

Title: Vice Chair, Certified Cardiovascular Knowledge Examination (CCKE) for NPs & PAs

Reports to: Chair, Certified Cardiovascular Knowledge Examination (CCKE) for NPs & PAs

Term of Service: Four Years

Overview/Scope of CCKE

In response to member feedback, ACC has launched a **Certified Cardiovascular Knowledge Examination** for NPs and PAs practicing in the U.S. This exam serves as a tool to demonstrate that successful participants have a comprehensive knowledge of the field within the NP/PA current scope of practice and a commitment to providing excellent patient care. The exam is based on ACC's NP/PA Clinical Competencies and consists of approximately 150 case-based questions in a secured online test.

Major Duties/Responsibilities

The Chair and the Vice Chair are responsible for working with ACC staff and member leadership to assist in the creation of an examination that reflects the scope of practice for NPs/PAs in the U.S.

Specific responsibilities include:

1. Work with staff to ensure the blueprint for the exam remains up to date.
2. Oversee a group of NP/PA question writers.
3. Review questions in ACC's extensive item bank to determine if they are appropriate for use, as needed.
4. In collaboration with the ACC staff and member leadership, develop and oversee yearly test development including:
 - a. Facilitate annual peer review sessions of the question items
 - b. Review question items identified to populate test forms
 - c. Assist with key validation for items post-assessment
5. Assist ACC staff to ensure the project stays on schedule.
6. Other responsibilities include (but not limited to):
 - a. Quarterly review of question data
 - b. Review of NP/PA study materials
7. Act as a champion for the product and assist with marketing activities as necessary.

Required Qualifications

1. Board certified NP/PA with active licensure and a Master's Degree in a Health Related Field (e.g. MSN, MS, MHA, MBA).
2. American College of Cardiology (ACC) member in good standing.
3. Specialty in General Cardiology in the outpatient setting.
4. Experience in cardiovascular question writing.
5. Able to make a 4-year commitment:
 - a. 2-year term as Vice Chair
 - b. 2-year term as Chair
6. Must meet the time commitment that the position demands including:
 - a. Active participation at planning calls (managed by ACC staff)
 - b. Participate in peer review sessions for all question writing meetings
 - c. Involvement in other scheduled calls and meetings during each year of tenure

Desired Qualifications

1. Acknowledged and experienced leader within the realm of CV team-based care and education.
2. 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
3. Ability to collaborate and model flexibility, 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.
4. At least 50% of time spent in direct patient care.
5. Problem solving orientation with experience in solving last-minute complex programmatic challenges with effectiveness and diplomacy.
6. Proven communication and interpersonal skills including public speaking and conference session moderating skills.
7. Demonstrated ability to form collaborative partnerships with ACC staff and develop a respectful team environment throughout the 4-year tenure.

Application Information

- To apply for this role, complete the online application form by no later than Noon ET, Thursday, October 31, 2024:
 - **Apply here:** <https://forms.office.com/r/nn634ehXiM>
 - Ensure your disclosures are up to date at <https://disclosures.acc.org>