



## **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
2. To develop annual MCQ exam for cardiac device specialists (Certification level 1)
3. To develop annual MCQ exam for electrophysiologists (Certification level 1)
4. To oversee the certification of practical Experience for cardiac device specialists, logbook (Certification level 2)
5. To oversee the certification of practical Experience for electrophysiologists, logbook (Certification level 2)
6. To provide professional and high quality EHRA certification exams for Allied Professionals
7. To develop annual MCQ exam on cardiac device therapy for AP
8. To provide professional and high quality EHRA recognition for 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 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 and provides introductory speech during exam in cooperation with Co-Chairman.
- Organises monthly teleconference with Co-Chair and member of the Heart house for discussion and management of evolving issues.
- 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 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 making 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.
- Coordinates role and provides of introductory speech during exam in cooperation with Chairman.
- Organises Monthly teleconference with Chair and member of the Heart house for discussion and management of evolving issues.
- 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 (EP/CP/AP).
- Maintains confidentiality as appropriate.
- Approves MCQ exam.
- Participates in exam invigilation.
- Approves passing rates.
- Enforces improvement of the database.
- Answers issues linked to the certification program (including the logbook part for EP/CP).
- 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 Logbook.
- Invigilates Exam.

**MCQ writing subcommittee**

- Writes, reviews and edits MCQ's.
- Provides 25 new MCQ's per year.
- Invigilates Exam.

**ERTC**

- Coordinates and takes decision when needed on ERC 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.*