

## CORE CONCEPTS IN EP COMMITTEE CHARGE

**Number of Members** Up to 12

### **Composition**

Members shall consist of a Chair, Vice Chair, plus up to 10 members who will serve as follows:

- Core Concepts in EP and Board Prep – Course Director, plus two co-directors
- Core Concepts in EP for Allied Professionals – two Allied Professionals
- Core Concepts in EP for Industry – two physicians
- Core Concepts – Global Partners – up to two physicians who practice outside the U.S

The Chair may invite guests as needed to expedite committee activities.

### **Method of Appointment**

The Committee Chair, Vice Chair and members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

### **Term of Office**

One year. Reappointment for two additional consecutive one-year terms is permissible.

### **Accountability**

Reports to: Education Council

Key Relationships: Education Council, Accreditation and Assessment Committee, Digital Education Committee, Heart Rhythm Program Committee.

### **Purpose**

To leverage the Society's foundational core curriculum in EP to meet the learning needs of all audiences, but specifically the following key audiences:

- Certifying and recertifying EPs, and those who are seeking a comprehensive review
- Allied Health Professionals specializing in electrophysiology
- Industry Professionals engaged in the innovation, production, and sale of electrophysiology related products
- The international EP community (trained and practicing outside the U.S.)

### **Responsibilities**

- Work collaboratively with the Education Council Chair and the Committee staff liaison to set the Committee's annual work plan, timeline, budget (if any) and meeting schedule consistent with the Committee's overall priorities and agenda.
- Maintain open communications with the Education Council via regular reports and two-way communications on issues of mutual interest.
- Develop and maintain up-to-date Core Concepts programs for the key audiences.

- To provide learners with the potential to pursue individualized learning, providing each learner with targeted content that address specific deficiencies or areas of interest.
- Develop and maintain up-to-date self-assessment exams associated with each program.
- Ensure all presentations are tagged to the Curriculum Framework.
- Explore opportunities to introduce new and innovative delivery methods to new and existing content.
- Regularly review program effectiveness evaluation data presented by the Accreditation and Assessment Committee and incorporate findings in program development going forward.
- Review market assessments and financial analyses to identify new opportunities to increase margin on Core Concepts products through recommending new products, repurposing, or bundling existing content, new marketing strategies, and through other means.
- Ensure fiscal responsibility within approved budgets and for digital program development .

### **Decision-Making Authority**

- Establish subcommittee procedures.
- Make recommendations to the Education Council.

### **Meeting Frequency**

At least three Education Council Core Committee meetings annually by teleconference.

At least two Education Council meetings annually in-person or by teleconference.

Additional meetings as needed.

### **Estimated Time Commitment**

#### *Scheduled*

Education Council Meeting (2 times/year; in-person or by teleconference; May and November; 60 to 90 minutes each)

Education Council Core Committee Meetings (4 times/year; by teleconference; July, September, January, March; 60 minutes each)

Committee Conference Calls (3-6 times/year as needed: February, April, June, August, October, December)

#### *Ad Hoc*

Committee Conference Calls (as needed)

#### *Busiest Times of the Year*

Prior to Education Council Meeting (May and November)

Prior to Committee meetings

Varied throughout the year based on projects

## **Limitations**

Owners and employees of ineligible companies\* may have no role in the planning or implementation of accredited education and therefore are not eligible to serve on this committee.

\* as defined by ACCME as organizations whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.