![AOTRAUMA logo]

AO Skills Lab
Checklist for AO Skills Lab Director

Preparation and organization

❑ **Upon assignment, review the available faculty support material for the AO Skills Lab.**

Access the Faculty Center through your dashboard once you are logged in to the AOTrauma page.

❑ **If asked to, support the Course Chairperson in selecting faculty for the AO Skills Lab.**

Be aware that some faculty members may not be familiar with the AO Skills Lab and the tasks related to it. Well prepared faculty members are key for the success of the AO Skills Lab and therefore, faculty preparation is the most important task of the AO Skills Lab Director!

❑ **Contact the AO Skills Lab faculty members at least two weeks before the course starts:**

— Ask them to review the faculty support material (including videos) for the station(s) they will be teaching.

— Offer faculty to provide support: Encourage them to contact you with any questions.

Check set-up and train faculty (at course venue)

❑ **Check set-up and ensure availability of consumables as well as booklets for participants.**

❑ **Introduce AO Skills Lab to the faculty by going through each station. Demonstrate handling of objects.**

❑ **Provide tips and tricks for teaching at each station and encourage faculty to relate the content of the stations to clinical practice.**

Tasks during the AO Skills Lab run(s)

❑ **Welcome participants and briefly describe how the AO Skills Lab works.**

Participants need to divide into even groups and rotate from station to station.

❑ **Use the whistle or bell to indicate the start of the first round.**

After 11 minutes, use the signal again and make sure participants rotate quickly to the next station to their right. After participants have arrived at the next station (1 minute), start the timer for the next 11 minutes. Participants rotate 9 times altogether so that in the end, they have completed all 10 stations. The AO Skills Lab Station Instructors do not rotate and stay at the same station.

❑ **Support faculty in case of questions or difficulties to complete their task.**

Example: a faculty finishes early. If technical issues occur, collaborate with the course support team.

❑ **Watch the AO Skills Lab equipment – all items need to be returned, even broken bones.**

Participants are therefore not allowed to take home any part of the AO Skills Lab.

❑ **When the AO Skills Lab has finished, stay in the room until all participants and faculty have left.**

❑ **Briefly check if stations are complete.**

❑ **Hand back the whistle or bell to the course support team.**

Feedback

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

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