



**Title:** Course Director, The ACC Cardiovascular Board Review and Overview Course

**Reports to:** Chair, Lifelong Learning Oversight Committee

**Term of Service:** January – October 2020

**Course Dates:** September 7 – 12, 2020

**Course Location:** Washington, DC

## OVERVIEW OF THE ACC CARDIOVASCULAR BOARD REVIEW AND OVERVIEW COURSE

The American College of Cardiology (ACC) offers an intensive review course at which attendees receive a broad and in-depth summary of the cardiovascular disease curriculum to help them prepare for the American Board of Internal Medicine (ABIM) Cardiovascular Disease certification exam or a maintenance of certification (MOC) assessment option. In addition, the course serves as a thorough review of general cardiology.

This detailed, comprehensive course follows the ABIM examination blueprint and emphasizes pathogenesis, pathophysiology, natural history, epidemiology and evidence-based guidelines for diagnostic assessment and clinical management. In addition, the course includes exam-oriented lectures, case-based reviews, and online practice exam questions relevant to general cardiology.

## COURSE LEADERSHIP

The new Course Director will join Patrick T. O’Gara, MD, MACC, current Course Director, in leading the planning and implementation of the ACC Cardiovascular Board Review and Overview Course in 2020. The two Course Directors will collaboratively lead a small, diverse group of Course Co-Directors who represent various clinical topic areas within cardiovascular medicine. The Course Director will serve a one (1) year term.

## MAJOR DUTIES/RESPONSIBILITIES OF A COURSE DIRECTOR

The Course Director will work in collaboration with Dr. O’Gara and ACC staff to lead and manage the work of the Course Co-Directors in developing the educational course, and in selecting and preparing the faculty team.

Course Director responsibilities include:

### 1. Thoughtful collaboration to plan the course education with support from the ACC Educational staff team, including:

- Review of previous course and speaker evaluation reporting
- Review of and input into Needs Assessment
- Leading multiple planning calls—potentially weekly for the first three months, progressing to bi-weekly or monthly as the planning progresses
- Collaboration with the Course Director and ACC staff on
  - Development of overall needs and goal statements
  - Development of learning objectives
  - Linkage of learners’ needs to the course learning objectives and goal statement
  - Building the course agenda, specifying the topics, order and length of presentations, and identifying appropriate faculty speakers to invite
- Providing input on the evaluation and assessment strategies, including pre/post-test questions
- Providing faculty coaching via phone, email, and during on-site interactions
- 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 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 Course Co-Directors and faculty
- Oversight of course faculty to assure timely development of presentations and associated materials (e.g., PowerPoint slides, questions for learners)
- Reinforcement and support of ACC staff efforts to ensure faculty meet deadlines regarding paperwork submissions, travel arrangements, and presentation-related submissions

### **REQUIRED QUALIFICATIONS**

- a. An ACC member in good standing, with FACC designation
- b. First-hand knowledge and/or experience as an educator in face-to-face settings
- c. Experience leading and/or planning an ACC medical meeting (e.g., Director/Chair, Co-Director/Vice Chair, or Planning Committee member)
- d. Ability to make a 1-year commitment to the role
- e. 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
  - Full-time, on-site presence and availability at the course, which takes place September 7-12, 2020, in Washington, DC
- f. Ability to collaborate with the Course Director and Co-Directors to chart a clear direction, offer creative solutions, develop action plans, keep to timelines, and respond to changing conditions and opportunities
- g. Proven track record working in partnership with ACC members and staff, emphasizing a respectful team environment

### **REQUIRED COMPETENCIES**

- a. Solution-oriented, with expertise in solving complex programmatic challenges
- b. Proven communication skills, including:
  - motivating people and setting expectations
  - delegating effectively
  - excellence in public speaking
- c. Highly skilled at successful teamwork with a diverse group of cardiovascular specialists



Please complete this application form in full and email it to Camille Haynes at chaynes@acc.org on or before midnight on Monday, January 20, 2020, along with a copy of your CV and cover letter. There can be no extensions to the deadline for applications. The Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the Course Director.

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. General Qualifications: Why are you interested in leading this Course?

B. Specific Educator Experience: Please share your 4 most relevant experiences.

C. Specific Leadership Experience: Please share your 4 most relevant experiences.

For Use by ACC: CV Attached \_\_\_\_\_ Cover Letter Attached \_\_\_\_\_ Date Rec'd \_\_\_\_\_