



## **EHRA CERTIFICATION COMMITTEE JOB DESCRIPTION**

### **1. Mission**

To ensure the Optimal Quality in Arrhythmia Healthcare by Assessing the Competence in Knowledge, Skills and Attitudes of Professionals

### **2. Objectives**

1. To provide professional and high quality EHRA certification exams for Physicians
  - a. To develop an annual multiple choice question (MCQ) exam for cardiac implantable electronic device (CIED) specialists (Certification level 1)
  - b. To develop annual MCQ exam for electrophysiologists (Certification level 1)
2. To ensure a high quality translation of the sister societies' exam (such as LAHRS exam or the Dutch version of the exams)
3. To oversee the certification of practical experience for CIED specialists, logbook / portfolio (Certification level 2)
4. To oversee the certification of practical experience for electrophysiologists, logbook / portfolio (Certification level 2)
5. To oversee the re-certification process for EP and CIED.
6. To provide professional and high quality EHRA certification exams for Allied Professionals
  - a. To develop an annual MCQ exam on CIED for Allied Professionals (Certification level 1)
  - b. To develop annual MCQ exam on electrophysiology for Allied Professionals (Certification level 1)
7. To assess the professionalism and high quality training delivered at the "EHRA Recognised Training Centres".

### **3. Job Descriptions**

#### **CHAIRMAN'S JOB DESCRIPTION (estimated time commitment: 2-3 hours/week)**

- Defines the EHRA Certification Committee objectives in line with the EHRA/ESC strategic plan.
- Sits at the EHRA Board, reports decision from the Board and information from the Committee.
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking.



- Maintains confidentiality as appropriate.
- Schedules, chairs and prepares agendas for Committee meetings
- Gives final approval of all exam-related issues in co-operation with Co-Chairman and subcommittee Chairs.
- Provides final decision on logbooks that have been rejected during the first step of the evaluation process in co-operation with Co-Chairman.
- Chairs and supervises MCQ-review and Standard Setting meetings in the Certification Committee in co-operation with Co-Chairman.
- Coordinates with the Education Committee chair the contents of the learning pathways of EHRA and the reading lists.
- Reviews content of the EHRA EPC course in collaboration with the nominated course directors
- Reviews Minutes and approve final work products and formal communication.
- Responds to email notifications and solicitations in a timely manner (within 72 hours).

#### **CO-CHAIR'S JOB DESCRIPTION (estimated time commitment: 1-2 hours/week)**

- Reports to the Chair.
- Helps the Chair to define the EHRA Certification Committee objectives in line with the EHRA/ESC strategic plan.
- Replaces the Chair at EHRA Board and any other Committee meetings if needed.
- Gives final approval of exams in co-operation with the Chairman and subcommittee Chairs.
- Gives final decision on logbooks that have been rejected during the first step of the evaluation process in co-operation with Chairman.
- Chairs and supervises MCQ-review and Standard Setting meetings in the Certification Committee in co-operation with Chairman.
- Delivers annual activity reports.
- Handles other duties as assigned by the Chair.

#### **SUBCOMMITTEE CHAIR'S JOB DESCRIPTION (estimated time commitment: 1-2 hours/week)**

- Co-ordinates and chairs MCQ review and exam meeting onsite or online (EP/CIED).
- Maintains confidentiality as appropriate.
- Approves MCQ exams.
- Approves passing rates.
- Enforces improvement of the database and MCQ quality.



- Answers issues linked to the certification program (including the logbook / portfolio part for EP/CIED).
- Participates actively and constructively in all Committee meetings (in-person or by phone conference), including contributing to Committee deliberations by being familiar with distributed materials and all activities of the Committee.
- Improves visibility of EHRA activities in its country and involve its networks.

**COMMITTEE MEMBER'S JOB DESCRIPTION (estimated time commitment: 1-2 hours/week)**

**Standard setting subcommittee**

- Reviews and grades MCQ's.
- Grades exam.
- Grades Logbooks/Portfolios.

**MCQ writing subcommittee**

- Writes, reviews and edits MCQ's.
- Provides 15 new MCQ's per year.

**ERTC**

- Coordinates and takes decision when needed on ERTC application.

*If absent from 2 consecutive Committee meetings, without any prior notice, the member needs to report to the Chair whether to remain or leave the Committee related to time constraints.*