AOTRAUMA

AO Skills Lab
Checklist for Course Chairperson

Send information to course organizer

❑ **Inform the course organizer that you have planned to include the AO Skills Lab in your course.**

The course organizer will be responsible for logistics and infrastructure. The set-up of the AO Skills Lab at the course venue is done by DePuy Synthes/the course support team.

Assign AO Skills Lab Director

❑ **Assign an AO Skills Lab Director.**

The AO Skills Lab Director will be in charge of training the station faculty during the pre-course and ensuring a smooth run through the AO Skills Lab, similar to a Practical Director. The AO Skills Lab Director has to be able to present to the other faculty, how to teach each station. Therefore, it is strongly recommended to assign an AO Skills Lab Director who is already familiar with the AO Skills Lab.

Planning of the course

❑ **Assign AO Skills Lab Station Instructors to the AO Skills Lab stations.**

❑ **Pre-Course: Add 1hr to the pre-course for faculty introduction.**

The AO Skills Lab Director needs to introduce the faculty to all ten stations. Experience shows that it is very important for the faculty to be able to try the stations before the course so they can familiarize themselves with the stations.

❑ **Add 120 minutes in the course program for the AO Skills Lab.**

Participants spend 11 minutes at each of the 10 stations. The remaining 10 minutes will be used for a short introduction by the AO Skills Lab Director and for changing from one station to the other. We recommend adding a ten minute break after 5 rotations.

❑ **Plan the AO Skills Lab to be the first practical exercise and leave 3 hours between the end of the AO Skills Lab and the next practical exercise.**

It is recommended to do the AO Skills Lab as the first exercise in the course and to have all other practical exercises after the AO Skills Lab. If the AO Skills Lab and the practicals take place in the same room, account for at least 3 hours for dismantling of the AO Skills Lab and the preparation of the first practical exercise. If there is a separate room for the AO Skills Lab, you may also schedule it at the end of the first day.

Participants are divided into 10 groups (1 group at every station) and rotate from station to station during the exercise. One group should consist of up to 8 participants.

❑ **If you have more than 80 participants in your course, plan for running the AO Skills Lab twice.**

❑ **Assign a sufficient number of faculty.**

If each group of participants consists of more than 6 participants, it is recommended to assign two faculty members for each station. If you only assign one faculty per station, allow for some additional faculty as a back-up. The faculty will stay at the same table while the participants will rotate from station to station. Another option is to always pair 2 faculty members, who will switch stations after 5 runs. That way each of them will have to prepare for 2 stations, but it may be less tiring for them. It is advantageous to assign faculty who are already familiar with the AO Skills Lab.

Feedback

After the course, AOTrauma may contact you to collect your feedback on the AO Skills Lab, performance of the AO Skills Lab Director and faculty, and the support available.

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