

Guidelines for the Nomination of Faculty for AO Trauma Courses and Seminars organized by AO Trauma Switzerland

1. General Remarks

The nomination of Faculty members for AO Trauma courses and seminars organized by AO Trauma Switzerland is, in principle, the responsibility of the respective Chairpersons. The aim of these guidelines is to provide a transparent and binding framework that ensures both high quality and balanced regional representation. In addition, all interested members should be given the opportunity to participate as Faculty in AO Trauma Switzerland courses and seminars.

At the administrative meeting of AO Trauma Switzerland on May 4, 2013, in Basel, the Board was mandated to establish fair and binding guidelines for the nomination of new Faculty members for the courses and seminars of AO Trauma Switzerland as well as for those international AO Trauma courses, where possible Swiss Faculties can be proposed to Chairpersons of international courses. The first version (2013) was revised in 2018 and is now being updated again (2026).

2. General Requirements for Faculty Members at AO Trauma Switzerland Courses or Seminars

- Completed specialist training (Swiss board certification in Surgery and/or Orthopaedics, or an FMH-recognized equivalent)
- Completion of AO courses: Basic Principles in Fracture Management and Advanced Principles in Fracture Management (ideally AO Trauma Switzerland courses in Davos)
- Membership in AO Trauma
- Sufficient English proficiency to deliver presentations in English
- Completion of the AO Foundation Faculty Education Program (FEP)
 - Exception: Faculty candidates for the Basic Course (see below), Faculty at ORP courses, Faculty at Young Academy Courses
 - *Completion of the FEP does not guarantee a Faculty position.*
- Workplace in Switzerland
- Enthusiasm and dedication to teaching

3. Selection of Faculty Members for AO Trauma Switzerland Courses or Seminars

3.1 General

Regional and linguistic representation, as well as hospital size, should be appropriately considered when appointing both Chairpersons and Faculty members.

Faculty members are required to attend the entire course (including pre-course activities), except in cases of simultaneous participation in another course.

There is no entitlement to be selected *regularly* as Faculty.

3.2 Chairperson

Chairpersons for Swiss courses and seminars are **appointed by the Board**.

Invitations are issued directly by the AO Foundation, initiated by the Education Officer of AO Trauma Switzerland.

For courses for Swiss surgeons (Basic and Advanced), **the term is two years**.

Rotation occurs annually to ensure a smooth transition.

Chairpersons must complete the Chair Education Program (CEP) latest during their first year as Chairperson.

Chairpersons must have served as Faculty in the respective course at least one year prior to their term to ensure familiarity with the course format. They are responsible for the course program in alignment with AO course curricula.

3.3 Faculty

Faculty members are **selected by the Chairpersons**. Invitations are issued only after verification of compliance by the Board.

- Basic Course
 - Number of Faculties: 36 (including the two Chairpersons)
 - At least 7 new Faculty members must be nominated each year (19%)
 - 3–5 of these must be Faculty Candidates
 - ⇒ The list of Faculty Candidates is made available to Basic Course Chairpersons during the planning meeting. Candidates should generally be considered according to their application date. Exceptions (e.g., insufficient number of Faculty Candidates available, regional/language considerations) require consultation with the Board.
 - Remaining new Faculties must be selected from the AO Trauma Switzerland Faculty list
 - The Board may allocate up to two Faculty positions per year in the Basic Course
 - Faculty members may serve a **maximum of 6 consecutive years**
 - Years as Chairperson are not counted
 - Reappointment is possible after a two-year break
 - FEP is mandatory for all Faculties except Faculty Candidates (see below)
- Advanced Course
 - Number of Faculties: 16 (including the two Chairpersons)
 - At least 2–3 new Faculty members must be nominated each year (18%)
 - New Faculties must be selected from the AO Trauma Switzerland Faculty list
 - Faculty members may serve a **maximum of 5 consecutive years**
 - Years as Chairperson are not counted
 - Reappointment is possible after a two-year break
 - FEP completion is mandatory for all Faculties

4. Faculty Candidates (Basic course only)

4.1 Eligibility and application

Any physician meeting the general requirements may apply to the AO Trauma Switzerland board for a Faculty position.

Applications **must be supported by an experienced Faculty member**.

Information about the application process is published on the AO Trauma Switzerland homepage.

Faculty Candidates who have actively contributed to a session at an AO Trauma Switzerland annual conference, an ORP or a Young Academy Course are given preferential consideration.

4.2 Faculty Candidates assessment

Faculty Candidates are evaluated **by an experienced Faculty** at the end of the course (separate process map and assessment form). If deemed suitable, they may be considered for future courses if they:

- **Complete the FEP within two years** of their first Faculty assignment (invitation via AO Foundation, initiated by the Education Officer of AO Trauma Switzerland)
- Attend at least one **AO Trauma Switzerland Annual Conference within the two years** of their first Faculty assignment

Failure to meet these requirements within two years results in ineligibility for future Faculty assignments.

5. International Courses in Davos (Basic and Advanced)

Only Faculty members who have completed the FEP are eligible for international courses (per AO Foundation requirements).

Potential Faculties (up to 5 per year for Basic and Advanced international courses in Davos) are recommended directly by the AO Trauma Switzerland Board to the respective Chairpersons each year. Faculty members with prior experience and involvement in Swiss Basic or Advanced courses are selected preferably during their two-year break away from Swiss courses, in order to prevent concurrent engagement in two Davos courses.

In cases where a Faculty member of AO Trauma Switzerland is invited directly by the Chairpersons of international Basic or Advanced courses (outside the official recommendation process) and simultaneously by the Chairpersons of Swiss Basic or Advanced courses, the member may accept the invitation(s) at their own discretion.

For the Board: Ruth Gremminger; April 15, 2026

Approved by the General Assembly; May 7, 2026