

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

Reports to: Chair, Lifelong Learning Oversight Committee

Term of Service: Four Years

Dates: Feb. 14 - 16, 2025; 2026: TBD

Location: Heart House; Washington, DC

Cancer remains the second leading cause of death in the United States, exceeded only by heart disease, with an estimated 1.9 million new cases in 2022. Cancer treatment can have a diverse array of long-term and late effects, including CV events such as heart failure, valvular disease, coronary artery disease, arrhythmia, peripheral arterial disease, and thromboembolic events. In this contemporary treatment era, cardiologists, oncologists, and the entire interprofessional team need to understand the different types of cancers and cancer therapies (e.g., cytotoxic chemotherapy, radiation therapy, transplantation, targeted and immune therapies) and their associated cardiovascular risks, to help mitigate the associated cardiovascular complications.

The goal of this course is to equip the cardio-oncology community with practical scientific knowledge fostering the progression of patient-centered, evidence-based, collaborative cardiovascular and cancer care for patients living with and beyond cancer.

The new Course Vice Chair will join **Richard Cheng, MD, FACC**, current Course Chair, in leading the planning and implementation of the **Cardio-Oncology** course. The Course Chair and Vice Chair will collaboratively lead a small, diverse Planning Committee. The Course Vice Chair will serve a four (4) year term, two years as Vice Chair and then two years as Chair.

MAJOR DUTIES/RESPONSIBILITIES

The Vice Chair will work in collaboration with the Chair 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:

- a. Review of previous course and speaker evaluation reporting
- b. Review of and input into education needs assessment
- c. Leading multiple planning calls—typically bi-weekly or monthly; weekly as the course approaches
- d. Collaboration with the Course Chair and ACC Staff on:
 - i. Development of overall needs and goal statements
 - ii. Development of learning objectives
 - iii. Linkage of learners' needs to the goal statement and course learning objectives
 - iv. Building the course agenda, specifying the topics, order, length and format of presentations
 - v. Identifying appropriate faculty to invite
- e. Providing input on the evaluation and assessment strategies, including pre/post-test questions
- f. Providing faculty coaching via phone, email, and during on-site interactions
- g. Reviewing faculty slide presentations and providing feedback, as needed, to ensure alignment with the course goal and learning objectives



2. Timely and Thoughtful Contributions to Conference Promotional Efforts

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

3. Program Committee and Faculty Oversight

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

REQUIRED QUALIFICATIONS

1. An ACC member in good standing
2. First-hand knowledge and/or experience as an educator in face-to-face and/or virtual settings
3. Experience leading and/or planning a medical meeting, course or conference (e.g., Director/Chair, Co-Director/Vice Chair, or Planning Committee member)
4. Demonstrated broad knowledge of cardiovascular medicine, with specific expertise in diagnostic and therapeutic strategies related to the care of pregnancy capable individuals with and at risk for cardiovascular disease from pre-conception through pregnancy and across the lifespan
5. Ability to make a four-year time commitment to the role, serving as Vice Chair for two years and Chair for two years
6. Applicants may not serve as the Chair or Vice Chair of another ACC course or conference during the term of service for this role
7. Ability to meet the time commitment the position demands, including:
 - a. Active participation as the member leader on scheduled planning calls
 - b. Responsiveness to ACC staff requests for activities associated with course preparation
 - c. Full-time, on-site presence and availability at the course
8. Ability to collaborate with the Course Chair, 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
9. Proven track record working in partnership with ACC members and staff, emphasizing a respectful team environment

Note: A member may reapply to a Vice Chair role after being away from the leadership of a course for 4 years.

REQUIRED COMPETENCIES

1. Solution-oriented, with expertise in solving complex programmatic challenges
2. Diplomacy with cardiovascular specialists worldwide in planning a medical meeting
3. Proven communication skills, including:
 - a. Motivating people and setting expectations
 - b. Delegating effectively
 - c. Representing the ACC in potentially delicate or politically sensitive ACC situations that may arise from time to time
 - d. Excellence in public speaking
4. Highly skilled at successful teamwork with a diverse group of cardiovascular specialists



Please complete the application form in full and email it to Monique Montoya at mmontoya@acc.org by 11:59 p.m. ET on Wednesday, March 27, 2024 along with a copy of your CV and cover letter. You must also update your disclosure by visiting <https://disclosure.acc.org>.

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 Vice Chair.

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? Please share no more than three (3) primary reasons.

B. Specific Educator Experience: Please share your three (3) most relevant experiences.

C. Specific Leadership Experience: Please share your three (3) most relevant experiences.

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