

Title: Writing Committee Co-Chairs, Adult Congenital Heart Disease Advanced Training Statement (ACHD ATS)

Reports to: Chair, ACC Competency Management Committee (CMC)

Term of Service: Upon selection through document publication

Development of CVD Training Statements

The CMC defines clinical, leadership, and administrative competencies of cardiovascular (CV) specialists to promote common standards across the profession by which to assess knowledge and skill. By collaborating with specialty societies, the CMC promotes unified standards across the profession using the ACGME's core competency domains as a framework. In 2015, the CMC revised the ACC's Core Cardiovascular Training Statement (COCATS), including guidance for training in adult congenital heart disease (ACHD) with focus on Level I competencies required by all CVD trainees.

The CMC is now preparing to launch a document to define the competencies required by trainees who wish to specialize in ACHD. The goal of this statement is to delineate the program standards, competencies, and procedural number guidance for trainees who wish to obtain advanced training in ACHD and to provide foundational information required for ACHD training that can be utilized by the profession as training paradigms continue to evolve and change.

A Document Leadership Team (DLT), comprised of co-chairs, a CMC liaison, and staff, plans the writing effort and provides ongoing strategic guidance, concluding with publication and promotion of the document. The CMC provides overarching guidance and support to the writing.

Criteria for Selection

- 1 co-chair with board certification in CVD and ACHD
- 1 co-chair with board certification in pediatric cardiology and ACHD
- ACC member in good standing
- Recognized and respected thought leader in field
- Person with no relevant relationships with industry 12 months prior to application through publication
- Ample time to lead the writing effort
- Accessible and responsive to staff and co-authors

Required Competencies

- Leads groups, builds consensus, and provides environment open to diverse perspectives
- Has proven communication skills, guides productive discussion around sensitive issues, and keeps members focused on scope and intent
- Writes, edits, and organizes documents for consistency and continuity
- Is solution-oriented with expertise solving project challenges
- Prioritizes tasks and responsibilities and delegates assignments appropriately
- Facilitates adherence to agreed upon timelines
- Knowledge of training standards and competencies

Major Duties/Responsibilities

- Participates in pre-planning, addressing CMC document development process, WC formation, document scope and outline, preliminary competency development, and project timeline
- Administers ACC disclosure policy for writing effort
- Manages master document, including WC assignments, adherence to document scope, editing document for consistency of style and voice, writing or facilitating writing of sections if WC members fail to submit sections, maintaining timeline, and encouraging WC to meet deadlines
- Facilitates author consensus throughout the document development process
- Facilitates conference calls, ensuring opportunity for everyone to participate/balanced discussion
- Works with staff to prepare for peer review and public comment
- Works with DLT, staff, and WC to adjudicate peer review and public comments
- Works with DLT and staff to respond to partnering organization comments at the time of organizational approval and represents document on leadership approval call
- Assists staff with publication and document promotion strategies