

Title: Vice Chair, Advancing the Cardiovascular Care of the Oncology Patient Course

Reports to: Chair, Lifelong Learning Oversight Committee

Term of Service: 2023-2026

Course Dates: Q1 2023

Course Location: In-Person (Washington, DC) or Virtual

OVERVIEW OF THE ADVANCING THE CARDIOVASCULAR CARE OF THE ONCOLOGY PATIENT COURSE

Cancer remains the second leading cause of death in the United States, exceeded only by heart disease, with an estimated 1.8 million new cases in 2020. Cancer treatment can have a diverse array of long-term and late effects, including cardiovascular events such as heart failure, valvular damage, coronary artery disease, and cardiac dysfunction. In this contemporary treatment era, cardiologists, oncologists, and the entire interprofessional team need to understand the different types of cancer therapies (e.g., cytotoxic chemotherapy, radiation therapy, transplantation, targeted and immune therapies) to help mitigate the associated cardiovascular complications.

The American College of Cardiology's (ACC) Advancing the Cardiovascular Care of the Oncology Patient course offers education on evidence-based treatment strategies with practical tips to comprehensively care for cancer patients and survivors. The goal of this course is to improve awareness, identification, monitoring, and management of cardiovascular disease and conditions, and minimize cardiotoxicity from anticancer therapies to improve overall survival and quality of life of the oncology patient.

The Vice Chair will work with the Chair(s) in the planning and implementation of this course, including collaboratively leading a small, diverse Planning Committee that represents various areas of clinical expertise within the Cardio-Oncology field. The Vice Chair will serve a four year term, two years as Vice Chair and then two years as Chair.

REQUIRED QUALIFICATIONS

- a. A current ACC member in good standing
- b. An MD, with FACC or MACC designation
- c. First-hand knowledge and/or experience as an educator in face-to-face and/or virtual settings
- d. Experience leading and/or planning a medical meeting, course or conference (e.g., Director/Chair, Co-Director/Vice Chair, or Planning Committee member); ideally serving in one or more of these roles with the ACC
- e. Demonstrated broad knowledge of the field of Cardio-Oncology, including diagnostic and therapeutic strategies and guideline recommendations
- f. As documented through the ACC disclosure system (<https://disclosures.acc.org/>), may not have ownership in, or receive salary from, a commercial interest
- g. Ability to meet the time commitment the position demands, including:
 - Active participation as a member leader on scheduled planning calls
 - Responsiveness to ACC staff requests for activities associated with course preparation
 - Presence and availability during the course
- h. Ability to collaborate with the Planning Committee and ACC staff to chart a clear direction, offer creative solutions, develop action plans, keep to timelines, and respond to changing conditions and opportunities
- i. Proven track record working collaboratively in partnership with ACC members and staff, emphasizing a respectful team environment
- j. An applicant may not serve as the Chair or Vice Chair of another ACC course or conference during the term of service for their role
- k. The selected Vice Chair must have the ability to make a four year commitment to the role, serving as Vice Chair for two years and Chair for two years

REQUIRED COMPETENCIES

- a. Collaborates and Values Differences
 - Skilled at successful teamwork with a diverse group of cardiovascular professionals
- b. Communicates Effectively
 - Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of varied audiences
- c. Decision Quality
 - Makes good and timely decisions that keep course planning and implementation on track and is fiscally responsible
- d. Self-Development
 - Seeks new ways to grow and be challenged using formal and informal development efforts, including within the subject matter area of the course
- e. Strategic Mindset
 - Explores future scenarios and possibilities to help respond to change and shape the future of the course in a way that is responsive to members' educational needs

MAJOR DUTIES/RESPONSIBILITIES OF THE VICE CHAIR

The Vice Chair will work in collaboration with the Chair(s) and ACC staff to lead and manage the work of the Planning Committee in developing the educational course, and in selecting and preparing the faculty team.

Responsibilities include:

1. Thoughtful Collaboration to Plan the Course Education

- Review of related session and speaker evaluation reporting (e.g., past course evaluation reports)
- Review of and input into education needs assessment
- Leading multiple Planning Committee calls – potentially weekly for the first three months, progressing to bi-weekly or monthly as the planning progresses
- Collaboration with the Planning Committee and ACC staff on:
 - Development of overall needs and goal statements
 - Development of learning objectives
 - Linkage of learners' needs to the goal statement and course learning objectives
 - Building the course agenda, specifying the topics, order, length, and format of presentations
 - Identifying appropriate faculty speakers to invite
- Providing input on the evaluation and assessment strategies, including pre/post-test questions
- Providing faculty coaching via phone and email
- Reviewing faculty slide presentations

2. Timely and Thoughtful Contributions to Course Promotional Efforts

- Providing suggestions and feedback on course promotional materials, including:
 - Course branding designs
 - Overall marketing and promotions strategy
- Collaboration with ACC staff to develop engaging clinical text for marketing pieces, including key talking points for each segment of the target audience

3. Planning Committee and Faculty Oversight

- Identification of appropriate Planning Committee members and faculty
- Oversight of course faculty to assure timely development of slide presentations and associated materials (e.g., PowerPoint slides, questions for learners, handouts)
- Reinforcement and support of ACC staff efforts to ensure faculty speakers meet deadlines regarding paperwork and presentation-related submissions