Title: EchoSAP Editor-in-Chief

Reports to: Editor-in-Chief, Collaborative Maintenance Pathway (CMP)

Terms of Service: 5 years

OVERVIEW OF ECHOSAP

The American College of Cardiology is seeking a qualified and enthusiastic candidate for the position of EchoSAP Editor-in-Chief. EchoSAP is ACC's popular self-assessment program on echocardiography. EchoSAP helps users prepare for the initial or recertification exam in echocardiography, stay abreast of new advances in the field, teach others, and earn CME credit.

MAJOR DUTIES/RESPONSIBILITIES OF ECHOSAP EDITOR-IN-CHIEF

- Thoughtful collaboration to ensure the editorial board is representative of the ACC membership inclusive of age, career stage, sex, race and geography;
- Identify Topic Editors to oversee each section and work with ACC staff to invite and retain them;
- Review ASE blueprint for initial or recertification exam;
- Work with the Practice Question Editor-in-Chief and Topic Editors to create key points for each topic within the product that allows for a unified educational offering;
- Identify, with staff, objectives and desired outcomes for the SAP;
- Review/read/edit all content to assure appropriate topical coverage;
- Prepare, with ACC staff, a timeline and deliverable schedule;
- Adhere to timeline and deliverable schedule
- Work with staff to motivate the authors to do the same
- Participate in bi-weekly calls with topic editors and ACC staff;
- Participate in monthly calls with the Executive Editorial Board for all Self-Assessment Programs
- Participate in at least one face-to-face meeting to review lessons learned from the previous year and continue to innovate the product year after year;
- Refrain from engaging in any advisory activity for a publication or product which competes with EchoSAP, if the activity involves matters of policy or business strategy or has the potential for future remuneration.

CRITERIA FOR SELECTION

- A Board certified American College of Cardiology ("ACC") member in good standing;
- ASE Board Certification
- Demonstrated experience in echo practice
- Ability to make a 5-year time commitment.
- Must meet the time commitment that the position demands including:
  - Active participation at bi-weekly planning calls (managed by ACC staff)
  - Approximately 6 hours per week including planning calls and content review
- Familiarity with EchoSAP product – Current or previous Topic Editor or Faculty is a plus;
- Experience leading and/or planning the design of continuing professional development activities in echocardiography;

REQUIRED COMPETENCIES

- Solution-oriented with expertise solving last minute complex programmatic challenges;
  - Ability to collaborate and to chart clear directions
  - Offer creative solutions
  - Develop action plans
  - Keep to timelines
- Respond to changing conditions and opportunities in a dynamic and fast-moving environment
- Proven communication skills including:
  - Motivating people and setting expectations
  - Delegating effectively
  - Negotiating/representing the ACCF in delicate/political situations that may arise from time to time
- Proven ability/track record of ability to work in a collaborative partnership with ACCF staff developing a respectful team environment throughout the 5-year tenure of the position.

Please complete this application form in full and email it to Helene Goldstein at *hgoldste@acc.org* on or before midnight on Sunday, April 4th at 11:59 p.m. ET, along with a copy of your CV and cover letter. There can 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.

Why do you want the position of EchoSAP Editor-in-Chief?

List relevant educational experiences (Board review, online education, EchoSAP).

List experiences with innovations in editorial or online cardiovascular courses.

List previous ACC activities (including staff members with whom you worked).

Provide two references.

All submissions will be reviewed by ACC's Lifelong Learning Committee who will select the candidate that they feel is the best choice for the position. Final candidate selection will occur at the end of May, early June. The position will start July 1, 2021.

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

For Use by ACC:
- ☐ CV Attached
- ☐ Cover Letter Attached
- Date Rec'd _____

March 2021