

**Education Council
CHARGES
December 2022**

Purpose: The Education Council guides the assessment, implementation and evaluation of a comprehensive education curriculum for orthopedic practice executives.

Charges: The Education Council will regularly review and provide suggestions for improvement of the established education curriculum. The curriculum will include content that covers all aspects of practice management, including but not limited to, executive leadership, human resources, finance, accounting, medical records and billing, technology, patient care services, clinical support, and office management. The Council will strive to ensure that they have relevant content for both new and experienced administrators, administrators of small, medium, and large practices, and administrators in private, academic, and hospital settings. The Council will build content for the staff of practice administrators as deemed relevant and needed through various surveys throughout the year.

The Education Council will review scheduled education events and resources, including webinars, conferences, and newsletters, to make sure that they are in alignment with the education curriculum and effectively meet the professional development needs of orthopedic practice executives (and their staff where appropriate).

The Education Council maintains responsibility for the implementation of AAOE's webinar program. The Council will establish an annual webinar calendar that (1) provides education on the knowledge, skills, and abilities that practices executives and administrators need to be successful; (2) is applicable to both new and experienced practice executives and staff; and (3) is relevant to practices of all sizes and settings. The Education Council should work in collaboration with the Industry Relations Coordinator to recruit sponsors for identified webinars.

Time Commitment: The Education Council requires a time commitment of one to three hours per month. The time commitment will vary based on the amount of curriculum content being developed or revised. During an average month, council work will break down approximately as follows:

- Monthly teleconference council meetings (60 minutes)
- Identification of resources to include in the e-newsletter Toolkit (30 minutes)
- Network with potential speakers and subject matter experts (30 minutes)
- Read, review, and edit education curriculum components (60 minutes)
- Some of the work is self-directed and can be completed as best fits personal schedules but all assignments are time-sensitive so deadlines must be met.

Council volunteers missing three meetings within a 12-month period, for any reason, will forfeit their seat on the council.

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Composition: Board liaison, chair, and up to 13 members-at-large. Chair will be appointed by the President from within the Council's membership. Members serve a one-year term, renewable twice. Council members will be representative of the overall membership in the following areas:

- Orthopedic practice settings – single physician practices, small practices with 2 to 5 physicians, medium practices with 6-20 physicians, large practices with more than 20 physicians, independent orthopedic practices, hospital owned practices, and university owned practices.
- Orthopedic practice experience – more than 10 years, less than 10 years, executive-level administrators, and mid-level professionals.
- Age – a member under 45 years of age and a member under 35 years of age.
- Orthopedic surgeons – one.

Qualifications:

- Desire to improve the education program delivered by AAOE
- Experience with the administrative functions that exist within orthopedic practice, either directly or in a management role
- Ability to identify and articulate the knowledge, skills, and abilities needed to contribute effectively in an administrative role within an orthopedic practice
- Experience training orthopedic practice administrative staff
- Willingness to identify and recruit qualified speakers with expertise in various elements of the education curriculum
- Express interest in serving on the Education Council

Requirements:

- Must be able to carry out the work of the Council
- Must be able to meet the attendance requirements
- Desire to advance the mission of AAOE
- AAOE member in good standing
- Ability to attend and actively participate in conference calls
- Participate in peer review surveys for term renewal and board nominees
- Ability to get involved on AAOE social media platforms
- Attendance at the Annual Conference is strongly encouraged
- Participation in the annual AAOE Benchmarking Survey is strongly encouraged

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Benefits to you as a Volunteer:

- Contribute to the development of a comprehensive educational curriculum for orthopedic practice executives.
- Expand your understanding of the basic knowledge, skills, and abilities required to be a successful orthopedic practice executive.
- Remain up to date on the most recent developments in practice management strategies, techniques, and technology.
- Be part of the growth of your association.
- Opportunities to connect with peers and for professional development.
- Contribute!

Relationships to Other Councils and Committees:

Annual Conference Committee

The Education Council participates in the scoring of the educational content submitted for the Annual Conference. Applications to speak at the Annual Conference should be reviewed for alignment with the educational curriculum and applicability to all experience levels and practice sizes.

Data Analytics and Benchmarking Council

When the need for member data arises, the Council shall work with the Data Analytics and Benchmarking Council to coordinate data collection.