

CCEP PROGRAM DIRECTORS COMMITTEE CHARGE

Number of Members 12-14

Composition

Members shall include a Chair and a Vice Chair and between 10 and 12 at-large members who serve as current or former Program Directors. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment

The Committee 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: Heart Rhythm Program Committee, Education Council, Membership Committee

Purpose

To enhance the quality of training for heart rhythm specialists.

Responsibilities

- Work collaboratively with the Education Council Chair and the committee staff liaison to set the subcommittee'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.
- Refer matters to the Education Council for approval when required by the Council's or the Committee's policies or charge.
- Set the agenda and identify speakers for the annual program directors luncheon at HRS Annual Meeting.
- Monitor and track number of fellows trained annually and provide feedback and make recommendations on work force issues.
- Work with the Membership Committee to ensure that HRS has a current list and contact information for all EP fellows in clinical training programs.

- Work with the Education Council and Heart Rhythm Program Committee to propose educational programs directed at fellowship training during the Annual Meeting and also on the HRS Online Learning Center.
- Encourage Affiliate membership in the Heart Rhythm Society.
- Promote use in training programs of the Society's guidelines and quality standards.
- Work to implement International Clinical Training Fellowships and other opportunities, if funding for these initiatives is received.

Decision-Making Authority

- Establish committee 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