



## **COUNCIL ON THE KIDNEY IN CARDIOVASCULAR DISEASE (KCVD)**

### **SCIENTIFIC & CLINICAL EDUCATION LIFELONG LEARNING COMITTEE COMMISSION**

#### **SCOPE:**

The Scientific & Clinical Education Lifelong Learning (SCILL) Committee is responsible for providing strategic direction to AHA for scientific, clinical and other professional content relevant to their council's specific discipline areas. In addition, the Council's SCILL Committee creates and supports the development of this content, provides review and assures its accuracy and currency. The typical channels or venues for this content include but are not limited to: AHA Scientific Sessions, AHA Specialty Meetings, other AHA meetings, programs or events (both live and on-line), accredited continuing education, certification activities and other AHA activities where professional learning occurs. The structure of the Council's SCILL Committee is designed to support the above learning functions.

#### **NUMBER OF MEMBERS:**

XX-XX Members

#### **MEMBERS:**

The Committee shall be made up of:

- Chair – who will also serve as Chair of the Council's CSSP group
- Vice-Chair
- Immediate Past Chair
- Immediate Past Chair of the Specialty Conference Program Committee (if applicable)
- XX Members

If a council needs a larger number of CSSP Members-at-Large and cannot fulfill this within their Program Committee, the SCILL Committee Chair may appoint the representatives to serve on CSSP.

In an effort to maintain the integrity of all AHA awards and operate in a transparent manner, awards selection committee Members should not be directly involved in nominations or letters of support prior to their submittal nor are they eligible to receive the award designation selected by this committee while serving on the committee in order to avoid any conflict of interest or the appearance thereof.

#### **REPORTS TO:**

Council Chair and Leadership Committee

#### **APPOINTMENT TO THE COMMITTEE:**

Nominations for the officers and Members of this committee are vetted and decided on by the Council Nominating Committee, chaired by the Immediate Past Chair. Nominees come from numerous sources including input from the committee Chair and Vice Chair, suggestions from other volunteers, the Science Volunteer Form in Professional Heart Daily as well as relevant staff input.

#### **TERM OF SERVICE:**



Terms begin on July 1st and end on June 30th and shall be staggered for continuity. The Chair, Vice Chair and Immediate Past Chair only serve one two-year term in those positions. Members and liaisons on the committee serve a two-year term but are eligible to be re-invited for a second two-year term after which time they are replaced.

#### FREQUENCY OF MEETINGS:

The SCILL Committee will meet via teleconference as needed. It is recommended that SCILL meet in December immediately following Scientific Sessions to develop strategy for the coming year. The time commitment will vary but should not exceed an average of one to three hours per month. Special projects may require an additional time commitment.

#### RESPONSIBILITIES/OBJECTIVES:

##### Committee Responsibilities:

- Provide strategic science direction to AHA's Science and Clinical Education Lifelong Learning Committee (SCILL) for scientific, clinical and other professional content relevant to the Council's specific discipline areas.
- Create and support the development of above- mentioned content, providing review and assuring its accuracy, currency and a diverse and inclusive group of presenters/facilitators.
- Solicit and develop plans for AHA scientific and educational programs. Annually identify the items in the AHA's core curriculum to address each year and send to the SCILL Committee for prioritization.
- Content dissemination responsibilities extend to but are not limited to the typical channels or venues for content: AHA Scientific Sessions, AHA Specialty Meetings, other AHA meetings, programs or events (both live and on-line), professionalheart.org, accredited continuing education and certification activities and other AHA activities where professional learning occurs.
- The structure of the Council's SCILL Committee is designed to support these above learning functions, which encompass science, clinical and career development.
- This committee shall know about and provide input to all science and AHA departments which are conducting any learning related to their discipline and help with greater dissemination and ownership.
- Conduct annual and on-going evaluations of the Council's programming activities and report results to the council and to the AHA SCILL Committee bi-annually. This should include but is not limited to reviewing and providing feedback on:
  1. All programming initiatives in the Council i.e. specialty conferences and sessions, professionalheart.org and professional education, etc.
  2. Trends in abstract submissions related to specialty content
  3. Trends in Council Member attendance patterns
  4. Individual programs or initiative participant evaluations
- Assists in obtaining funding for ideas for educational programming, enduring products, Apps, etc.

#### CHAIRPERSON'S RESPONSIBILITIES:

- Facilitate the business of the committee in an efficient and timely manner.
- Attend Leadership Committee meetings and present the SCILL Committee report.
- Chair will also serve as the Council Program Chair on CSSP representing content relevant to the Council's specific discipline areas and as such will serve as a Member of CSSP.
- Serve as the lead volunteer who can communicate to other groups in the organization the status of education and learning for their discipline.



- Provide business and governance expertise to the Committee, including ensuring that Committee has fulfilled its core curriculum, 365 presence and other learning-related responsibilities annually.
- Assist Council Chair and the AHA in managing the taxonomies that describe the breadth of science and clinical content relevant to AHA's 16 councils.
- Attend the January and July CSSP meetings.
- Work with AHA staff to set meeting dates and times.
- Work with staff to develop meeting agendas that will move the work of the committee forward and support the Council's and AHA's goals.
- Provide guidance and orientation to Members.
- Lead discussions at meetings and monitor activities.
- Review minutes of Committee meetings.
- Work with Committee and AHA staff to develop an annual plan.
- Ensure that Council provides abstract graders to AHA Staff for Sessions.
- Ensure that the programming is submitted by deadlines for various AHA initiatives, i.e. Sessions, other requests, etc.
- Present Committee report at the Annual Business meeting.
- Assign moderators for the Early Career competition at Scientific Sessions.
- Assign responsibilities as needed.
- With the Vice Chair and Immediate Past Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacements during nominations in the spring.

#### VICE CHAIR'S RESPONSIBILITIES:

- Assist the Chair in planning and monitoring activities.
- Preside over Committee meetings in the absence of the Chair,
- Attend Leadership Committee meetings and present reports in absence of Chair.
- Attend CSSP as needed.
- Assume role of Chair at the end of term as Vice Chair.
- With Chair and Immediate Past Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacement during nominations in spring.

#### IMMEDIATE PAST CHAIR:

- Serve as an advisor to the committee.
- Preside over Committee meetings in the absence of the Chair and Vice Chair.
- With Chair and Vice Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacement during nominations in spring.

#### STAFFED BY:

Council Science & Medicine Advisor and Council Manager