



Position Description

Content Development and/or Presentation Faculty

Live National Courses, Board Review Express[®], and other activities, as applicable

Key Qualifications

- Expertise in the clinical/educational topic and family medicine acquired through clinical practice, education, and/or research
- Communication and collaboration skills
- Content development and presentation of CME activities
- Experience in teaching methods utilizing adult learning principles including development of educational outcomes measures
- Prefer experience with Audience Engagement Systems and interactive, case-based presentations
- Participate in AAFP Faculty Development activities

Roles and Responsibilities

Educational Planning and Development

- Develop course/session based content that meets the goals and objectives of the course/session Educational Plan including addressing clinical practice gaps and educational needs, content areas, and learning objectives, and is appropriate level of rigor for practicing family physicians.
- Create content in accordance with AAFP style and editorial guidelines and intellectual property requirements that:
 - is based on the most current evidence-based recommendations and guidelines
 - is clinically relevant to family medicine with appropriate level of rigor for practicing physicians
 - is designed to change practice behaviors
 - addresses practice barriers
 - uses case-based examples for key educational messages
 - includes best practices recommendations
 - is free of commercial bias
 - is in accordance with AAFP Intellectual Properties (IP) policies
- Develop polling questions and/or assessment questions consistent with the Item-Writing Guidelines that address the session learning objectives and help to measure educational outcomes.
- Respond to peer/Chair review, comments, and/or recommendations regarding educational content.
- Adhere to deadlines for deliverables.
- Develop, in conjunction with faculty, cases and/or material for Case Studies, Clinical Procedure Workshops, Hot Topic sessions, and/or other educational formats, as applicable to the course or activity.

- Participate in course/activity planning meeting and/or calls, as scheduled.
- Participate in AAFP Faculty Development activities.

On-site Implementation (Live Activities)

- Attend scheduled days of a live course, and present assigned sessions, including:
 - maintaining the agenda/schedule of scheduled sessions
 - participating in Q&A sessions, case presentations, Hot Topics, and/or panel presentations, as scheduled and applicable
- Serve as “host” to learners at the course; greet learners at registration desk and session room, network with learners, etc.,
- Provide positive representation of the AAFP to the learners

Post-activity

- Receive and review session evaluations
- Respond to Chair feedback and course evaluations for future planning and session content.
- Provide feedback, as needed, to Course Chair and AAFP staff based on on-site observation and learner evaluations.

Self-Study Package, as Applicable

- Collaborate with AAFP staff prior to the live course to coordinate content, potential edits, and intellectual property questions.
- Work with AAFP staff through the production cycle until materials are finalized.