

## **EHRA Patient Committee**

### **1. Mission**

The EHRA Patient Committee, working closely with the patients and the ESC Patient forum, actively supports the missions of EHRA of improving quality of life and reducing sudden cardiac death by limiting the impact of heart rhythm disturbances. EHRA activities, from advocacy to research and education need patient voices. They are of utmost importance, not only for learning from their feedback but also to improve the sharing of scientific information with the patients and encourage them to engage in their own care. This is particularly true when dealing with chronic conditions like device therapy, genetic disorders, recurrent arrhythmia or syncope. EHRA is committed to working in depth with the patients to develop initiatives that aim to reduce the burden of heart rhythm disturbances.

### **2. Objective**

To strengthen relations between EHRA and patients and patient organisations in the field of heart rhythm for a better:

- Communication between healthcare providers and patients
- Engagement of patients in their own care
- Involvement of patients in research activities
- Advocacy for health

### **3. Specific activities:**

The committee is chaired by Jean-Claude Deharo and co-chaired by Francisco Moscoso Costa.

It will cross interact with the ESC patient forum and several EHRA committees.

It will particularly concentrate on the following activities:

- design and maintain websites for patients
- design documents for patients in order to help them understand their disease and interact with their health care providers
- design surveys in collaboration with the EHRA Scientific Initiatives Committee (SIC) in order to get knowledge on patients' reported experience and outcomes regarding arrhythmia treatment



## **4. Job Descriptions**

### **4.1. Chairperson's job description [anticipated time: 2 hours/week]**

- Sits at the EHRA full Board
- Seeks and intensifies contacts with the ESC Patient Forum and other patient representative, in the field of heart rhythm disturbances
- Represents EHRA and its goals in all ESC patient and patient-related matters
- Provides leadership to the EHRA Patient committee members to define objectives, delegate tasks and to motivate collaborative efforts
- Establishes annual objectives, work plans, timelines
- Communicates expectations regarding committee members' input and monitors their performance
- Schedules, chairs, and prepares agendas of Committee meetings (in person and by web/phone conference).
- Prepares reports and presentations for the EHRA Executive Board and addresses all its requests
- Promotes collaboration with other EHRA committees
- Reviews minutes and approves final work products and formal communication
- Responds to email notifications and solicitations in a timely manner
- Maintains confidentiality as appropriate

### **4.2. Co-chairperson's job description (estimated time commitment: 1,5 hours/week)**

- Reports to the Chair
- Replaces the Chairperson at EHRA Board and any other Committee meetings if needed
- Assists the Chairperson in defining the EHRA Patient committee's objectives in line with EHRA and ESC's strategic plans
- Makes recommendations on work processes and volunteer assignments
- Handles other duties as assigned by the Chairperson
- Responds to email notifications and solicitations in a timely manner
- Maintains confidentiality as appropriate





**1. Committee member's job description (estimated time commitment: 1 hour/week)**

- Works collaboratively with the Chairperson and the ESC/EHRA staff to achieve the Committee's goals and objectives
- Participates actively and constructively in all EHRA Patient Committee's discussions and meetings (in-person or by web/phone conference), including contributing to Committee deliberations by being familiar with distributed materials and all Committee activities
- Delivers assigned tasks within the predefined timelines
- Maintains the confidentiality of deliberations and materials
- Contributes to the timely completion of the committee's products and deliverables, including meeting ESC/EHRA staff and Committee deadlines
- Volunteers for special assignments or tasks when able to
- Responds to email notifications and solicitations in a timely manner

*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.*

