

Title: Cardiovascular Team (CVT) Lead, ACC Annual Scientific Session (ACC.28 and ACC.29)

Reports to: Chair, ACC.28 and ACC.29 Annual Scientific Session

Strategic Oversight of ACC 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 development of the Annual Scientific Session educational program is led by the Chair in collaboration with the Vice Chair and CVT Lead. Together, they lead and manage the work of the Annual Scientific Session Program Committee. The Program Committee is comprised of 10 Topic Working Groups, led by Topic Coordinators as well as several other content experts, including CVT and FIT 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 cardiovascular team in patient care.

Attributes of the average in-person Annual Scientific Session:

- Nearly 13,000 professional attendees, comprising a total attendance of more than 17,000
- Nearly 1,400 faculty present more than 2,500 presentations in over 200 sessions
- 4,500+ accepted abstracts and cases
- 60 Late Breaking Clinical Trials in a variety of formats
- Strong “value for price” perception by attendees
- The majority of attendees indicate that the ACC’s Annual Scientific Session is better when compared with other annual medical or scientific meetings

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 (TWGs) includes relevant team-based interprofessional perspectives and faculty. The CVT Lead will work with the CVT representatives on the TWGs as necessary, to provide balanced and needs-based education.

2. Working 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 TWG 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 for all and ACC's Vision of a world where science, knowledge and innovation optimize patient care and outcomes, specifically as it relates to the 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 (*AACC or FACC is preferred*)
2. Able to make a 2.5-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; calls take place on average twice a month (can be more frequent at times during the year)
 - b. Timely response to emails with quick attention to requests that have time sensitivity
 - c. Virtual meetings during each year of tenure, including but not limited to the December kick-off planning meeting, the April/May planning meeting, the content development kick-off planning call, the TWG kick-off calls (occurring in May/June), CVT resource/inquiries and mentorship opportunities
 - d. Face-to-face-meetings during each year of tenure including, but not limited to:
 - 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)
 - e. Show site commitments/obligations during each year of tenure
4. Acknowledged and experienced leader within the realm of CV team-based care **and** education

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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.28/ACC.29 to support their direction and guidance, establish and implement creative solutions when appropriate, support action plans, keep to timelines, and 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