Done?
1. Use the Curriculum to help design the event program	6 months before event	
2. Use the online course building outline to select the pathologies and competencies for your event ('Faculty Centre' → 'Online Training Materials' → 'Online chairperson module')	6 months before event	
3. Provide the Curriculum document to Faculty; request alignment and provide support and advice	3 months before event	
Step 2: Create specific learning outcomes for the level of the target audience	Deadlines	Done?
1. Select appropriate methods & techniques to deliver the content and achieve the learning outcomes	6 months before event	
2. Provide support to Faculty in writing specific learning outcomes and take-home messages	6 weeks before event	
Step 3: Pre event self-assessment of participants	Deadlines	Done?
1. Provide event objectives to the project manager	3 months before event	
2. Review the data report prepared by AO Education Institute	1 week before event	
Step 4: Hold an effective Faculty precourse meeting	Deadlines	Done?
1. Review data prepared by AO Education Institute	1 week before event	
2. Present the data and guide content adjustments by Faculty	During precourse	
Step 5: Participate in the event and evaluate the activities and Faculty	Deadlines	Done?
1. Inform participants about the AOSpine Curriculum (with EA)	Day 1 of event	
2. Provide feedback and support to the Faculty	During event	
3. Discuss the evaluation of Curriculum alignment with the EA	At end of event	
Step 6: Commitment to Change survey	Deadlines	Done?
1. Ask and encourage participants to complete the online form (as part of the post event self-assessment)	Final hours of event	
2. Review final data report and provide feedback to the EA	4 months after event	
Step 7: Post event self-assessment of participants	Deadlines	Done?
1. Review the data report prepared by AO Education Institute	3 weeks after event	
Step 8: Compile, review and evaluate all data & outcomes from the educational activity	Deadlines	Done?
1. Provide interpretation and feedback of all evaluation, assessment and additional event reports selected for your event	4 months after event	