

Hospital Based Seminar Guideline



Advancing
trusted learning
programs for
healthcare
professionals.

AO Hospital Based Seminars modules are **high-quality case-based training units** that provide materials for your intra-departmental training event.

They enable you to set up and run such events, and to successfully teach your team and meet their learning needs. These onsite seminars are aimed to fellows, residents, and medical crew.

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Overview

It is aimed to fellows, residents, and medical crew of regional hospitals.

These **interactive seminars** are short time activities that can be **organized in partnership** with an AO reference center or with other centers.

They are a case-based discussion designed to fit a **4-hour agenda** to a limited number of participants to make sure everyone can share experiences, discuss opinions, and get instant feedback.

Objectives

- Promote AO programs and products within the centers.
- Provide an opportunity for residents and medical staff to develop professionally as part of the AO community.
- Develop an activity with high scientific and educational standards.
- Be inclusive with other hospital institutions outside the AO centers.
- Extend the reach and impact of our education.
- Bring education to fellows and residents.

Target Audience

Participants should primarily be **trainees, fellows, residents, and medical staff** of the host Hospital as well as other local Hospitals (same city/region). If additional seats are available, invitations can be extended to other cities.

Requirements & Application

Mandatory requirements for the applicant center:

- One certificated AO Faculty to act as Chairperson or Co-Chairperson.
- Fill the Online Application Form
- Use the standardized program template.
- Use the ready-made clinical cases*

The content of the clinical cases presentations is theoretical & practical material based on AO learning outcomes and competences.

* In case of local case presentation, this must follow the templates established by the HBS Task Force and should be submitted for approval no later than **30 days prior to the event**. Please contact AO Staff for templates.

Scope of training

With a blended learning approach, it provides ultimate flexibility in presenting core content (pre-reading material sent prior to the event for participants) to support and improve discussions and knowledge retainment at the event.

To make sure that everyone can share their experiences, discuss options, and get immediate feedback, we suggest to limit the number of participants as below:

- 4-hour event held at a hospital auditorium.
- 20-40 participants max.
- No AO Staff support available during the event execution.



Please find below all related activities that participants need to complete to receive a certificate:



To ensure that the learning outcomes proposed for the defined target audience are properly delivered, AO developed **standardized packages** (pre reading materials, ready made agendas, clinical cases, standardized lectures) that should be used by events' Chairperson and Faculty Group.

Event

Program with **case-based group discussions** designed to encourage interaction between participants and Faculty about evidence-based treatment principles and strategies (clinical and/or surgical).

With a standardized agenda and pool of clinical cases, Chairpersons should follow the agenda guidelines, present the core and required lectures, and select the cases that better meet the learning outcomes of the event.

Clinical case selection

Each package includes several clinical cases selected by the chair, and their use is **strongly encouraged**. Please note that these cases have been reviewed by the HBS Task Force, follow the learning outcomes established for each package, and have a standardized scientific content review linked to the virtual learning environment.

Scientific content review (“mini-lectures”)

Each clinical case presentation of the available packages has a scientific content review slides, which **usage is mandatory and should not be changed**. The goals of these slides are to assure content standardization and quality, correlate cases with pre-reading material as well as promote AO educational material.

Program sessions

The agenda of the event is composed by two types of sessions:

AO session (mandatory)

Standardized format that comprehends a clinical case presentation, small-groups discussion, plenary discussion, scientific content review, case solution and take-home message. We **strongly recommend** the use of pre-existing clinical cases in these sessions, but if the chair chooses to change the case, please note that it should follow the templates provided by the HBS Task Force (case presentation + scientific content review) and should be submitted for approval no later than 30 days prior to the event.

- If the case has the **same** morphologic and clinical pattern of the available standardized clinical cases: the slides of the scientific content should not be changed and should be maintained in the case presentation.
(i.e: if the Chairperson decides to change a type A fracture case for another type A fracture case)
- If the case has a **different** morphologic and clinical pattern of the available standardized clinical cases: a scientific content review must be included following the same format as the templates.
(i.e: if the Chairperson decides to change a type A fracture case for a type C fracture case)

See in the events agenda below the minimal number of AO sessions that should be included per event format. **Please contact an AO staff for “AO session case template”.**

Local session (optional)

If there is the need/interest in presenting local cases and/or lectures, local studies, etc., the last session of the agenda can be dedicated to this. The content of this session is flexible and can be organized according to the Chairperson’s criteria, however it is important to highlight that local cases should follow the templates established by the HBS Task Force. **Please contact an AO staff for “Local case template”.**

Event agenda

Below is the experienced-based template agenda for the different synchronous event formats. If changes are required, [please submit them for HBS Task Force approval no later than 30 days prior to the event](#). Please note that the order of the sessions is flexible and can be changed according to the Chairperson needs.

- 4-hour agenda.
- Minimum AO Sessions: 3.
- No AO Staff support available during the event execution.

ACTIVITY	WHO	DURATION
Opening remarks	Chairperson	5'
Lecture: AO Presentation	AO Faculty	5'
Lecture: AO Principles	AO Faculty	5'
Lecture: AO Injury Classification Systems (if trauma)	AO Faculty	10'
SESSION 1 (AO standard session)	Moderator (AO)	50'
Clinical case presentation from package	AO or Local Faculty	5'
Small groups discussion *	AO or Local Faculty	15'
Plenary discussion	Moderator (AO)	15'
Scientific content review and case solution	AO or Local Faculty	10'
Take-home message	Moderator (AO)	5'
SESSION 2 (AO standard session)	Moderator (AO)	50'
Clinical case presentation from package	AO or Local Faculty	5'
Small groups discussion*	AO or Local Faculty	15'
Plenary discussion	Moderator (AO)	15'
Scientific content review and case solution	AO or Local Faculty	10'
Take-home message	Moderator (AO)	5'
Coffee break		15'
SESSION 3 (AO standard session)	Moderator (AO)	50'
Clinical case presentation from package	AO or Local Faculty	5'
Small groups discussion*	AO or Local Faculty	15'
Plenary discussion	Moderator (AO)	15'
Scientific content review and case solution	AO or Local Faculty	10'
Take-home message	Moderator (AO)	5'
SESSION 4 (AO session or Local session)	Moderator (AO)	55'
Clinical case presentation from package or Local cases or lectures	AO or Local Faculty	50'
Closing remarks	Chairperson	5'

AO Faculty: FEP certified

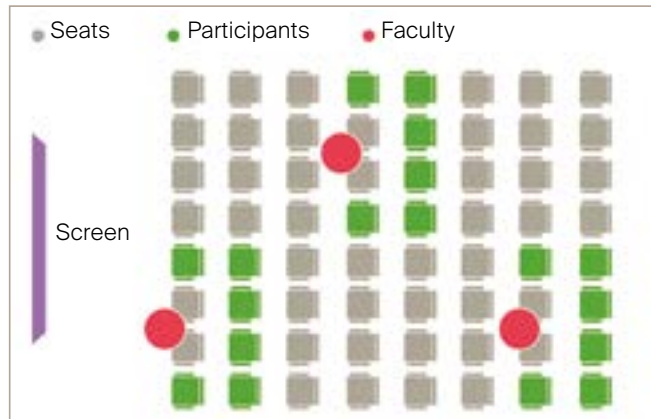
Local Faculty: not FEP certified

FEP = AO Faculty Education Program

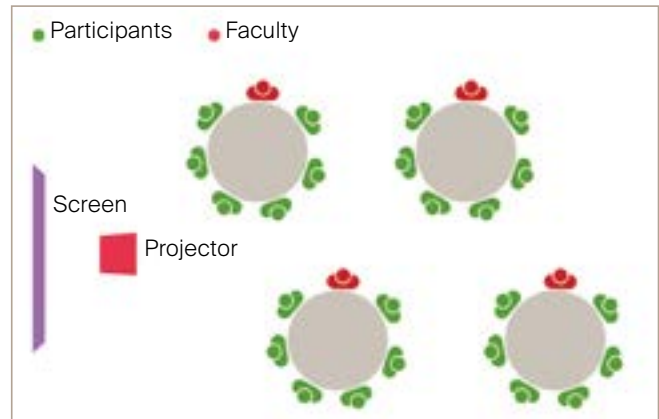
* Please assign one moderator per group. Recommendation: up to 8 participants per group.

Below you will find the basic recommendations to set up the event conference room. The following models are for reference only and are intended to achieve proper interaction and discussion for each group.

Fixed seats (referential model)



Discussion room (referential model)



Responsibilities

Applicant Center responsibilities

Mandatory:

- Provide a room/amphitheater for the seminar.
- Provide audio-visual equipment.

Optional:

- Support/Personal local staff for registration assistance.
- Food & beverages. The coffee-break is optional and if the Center chooses to offer food & beverages services to the participants, the supplier must be contacted directly by the Center. AO has no responsibility regarding the coffee-break costs and set-up. The Center can look for a local sponsor in this matter.

Any local sponsor support must be aligned with AO international compliance rules. Please, always contact an AO staff for further details and sponsor approval.

AO responsibilities

- Provide a standardized digital flyer for advertising.
- Provide standardized clinical cases and lectures.
- Provide and send digital certificates to the participants.

IMPORTANT: All course material is managed digitally. Note that for the face-to-face activities, AO does not send physical course materials to the Center, such as: participants/Faculty badges & certificates, folders, printed agenda, banners, flyers, etc.

Chairperson responsibilities

Prior to the event

- Submit the online Application Form no later than 1 month prior to the event.
- Advertise the event among peers and local hospitals (digital flyer).
- Confirm Faculty group (recommendation: max. 5 Faculty for a 30-participant event). Please prioritize local Faculty as travel arrangements will not be covered by AO.
- Select the ready-made clinical cases to be presented and assign them to Faculty. In case of local case presentation, assure that Faculty follows the clinical-case templates established by AO and submit it for approval according to deadline (30 days prior to the event).
- Send final agenda to AO staff.

During the event

- Present the AO institutional presentation.
- Host the seminar in his/her hospital or online, as this greatly facilitates the involvement required from the hospital.

Postevent

- Send to AO Staff the final participants' list.

Faculty responsibilities

Exclusive AO Faculty:

- Present the lectures, when available.
- Moderate the sessions of the program.
- Moderate the plenary discussion.
- Deliver the take-home message.

AO Faculty & Local Faculty:

- Review assigned clinical cases, present them, and moderate small groups discussions.
- In case of local case presentation, follow the clinical-case templates established by HBS Task Force.

Events promotion and registration process

Promotion

As previously mentioned, promotion should focus on contacting peers near the hospital where the event is being held.

The Chairperson will receive a personalized digital flyer to distribute primarily to the colleagues/peers at the venue hospital and to the target audience. If additional space is available, invitations may be extended to other hospitals or cities.

 **IMPORTANT:** The Chairperson and Faculty group have an extremely important role in promoting and engaging peers to enroll in the HBS.

Registration

Each event has its own page at the AO website (link is informed on the standardized digital flyer). To get registered, participants should access this link and conclude registration process (important: it is mandatory to have a profile at AO website). There is no registration fee for this type of event and it should be available for AO members and associates registration.

Cancellation policy

The number of registered participants will be reviewed up to 15 days prior to the start of the event. If registered participants are less than 50% of the planned participants, the event should be cancelled or postponed.

Questions

For further details, please contact:
education.latam@aofoundation.org