



EHRA CERTIFICATION COMMITTEE JOB DESCRIPTION

1. Mission

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

2. Objectives

1. Provide professional and high quality EHRA certification exams for physicians
2. Annual MCQ exam for cardiac device specialists (Certification level 1)
3. Annual MCQ exam for electrophysiologists (Certification level 1)
4. Certification of practical Experience for cardiac device specialists, logbook (Certification level 2)
5. Certification of practical Experience for electrophysiologists, logbook (Certification level 2)
6. Provide professional and high quality EHRA certification exams for Allied Professionals
7. Annual MCQ exam on cardiac device therapy for AP
8. Provide professional and high quality EHRA recognition for Training Centres

3. Job Descriptions

CHAIRMAN'S JOB DESCRIPTION

- Define 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.
- Final approval of all exam related issues in co-operation with Co-chairman and subcommittee chairs.
- Provide leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking.
- Maintain confidentiality as appropriate.
- Schedule, chair and prepare agendas of Committee meetings
- Final decision making on logbooks that have been rejected during the first step of the evaluation process in co-operation with co-chairman.
- Chair and supervise MCQ-review and Standard Setting meetings in the Certification Committee in co-operation with co-chairman.



- Coordinator role and provision of introductory speech during exam in cooperation with co-chairman.
- Monthly teleconference with co-chair and member of the Heart house for discussion and management of evolving issues.
- Review Minutes and approve final work products and formal communication.
- Respond to email notifications and solicitations in a timely manner.

CO-CHAIR'S JOB DESCRIPTION

- Help the chair to define the EHRA Education Committee objectives in line with the EHRA strategic plan.
- Replace the chair at EHRA Board and any other committee meetings if needed.
- Final approval of exams in co-operation with the chairman and subcommittee chairs.
- Final decision making on logbooks that have been rejected during the first step of the evaluation process in co-operation with chairman.
- Chair and supervise MCQ-review and Standard Setting meetings in the Certification Committee in co-operation with chairman.
- Coordinator role and provision of introductory speech during exam in cooperation with chairman.
- Monthly teleconference with chair and member of the Heart house for discussion and management of evolving issues.
- Deliver annual activity reports.

SUBCOMMITTEE CHAIR'S JOB DESCRIPTION

- Co-ordinate and chair MCQ review and exam meeting (EP/CP/AP).
- Maintain confidentiality as appropriate.
- Approve MCQ exam.
- Exam invigilation.
- Approve passing rates.
- Enforce improvement of the database.
- Answer issues linked to the certification program (including the logbook part for EP/CP).
- Participate 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.
- Improve visibility of EHRA activities in its country and involve its networks.



COMMITTEE MEMBERS' JOB DESCRIPTION

Standard setting subcommittee

- Review and grade MCQ's
- Exam grading
- Logbook grading
- Exam invigilation

MCQ writing subcommittee

- Writing, reviewing and editing MCQ's
- Provide 25 new MCQ's per year
- Exam invigilation

ERTC

- Coordinate and decision taking when needed on ERC application

If absent from 2 consecutive committee meetings, the member needs to report to the Chair whether to remain or leave the committee related to time constraints.

