**Position:** Educational Chair

**Organisation:** Association for Cardiothoracic Surgical Care Practitioners (ACTSCP)

**Responsible and report to:** ACTSCP President

**Term of reference:** 3 years

**Job Description:**

* Annual Vision and plan for next 3 years.
* The Education chair works closely with the President for education. The post holder will also work closely with the other executive chairs ensuring appropriate and innovative modes of programme delivery.
* Identify and gather information important to CT SCPs education and the SCP community.
* Assess the needs of the newly qualified SCP’s and the qualified community and plan activities that will best meet those needs.
* Establish clear lines of engagement with course directors to ensure courses are developed and delivered in line with education committee requirements and strategic goals.
* Undertake the initiative to inform proposals and recommendations for future educational programme strategy and plans.
* Provide, develop and execute an educational programme to meet the needs of the trainees and members of the CT SCPs which is fit for purpose and financially viable.
* Attending ACTSCP executive chair virtual meetings (4-5 annually, depending on the necessity) and core sub-committee annual meetings and to ensure that a programme of meetings is planned and agreed as far in advance as possible.
* Education and Training: One webinar presentation for your sub-speciality professional group and one face-to-face, one day course with ACTSCP along with Educational Chair and the team.
* Informal professional group regional set up and discussion forum to promote education and CT SCP membership.
* Development of educational topics, materials and videos for the annual conference, training days and for our ACTSCP website.
* Facilitate development and delivery of education content and work with the president to develop future plans linked to conference delivery.
* Learn and teach others.
* Promote teamwork and work collaboratively.
* Lead by an example to your juniors and colleagues nationally.
* You will be involved in ACTSCP and SCTS annual meeting activities, as a faculty for technical skills, powerpoint presentation, and participate in your sub speciality groups as part of the team with the meeting Lead.

**Open communication:**

* Understand the core values of the ACTSCP and SCTS vision and strategy.
* If any issues, then communicate directly with the ACTSCP President.
* Never withstand any bullying or harassment from anyone in the society.
* If you struggle with the workload, ask for help when needed.

**Finally:** If you think that you cannot do this job, please be honest and allow someone else to take this job over. It needs to be advertised to all members and recruitment will take place from scratch.

**\*Please note** that all ACTSCP executive chairs, will work with the education chair to set out a webinar and or a full day course on annually for their professional group/members.