

EHRA Education Committee

1. Committee

Committee and specific areas of interest/responsibility:

- Haran BURRI (Switzerland), Chair : CP, ESC EC and new courses
- Matthias ANTZ (Germany), Co-chair : EP, Director advanced EP course
- Carsten ISRAEL (Germany): CP, Director case-based course
- Jesus ALMENDRAL (Spain): EP, Director basic EP course
- Frieder BRAUNSCHWEIG (Sweden): CP, Webinars coordinator
- Maurizio LUNATI (Italy): CP, Director CP course and AP track
- Laszlo SAGHY (Hungary): EP, Key ref. library, co-director case-based course
- Pier LAMBIASE (UK): EP, Cardiogenetics, co-director basic EP course
- Helen HOGH-PETERSEN (Denmark): CP, ESCel CP co-ordinator, co-director CP course
- Carlos MORAIS (Portugal): CP, Endorsement and Affiliation
- Mathias DUYTSCHAEVER (Belgium): EP, ESCel EP, co-director advanced EP course
- Christian DE CHILLOU (France): EP, Co-director, advanced EP course

2. Mission

To provide high quality education in cardiac rhythm disorders in ESC member states through structured educational activities.

3. Objectives:

- a) Develop educational activities based upon the existing framework
- b) Develop educational activities to suit the needs and expectation of the attendees
- c) Export EHRA courses to ESC member country regions.
- d) Develop the e-learning portfolio
- e) Expand publications
- f) Maintain the excellent collaboration with the industry education managers

4. Job Descriptions

CHAIRMAN´S JOB DESCRIPTION [anticipated time: 1 hour/day]

Method of Appointment

Appointment by the EHRA President

Accountability

Report to the EHRA President

Key relationships

Education Committee Co-chair and members
EHRA board members
ESC education board members
Heart House staff

Responsibilities

Define the EHRA Education Committee strategic plan.
Provide leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking.
Communicate expectations regarding Committee member input and monitor their performance.
Monitor activities, including quality, deadlines and budget and be accountable for results

To improve the quality of life of the European population by reducing the impact of cardiac arrhythmias and reduce sudden cardiac death.

Schedule meetings (in person and by phone conference).
Respond to email notifications and solicitations in a timely manner (within 72 hours).
Maintain confidentiality as appropriate.

Decision Making Authority

Organize the work processes and delegate assignments in line with the strategic plan and within the means of EHRA.

Qualifications

Demonstrated effectiveness in EHRA committees, subcommittees or task forces.
Demonstrated leadership capabilities.
Expertise or demonstrated interest in the area of the committee's charge.
Willingness and ability to make the time commitment required.

CO-CHAIR'S JOB DESCRIPTION [anticipated time: 2 hours/week]

Method of Appointment

Appointment by the Chair, after consultation with the EHRA President.

Accountability

Report to the Chair.

Key relationships:

Education Committee chair and members.
EHRA Heart House staff.

Responsibilities

Participate in defining the Committee's Strategic Plan.
Work collaboratively and assist the Chair in order to achieve the goals set in the Strategic Plan.
Preside or participate in meetings and teleconferences in the absence of the chair
Respond to email notifications and solicitations in a timely manner (within 72 hours).
Maintain confidentiality as appropriate.

Decision Making Authority

Make recommendations on work processes and volunteer assignments.

Qualifications

Demonstrated effectiveness in EHRA committees, subcommittees or task forces.
Demonstrated leadership capabilities.
Expertise or demonstrated interest in the area of the committee.
Willingness and ability to make the time commitment required.

COMMITTEE MEMBERS' JOB DESCRIPTION [anticipated time: 1 hour/week]

- Work collaboratively with the Chairman and co-Chairman and also staff to achieve the committee's goals and objectives.
- Participate actively and constructively in at least 50% of committee meetings (in-person or by phone conference)
- Respond to email notifications and solicitations in a timely manner (within 72 hours).
- Maintain the confidentiality of deliberations and materials.
- Contribute to the timely completion of committee products and deliverables, including meeting staff and committee deadlines.
- Volunteer for special assignments or tasks when able.