

Title: Vice Chair, JACC Peer Review Certificate

Reports to: Chair, JACC Peer Review

Term of Service: Four Years

Overview

Term Start Date: Q1 2024

Course Format: Online Asynchronous Education, Final Exam and Direct Coaching via Open Office Hours

The JACC Peer Review Certificate program equips learners with knowledge and skills to become an effective peer reviewer in the realm of cardiovascular research. This course covers a broad range of topics, including the evaluation of cardiovascular peer reviewed manuscripts, understanding basic and advanced statistical methodologies, and the clinical implications of research findings.

The new Vice Chair will join **Fred Kusumoto, MD, FACC**, current Chair, in leading the planning and implementation of the **JACC Peer Review Certificate Course**. The Course Chair and Vice Chair will collaboratively lead a small, diverse faculty team. The Course Vice Chair will serve a four (4) year term, 2 years as Vice Chair and then 2 years as Chair.

Major Duties/Responsibilities of the Vice Chair

The Vice Chair will work in collaboration with the Chair and ACC staff to recruit and manage the faculty to provide any necessary updates to the enduring, online educational components of the course, and support learners' journey through successful completion of the exam.

1. Thoughtful collaboration to maintain contemporary course education.

- Review of outcomes report and speaker/module rating data
- Leading multiple planning calls—up to once weekly during early planning and late pre-launch stages, and often once monthly as the program runs its course.
- Collaboration with the Course Chair and ACC Staff on
 - Review/Development of overall needs and goal statements
 - Review/Development of learning objectives
 - Direct adjustments to course content based on learner feedback, ACC capabilities, and developments in the field
 - Identifying appropriate faculty to invite if applicable
- Providing input on the evaluation and assessment strategies, including pre/post-test questions

2. Timely and thoughtful contributions to course promotional efforts

- Providing suggestions and feedback on course promotional materials, including
 - Course branding designs
 - Overall marketing and promotions strategy
- Collaboration with ACC staff to develop engaging text for marketing pieces, including key talking points for each segment of the target audience

3. Planning Committee and faculty oversight

- Identification of appropriate Planning Committee members and faculty
- Oversight of course faculty to assure timely development of content, and timely delivery of final examination critiques as the program runs its course.
- Reinforcement and support of ACC staff efforts to ensure faculty meet deadlines
- Reviewing faculty content and providing feedback, as needed, to ensure alignment with the course goal and learning objectives

4. Learner Support.

- Host, or identify hosts for, regular open office hours sessions so that learners may request direct feedback from a JACC Editor.
- With the support of ACC staff, oversee the timely reviewing and scoring of final exam submissions.
- Support the recognition of learners who earn the JACC Peer Review Certificate.

Required Qualifications

- a. A current ACC member in good standing
- b. First-hand knowledge and/or experience as an educator in virtual settings
- c. Experience leading and/or planning an educational initiative
- d. Demonstrated broad knowledge of the publication process for cardiovascular research
- e. Prior or current service as an Editor within the JACC family of journals
- f. Ability to make a 4-year commitment to the role, serving as Vice Chair for two years and Chair for two years
- g. Applicants may not serve as the Chair or Vice Chair of another ACC course or conference during the term of service for this role
- h. 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
- i. 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
- j. 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. Diplomacy with cardiovascular specialists worldwide in planning a medical meeting
- c. Proven communication skills, including:
 - Motivating people and setting expectations
 - Delegating effectively
 - Representing the ACC in potentially delicate or politically sensitive situations that may arise from time to time
 - Excellence in public speaking
- d. Highly skilled at successful teamwork with a diverse group of cardiovascular specialists



Application Information

To apply for this course leadership role, by noon on Monday, Feb. 12, 2024.

- Update your Disclosure at <https://disclosure.acc.org>
- Complete the application form in full
- Email your Cover Letter, Application and CV to Jill Diamond, jdiamond@acc.org

The Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the Course Vice Chair

Note: There will be no extensions to the deadline for applications.

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:

Disclosures Completed _____ CV Attached _____ Cover Letter Attached _____ Date Rec'd _____