

AOCMF Management of Facial Trauma course – Revision of content

Gathering feedback on cases/lectures/practicals during the course

Support, enquiries, and more information: courses@aocmf.org

Step 1: Appointing a faculty to collect feedback of the course	Deadlines
1. The Course Director appoints a course faculty to be the Feedback Coordinator (FC) to collect feedback onsite of presented lectures, cases used for the Small Group discussions, and practical exercises, by completing the feedback form.	Latest at the faculty pre-course meeting
2. The FC receives a link to a survey monkey questionnaire.	Faculty pre-course meeting

Step 2: Collecting feedback to improve content of course	Deadlines
3. The FC provides and collects from course faculty content related feedback of the used lecture presentations, cases and teaching videos/practical exercises and inputs this on survey.	During pre-course meeting and course days

Step 3: Sending the feedback form to the GETAF and AOCMF Office	
4. The FC completes the survey within 7 days post course. This feedback is reviewed by the Global Education Taskforce (GETAF) .	

Step 4: Content review	Deadlines
5. The regional member of the GETAF reviews the feedback and identifies changes that need immediate action and changes that can be delayed to the next GETAF meeting.	1 week after receiving the feedback form
6. All changes identified as "not urgent" are collected and discussed at the first GETAF in-person meeting on schedule. The Project Manager Education AOCMF tracks and updates the list.	In person meeting of the GETAF
7. The Project Manager Education AOCMF stores the feedback form and updates the regional feedback document with the provided findings.	Upon receipt

Step 5: Actioning required content changes	Deadlines
8. In case of "urgent" changes the GETAF takes immediate decision (via GTM virtual meeting or email exchange) and actions the change with the Project Manager Education AOCMF.	2 weeks post course
9. The Project Manager Education AOCMF coordinates the urgent changes with the GETAF and the Curriculum Developer and replaces the old with the new versions in all channels.	4 weeks post course

Step 5: Communication of changes	Deadlines
10. The Project Manager Education AOCMF communicates completed change requests to the AO Course Organizers, GETAF, and International Board.	4 weeks post course