

ACCREDITATION AND ASSESSMENT COMMITTEE CHARGE

Number of Members 12-14

Composition

Members shall consist of a Chair, Vice Chair and at large members, including one Allied and one Early Career Professional. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment

The Committee Chair, Vice Chair and members shall be appointed by the President and/or Vice President in consultation with 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, Digital Education Committee, all Committees/Subcommittees that create educational content for the Society.

Purpose

- To maintain a favorable accreditation status with the Accreditation Council for Continuing Medical Education (ACCME)
- To assess and report learning and knowledge gaps to inform and direct content development to support the needs of heart rhythm disorder health care providers
- To advocate and liaise with ABMS and ABIM on behalf of HRS.

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 Committee via regular reports and two-way communications on issues of mutual interest.
- Refer matters to the Education Council for approval when required by the Committee's policies or charge.
- Ensure that all Society ACE educational programs & services are managed appropriately and adhere to the Accreditation Council for Continuing Medical Education (ACCME) Essentials and Standards.
- Oversee the Society's accreditation process and maintain the Society's favorable ACE status.

- Develop self-assessment tools for HRS constituent audiences.
- Develop and regularly update question bank for EP knowledge.
- Develop the process and recommendations for ACE accreditation with commendation.
- Conduct needs assessments and identify knowledge gaps for all educational content created by the Society.
- Analyze and report on evaluation data related to educational programs offered by the Society, thereby identifying knowledge gaps and learner needs.
- Validate content for enduring materials.
- Review and approve co-sponsored & endorsed programs.
- Ensure fiscal responsibility within approved Society budgets.

Decision-Making Authority

- Establish subcommittee procedures.
- Approve Society programs for ACE status.
- Approve co-sponsored and endorsed programs.
- Make recommendations to the Education Council.
- Make recommendations to all committees creating educational content regarding learning gaps identified through evaluation data analysis and needs assessments.

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.*

- Additionally, the Chair and Vice Chair will be reviewed by the Ethics Committee if their disclosures, excluding research and fellowship support, exceed \$500,000: