



EHRA SELECTION COMMITTEE
(under the Education pillar)
JOB DESCRIPTION

1. Mission

Further to the implementation of the new Medtech Regulations, the EHRA Selection Committee is in charge of the selection of grant winners to attend the EHRA annual congress on top of continuing the EHRA training fellowship activities which are to promote the development of academic medicine in the field of cardiac rhythm disorders in ESC area (ESC member and affiliated countries) in order to reduce differences in clinical practice and to improve cardiac electrophysiological culture.

2. Objectives

1. To oversee the EHRA Observational Training Programs (EOTP) and manage selection
 - Annual grants to ease the transition from fellowship to independent practice once having completed the EHRA Training Fellowship Programs or to acquire additional techniques, either in the field of Arrhythmias or Cardiac Pacing.
2. To oversee the EHRA Training Fellowship Programme and manage selection
 - The goal of this award is to help young candidates attain clinical competence and acquire high quality experience in Electrophysiology practice which will enable them to contribute to **improving academic standards upon return to their own country.**
3. To develop the EHRA Congress grants scheme (industry grants + educational grants) and manage the selection
4. To oversee the Fellow of EHRA (FEHRA) applications and manage selection

3. Job Descriptions

CHAIR'S JOB DESCRIPTION (estimated time commitment: 1 hour/week)

- Defines the EHRA Selection Committee objectives in line with EHRA and ESC's strategic plans
- Sits at the EHRA Board, reports decision from the Board and feeds back information from the Committee
- Maintains confidentiality as appropriate
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking



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- Communicates expectations regarding Committee members' input and monitors their performance
- Monitors activities, including quality, deadlines and budget and is accountable for results
- 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 about other EHRA activities
- Reviews minutes and approves final work products and formal communication
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Reviews, scores and approves the application forms of all the grant applicants in collaboration with its Committee Members
- Supervises communication and problem solving of queries from the selected fellows of the Observational and Fellowship programmes, as well as from the grant recipients of the EHRA annual congress
- Re-evaluates on a yearly basis the selection criteria for the Observational, Fellowship and EHRA Congress grants programmes.

CO-CHAIR'S JOB DESCRIPTION (estimated time commitment: 40 minutes /week)

- Reports to the Chair
- Replaces the Chair at EHRA Board and any other Committee meetings if needed
- Helps the Chair to define the EHRA Selection Committee objectives in line with EHRA and ESC's strategic plans
- Establishes annual objectives, work plans, timelines
- Maintains confidentiality as appropriate
- Makes recommendations on work processes and volunteer assignments
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Handles other duties as assigned by the Chair

COMMITTEE MEMBER'S JOB DESCRIPTION (estimated time commitment: 30 minutes/week)

- Works collaboratively with the Chairman and also ESC/EHRA staff to achieve the Committee's goals and objectives
- Participates actively and constructively in all Committee 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 Committee products and deliverables,



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including meeting ESC/EHRA staff and Committee deadlines

- Volunteers for special assignments or tasks when able to
- Participates in discussions, meetings/calls and/or voting as appropriate
- Responds to email notifications and solicitations in a timely manner (within 72 hours)

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.



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