AO SPINE

AOSpine criteria for Guest Speakers, Faculty, Chairpersons, Educational Advisors, and Regional Education Teams

General criteria:

- An open call for faculty, EA's and RETT's should be announced at the beginning of each year according to the country and regional needs for each role. Each country/region should set a date for review of all applications.
- Applicants should fulfill predefined criteria (approved and unified across all regions).
- A certain percent of the faculty of each course should be new (e.g.: 20%).
- Exceptions kept to minimum and should be approved only by the regional board.

→Minimal set of criteria is mandatory for all regions; additional criteria can be defined by the regions

Criteria	Guest speaker	Faculty	Chairperson	Educational Advisor	Regional Education Team Member
Membership	No membership needed	Commitment of minimum 1 year	Minimum 3 continuous years	Minimum 5 continuous years	Minimum 5 continuous years
Application	-	Online application	By invitation from Country Council or Regional Board	Application by email to education@aospine.org	Application by email to education@aospine.org
Application documents		• CV • 2 recommendation letters (at least 1 from active AOSpine faculty member) • Complete online application form (incl. motivation reason)		• Motivation letter • Teaching portfolio (track record of their teaching activities) • Letter of recommendation from an EA • Letter of recommendation from an AOSpine faculty member from another country	• Motivation letter • Teaching portfolio (track record of their teaching activities) • Interview with a RET educator

Years of practice		Minimum 2 years, (In North America Fellowships are considered years of practice)	Minimum 5 years	Minimum 10 years	Minimum 10 years
Practice setting	KOL in their field of expertise (clinical or non-clinical)	Practicing Ortho/Neuro Surgeon (minimum 50% of practice in spine)	Practicing Ortho/Neuro Surgeon (minimum 50% of practice in spine)	Practicing Ortho/Neuro Surgeon (minimum 50% of practice in spine)	Practicing Ortho/Neuro Surgeon (minimum 50% of practice in spine)
AOSpine educational event mandatory		Attended at least two AOSpine educational events	Had been a faculty in at least three AOSpine educational events (in different roles such as lecturer, discussion group leader, table instructor or moderator) with good feedback response about his role (Demonstrated organizational and leadership abilities)	Chaired at least two successful AOSpine educational events with good participants and EA feedback responses about his role (Demonstrated organizational and leadership abilities)	Was EA in at least two AOSpine educational events and already conducted extended precourse meetings
Commitment to education as shown by	1. Academic independence 2. Follow AO Education and compliance guidelines	1. Be passionate about teaching 2. Attend an extended precourse or online training before their first faculty assignment (from 2017 onwards) 3. Work with the EA before, during, and after their faculty assignment if applicable	1. Attended an FEP or equivalent (T4T, Tips for Trainers etc) 2. Attend a CEP (former T4C)	1. Attended an FEP or equivalent 2. Attended a CEP 3. Attend EA training (details to be defined) 4. Be involved in teaching activities outside AOSpine	1. All EA requirements 2. Attended FEP 3. Attend LEP incl. RET module

Conditions/strategies (regions need to define their process)		Regional strategy on how to use trained faculty should be defined	Regional strategy on how to use trained chairs should be defined. Trained chairs should be used more than once	Regional strategy on how to use the trained EAs should be defined. Repeat EA training every other year (maybe online such as webinars)	
Selection process (regions need to define their process)	Chair/EA select and decide	Country Educational officer(s) review applications and make recommendations	Country Council decides	Regional Education Officer(s) review applications and make recommendations	Regional Education Officer review applications and make recommendations based on motivation letter, portfolio, and interview
Decision		Local/regional decision depending on circumstances	Regional Board approves	AOSEC approves	Regional Board approves (RET is a subset of EAs)