

EDUCATION CONTENT COUNCIL CHARGE

Number of Members: 21+

Composition

Members shall include:

Chair and Vice Chair

Chair and/or Vice Chair of the Accreditation & Assessment Committee

Chair and/or Vice Chair of the Digital Education Committee

Chair and/or Vice Chair of the Core Concepts in EP Committee

Chair and/or Vice Chair of the CCEP Program Directors Committee

Chair and/or Vice Chair of the Communications Committee

Chair and/or Vice Chair of the HeartRhythmTV subcommittee

Chair and/or Vice Chair of the Patients & Caregivers Committee

Program Chair and Abstract Chair of the Heart Rhythm Program Committee

Representatives from HRX Live Production Team and/or Innovation Hub Team

4-5 At-Large members

Representatives from Key Committees

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 Scientific Documents Committee

Representative from the Clinical Guidelines Committee

Representative from the Global Relations Committee

Journal Editors

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

Method of Appointment

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

Term of Office

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

The Chairs of the Accreditation & Assessment Committee, the Digital Education Committee, the Core Concepts in EP Committee, the CCEP Program Directors Committee, the Communications Committee, and the HeartRhythmTV Subcommittee 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, Communications Committee, Core Concepts in EP Committee, CCEP Program Directors Committee, Heart Rhythm 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

The Education Content Council provides strategic leadership and coordination of the Society's educational, content development, and content delivery initiatives. The Council ensures that HRS delivers a cohesive, consistent, agile, and impactful education and content across platforms, supporting the professional development, information awareness and topical engagement of all in the field of electrophysiology.

Scope

The Council operates in an advisory and coordinating capacity, guiding content strategy and delivery across HRS without directly developing content. Its role is to:

- Align the educational curriculum and content strategies with the Society's mission, strategic priorities, and member needs.
- Provide high-level direction to Committees who develop educational offerings, assuring coverage of critical topics while avoiding redundancy or conflicting content.
- Oversee the effectiveness, impact, and performance of HRS content across all delivery platforms.

Develop strategies for identifying, pursuing, and procuring curated content from partner organizations and industry.

Responsibilities

Related to HRS Content Council

- Develop and coordinate the implementation of the HRS annual content strategy.
- Develop an ongoing HRS content strategy in increments of 12, 18, and 24 months.
- Support the consistent planning and instructional design of education activities for continuing professional development.
- Set direction and criteria for ongoing and timely development of news and informational content.
- Establish effective processes for regular review, coordination, responsibility assignments and scheduling for various content programs. Utilize online systems provided by staff to track, monitor and communicate direction to various content creation groups (Asana).
- 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 HRS Education Content 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 HRS Education Content Council’s operational processes and procedures.
- In collaboration with the Committees comprising the HRS Education Content Council, establish priorities and goals.
- Establish the HRS Education Content 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.
- Align content development strategies in alignment with HRS Board of Trustees direction and priority objectives.
- Monitor and report on financial, customer satisfaction, utilization and objective effectiveness of content created across the Society.

Curriculum Strategy & Planning

- Develops annual and multi-year (12/18/24-month) content and curriculum strategies
- Guides ACCME and non-ACCME education planning, including instructional design and outcome measurement.
- Coordinates content priorities to ensure comprehensive topic coverage and minimize redundancy.

Evaluation & Needs Assessment

- Continuously assesses knowledge gaps, practice trends, and unmet educational needs across EP.
- Reviews program effectiveness, including utilization, satisfaction, market viability, and profitability.
- Advises on topics and channels for news and informational content.

Leadership & Governance

- Establishes Council operations, workflows, and coordination processes.
- Mentors emerging leaders and develops Council membership to ensure needed expertise.
- Collaborates with committees to set shared priorities and goals.
- Aligns all activities with HRS Board-approved governance and strategic objectives.

Content Delivery Strategy & Oversight

- Provides high-level direction to HRS committees and groups developing content.
- Ensures content delivered across HRS platforms is cohesive, consistent, agile, and aligned with strategic priorities.
- Monitors performance indicators and analytics to guide content-related decision-making.
- Recommends strategies for identifying, curating, and procuring content from partner organizations and industry.

Meeting Frequency

At least four Education Content Council meetings annually, in-person or by teleconference.
Additional meetings as needed.

Estimated Time Commitment

Scheduled

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

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

Ad Hoc

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

Committee Conference Calls (as needed)

Busiest Times of the Year

Prior to Education Content Council Meetings (May and November)

Prior to Committee meetings

Varied throughout the year based on projects