

Title: Cardiovascular Team (CVT) Lead of ACC Annual Scientific Session, ACC.24 and ACC.25

Reports to: Chair, ACC.24 and ACC.25 Annual Scientific Session

Strategic Oversight of ACC's Annual Scientific Session: Lifelong Learning Oversight Committee (LLOC)

Overview/Scope of the ACC Annual Scientific Session

The Annual Scientific Session is the largest live educational activity delivered by the American College of Cardiology (ACC). The meeting is hosted in the United States but features an emphasis on global health to reduce the burden of cardiovascular disease around the world. The target audience includes physicians, cardiovascular care team members, and researchers in all career stages. The Annual Scientific Session is a premier educational event that showcases innovations in cardiovascular learning, updates in scientific research, and translation of clinical guidelines into everyday practice.

The Annual Scientific Session also serves as a strategic driver for the overall ACC educational curriculum of live courses as well as digital products and activities. The LLOC provides the strategic oversight for the education program at the Annual Scientific Session.

The Annual Scientific Session educational program development is led by the Chair supported by the Vice Chair and in collaboration with the CVT Lead. Collectively, they direct and manage the work of the Annual Scientific Session Program Committee. The Program Committee is comprised of 10 Topic Working Groups which are led by Topic Coordinators and include member content experts as well as CVT- and FIT-member representatives. The Program Committee creates the majority of educational content for the meeting; however, final decisions regarding programming are determined by the Chair.

The CVT Lead will work in partnership with the Chair, Vice Chair, and staff on educational design and delivery with particular emphasis on areas of the meeting related to CVT member education and the critical role of the CVT in patient care.

For the purposes of this Position Description, highlights are presented from **ACC.22 in Washington, DC:**

- Nearly 8,000 professional attendees including 445 care team members for a total attendance of more than 11,000 (professional and non) in person
- Over 1,600 faculty presented more than 2,900 presentations in 300 sessions at ACC.22
- 3,570 accepted abstracts
- 23 Late Breaking Clinical Trials
- 15 Featured Clinical Research presentations
- Satisfaction with in-person ACC.22 achieved the highest average score in the past 10 years
- Strong "value for price" perception by attendees, consistent with past two ACC Annual Scientific Sessions was positive

Major Duties/Responsibilities of the ACC Annual Scientific Session CVT Lead

The CVT Lead is responsible for:

1. Ensuring that content developed by the Topic Working Groups includes relevant team-based interprofessional perspectives and faculty. The CVT Lead will work with the CVT representatives on the Topic Working Groups as necessary, to provide balanced and needs-based education.
2. Participating with the Chair and Vice Chair to review and provide input to the selection of sessions for the Annual Scientific Session. All final programming decisions are the sole responsibility of the Chair.
3. Providing input to selection of CVT representatives for each Topic Working Group on the Program Committee and recommendations regarding any other content planning, where applicable.
4. Advancing the goals and initiatives of the ACC Task Force on Diversity and Inclusion in its role to lead and expand the College's diversity and inclusion initiatives as they relate to CVT members serving on the Program Committee, as faculty, and other applicable CVT roles.

5. Aligning with and promoting both ACC's Strategic Plan to transform cardiovascular care and improve heart health and ACC's Vision of a world where innovation and knowledge optimize cardiovascular care and outcomes, specifically as it relates to the ACC Annual Scientific Session from the CVT perspective.
6. Reviewing analytics from prior year(s) when planning the Annual Scientific Session to ensure continual innovation and improvement particularly as related to interprofessional education and current practice priorities.
7. Reviewing the faculty development model with the Faculty Development Work Group as it relates to interprofessional faculty and/or contributors and working with staff to implement any CVT-focused materials.

Required Qualifications:

1. ACC member in good standing
2. Able to make a 2-year commitment
3. Able to meet the time commitment requirements including:
 - a. Active participation in planning calls, as prioritized by Chair/Vice Chair and managed by ACC staff
 - b. Other scheduled calls during each year of tenure, including but not limited to Topic Working Group kick-off calls, CVT resource/inquiries and mentorship opportunities
 - c. Face-to-face-meetings during each year of tenure including, but not limited to:
 - December kick-off planning meeting
 - July Program Committee meeting
 - Daily debrief sessions at end-of-day during the Annual Scientific Session
 - Debrief meeting on show site (immediately following the Annual Scientific Session)
 - April/May meeting to continue the planning process
 - Coordinate with Chair/Vice Chair to lead or co-lead Topic Working Group kick-off planning calls in May/June (minimum 1 call per group) and provide additional support for interprofessional inquiries and strategic educational priorities
 - d. Show site commitments/obligations during each year of tenure
4. Acknowledged and experienced leader within the realm of CV team-based care and education
5. Previous leadership role in ACC educational activity
 - a. CVT lead role in a planning committee in a regional non-profit organization or national ACC meeting
 - b. CVT representative on an educational ACC committee
 - c. Leading the innovation and design of continuing professional development course(s) in cardiovascular care
6. Ability to collaborate and model flexibility with the Chair and Vice Chair of ACC.24/ACC.25 to support their direction and guidance, establish and implement creative solutions when appropriate, support action plans, keep to timelines, and to respond to changing conditions and opportunities in a dynamic and fast-moving environment
7. Problem solving orientation with experience in solving last minute complex programmatic challenges with effectiveness and diplomacy
8. Proven communication and interpersonal skills including public speaking and conference session moderating skills
9. Demonstrated ability to form collaborative partnerships with ACC staff and develop a respectful team environment throughout the 2-year tenure



Advancing Heart Care Worldwide

Annual Scientific Session Cardiovascular Team Lead Application Form

To apply for the CVT Lead role, please note that the deadline to provide the following information is Noon ET on **Friday, Sept 9, 2022**.

- Update your Disclosure at <https://disclosures.acc.org>
- Complete this application form in full
- Email your cover letter, application, and CV to Jill Diamond at jdiamond@acc.org

The ACC's Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the CV Team Lead.

Final candidate selection will occur at the end of October 2022.

The preference is for the accepted candidate to attend a virtual ACC.24 planning session on Fri, Dec 2, 2022. The position will start effective April 7, 2023.

ACC is proud to celebrate diversity and is committed to creating an inclusive environment for all candidates.

Note: There will be no extensions to the deadline for applications.

I. CONTACT INFORMATION:

Name _____

ACC Member Number _____

Affiliation _____

Office Address _____

City _____ State _____ Zip _____

Office Phone Number _____ Mobile Phone _____ Email Address _____

II. APPLICANT CRITERIA – Please refer to the Position Description and align your responses accordingly.

A. Please provide a brief paragraph discussing why you are interested in this position.

B. General Qualifications: Please list your top 3 qualifications you bring to this position.



Annual Scientific Session
Cardiovascular Team Lead
Application Form

C. Specific Educator Experience: Please list your 3 most relevant experiences in education.

D. Specific Team Leadership Experience: Please list your 3 most relevant experiences in leadership.

For Use by ACC:

Disclosures Completed _____ CV Attached _____ Cover Letter Attached _____ Date Rec'd _____