



## EDUCATION COUNCIL CHARGE

**Number of Members:** 21+

### **Composition**

Members shall include the Chair and Vice Chair  
Chair of the Accreditation & Assessment Committee,  
Chair of the Digital Education Committee,  
Chair of the Core Concepts in EP Committee, and  
Chair of the CCEP Program Directors Committee.  
4-5 At-Large members

### **Representatives from Key Committees**

Program Chair and Abstract Chair of the Heart Rhythm Program Committee  
Representative from the Quality Improvement Committee  
Representative from the Health Policy and Regulatory Affairs Committee  
Representative from the Research Committee  
Representative from the Digital Health Committee  
Representative from the Patients & Caregivers Committee  
Representative from the Scientific Documents Committee  
Representative from the Clinical Guidelines Committee  
Representative from the Global Relations Committee  
Representative from the Communications Committee  
Representative from the Heart Rhythm TV Subcommittee  
Journal Editors

The Chair may invite guests as needed to expedite the work of the Education Council.

### **Method of Appointment**

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

### **Term of Office**

The term for the Education Council Chair, Vice Chair, and at-large members shall be one year. Reappointment for two additional consecutive one-year terms is permissible.

The Chair of the Accreditation & Assessment Committee, the Chair of the Digital Education Committee, the Core Concepts in EP Committee, the CCEP Program Directors Committee and the Program Chair and Abstract Chair shall serve during their terms.

Representatives from Key Committees are invited to participate as needed.

## **Accountability**

Key Relationships: Board of Trustees, Accreditation & Assessment Committee, Digital Education Committee, Core Concepts in EP Committee, CCEP Program Directors Committee, Annual Program Committee, Quality Improvement Committee, Health Policy and Regulatory Affairs Committee, Research Committee, Digital Health Committee, Patients & Caregivers Committee, Scientific Documents Committee, Clinical Guidelines Committee, Journal Editors, Global Relations Committee, and Heart Rhythm TV Subcommittee.

## **Purpose**

To strengthen the coordination of education-related activities across all content development groups of HRS, support the intentional review of the HRS education offerings at the enterprise level, and provide a collaborative forum for the development of educational curriculum strategy.

To ensure that the Society's educational activities meet the current and future needs of its members and the field by providing oversight to the design, direction, and coordination of the Society's content development groups.

To support of the Society's education strategy and the overarching organizational strategic plan.

## **Responsibilities**

### Related to Education Council

- Develop and coordinate the implementation of the HRS annual educational curriculum strategy.
- Develop the HRS educational curriculum strategy in increments of 12, 18, and 24 months.
- Support the consistent planning and instructional design of education activities for continuing professional development.
- Provide direction for all Society ACCME and non-ACCME educational programs and services.
- Coordinate education curriculum development, including developing overall learning objectives and outcome measurements for all of the Society's educational offerings.
- Regularly assess the state of knowledge in the field of electrophysiology, review gaps in knowledge and develop strategies to address unmet needs.
- Regularly evaluate the effectiveness of the Society's programs for physicians and allied professionals, to include market assessment and profitability of current and any newly proposed programs or services.
- Monitor trends in education delivery.
- Develop the Education Council members to ensure the Committees have access to the expertise needed and identify and mentor emerging leaders to ensure a strong succession.
- Establish the Education Council's operational processes and procedures.
- In collaboration with the Committees comprising the Education Council, establish priorities and goals.

- Establish the Education Council structure in consultation with the Governance Committee and consistent with charges and guiding principles approved by the HRS Board of Trustees.

#### Related to HRS Board of Trustees

- Recommend annual strategy for the Society's offerings of continuing professional education for heart rhythm healthcare professionals to the HRS Board of Trustees.
- Provide guidance about new ACCME, non-ACCME, and maintenance of certification programs and services to the HRS Board of Trustees.

### **Meeting Frequency**

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)

#### *Ad Hoc*

Education Council leadership calls with Chair and Vice Chair (as needed)  
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