



## **Cardiac Rehabilitation Foundations Certification TERMS OF REFERENCE**

**Version 2; October 15, 2021**

### **1. TITLE**

The name of the committee shall be the International Council of Cardiovascular Prevention and Rehabilitation (ICCPR) Foundations Certification Sub-Committee.

### **2. MANDATE**

The purpose of the sub-committee is to oversee the ICCPR Cardiovascular Rehabilitation Foundations Certification (ICCPR CRFC) project. This includes:

- a.** Providing input on day-to-day operations of the certification program
- b.** Discussing novel queries and requests from interested learners
- c.** Marketing and disseminating the CRFC
- d.** Ensuring the CRFC content is evidence-based and current (updates)
- e.** Ensuring the fairness of the examination and ensuring an appropriate level of difficulty.
- f.** Mitigate any liability risks

The working group was formed in 2017.

### **3. GOVERNANCE**

The working group is a sub-committee of the ICCPR Council, and reports to the ICCPR Executive. The chair shall provide an update to Council at each web call.

### **4. SUB-COMMITTEE COMPOSITION**

#### **4.1. MEMBERS**

The ICCPR Foundations Certification Sub-Committee is made up of experienced CR practitioners, researchers, or students with diverse expertise and skills representing all core components of CR. Given the focus of the certification program on low-resource settings, there is an aim that 50% of members reside and work in such settings. It is preferred that members are themselves members of ICCPR Council, or members of ICCPR member associations.

All members are “grand-parented” CRFCs and as such shall put the CRFC in their email auto-signature and conference presentation slides where applicable.

#### 4.2. ROLES

Note module lead working group members may serve as chair or vice-chair.

##### CHAIRPERSON

The chairperson responsibilities include:

- a. Maintaining contact with and coordinating activities of the sub-committee
- b. Reviewing and approving the draft agenda and minutes before distribution
- c. Inviting specialists to attend meetings when required (ex. Siddharth Bera)
- d. Chair meetings; ensure all discussion items end with a decision, action or definite outcome
- e. Oversee the financials of the certification program, in consultation with ICCPR’s treasurer
- f. Liaison with web developer of CRFC
- g. Lead group in consideration of any new module requests, as per CRFC policy
- h. Liaising with other CR program certifications
- i. Providing reports / updates to ICCPR Exec and Council at each meeting

#### 4.3. VICE-CHAIRPERSON

The vice-chair responsibilities include:

- a. Maintaining the CRFC page on ICCPR website ([globalcardiacrehab.com](http://globalcardiacrehab.com)) through liaison with ICCPR secretary
- b. Chairing meetings when the chair is absent
- c. Overseeing scientific updates: modules
- d. Secure, train and supervise CRFC secretary
- e. Arranging independent review of CRFC modules by relevant experts for currency every 5 years, particularly where there have been no updates by a module lead.
- f. Overseeing any improvements to the CRFC based on input received.
- g. Liaising with ICCPR member associations around encouraging their members to use the CRFC (e.g., Chinese translation)
- h. Soliciting alternate module leads when current leads will be moving on, preferably through the ICCPR network. As laid out in the “new module policy”, module leads must provide evidence of formal education as well as research and/or clinical experience in the CR component area. They will be asked to declare any conflicts of interest for review by the CRFC Chairperson prior to confirmation.

#### 4.4. SECRETARY / TREASURER

Responsibilities include:

- a. Polling members for web conference meeting availability and scheduling meetings
- b. Preparing and circulating agenda for each meeting along with supporting documents, and providing updated learner numbers and any issues raised

- c. Preparing and circulating minutes after the meeting
- d. Maintaining documentation on a shared site (i.e. Dropbox)
- e. Monitoring the [iccprcrfc@gmail.com](mailto:iccprcrfc@gmail.com) email, and responding to queries from learners
  - a. This will include forwarding content specific questions to applicable module subject matter experts
  - b. Will also include bringing novel questions to the Chair and vice-chair
- f. Coordinating, editing and sharing documents with chairperson, vice-chair person and website developer
- g. Liaise with website developer to resolve any technical challenges raised by learners
- h. Liaise with ICCPR treasurer as needed to ensure application fees are received from learners for the ICCPR paypal account.
- i. Monitoring administration dashboard
- j. Sending name of CRFC certified learners to ICCPR Secretary to post to ICCPR website and adding them to googlegroup
- k. Monitoring googlegroup
- l. Maintaining ICCPR's CRFC Instagram and tiktok accounts, among other marketing activities as directed by working group
- m. Other duties as outlined in the Secretary SOP, including support fee payments for admin and web maintenance, as well as from Chinese translation
- n. Monitoring learner feedback provided on googleforms, and informing vice-chair of input

#### 4.5. TRANSLATION REPRESENTATIVE

A designated representative from any translated versions of the full CRFC shall serve on the working group to ensure liaison between versions and efforts.

#### 4.6. MODULE LEADS/ SUBJECT MATTER EXPERT MEMBERS

One module lead shall be responsible for the associated module (content, exam questions). A list of modules and module leads is found here: <https://globalcardiacrehab.com/Certification>. With request and approval from the chairs, a second module lead may be added for a component module.

Subject matter experts are required to review their module content for currency every 2 years (triggered Feb 1 in odd years), and inform the vice-chair whether any updates based on new evidence are needed or not. The vice-chair should be informed either way within 3 weeks or the module lead will be asked whether they wish to continue in their role as lead for the module.

Needed updates can take the form of revised powerpoint slides, additional videos, or fully revised slides with videos. Module leads shall provide updated materials where warranted within 2 months. Care should be taken so the overall module remains approximately 1 hour as per original conception of CRFC.

Module leads are also required to consider edits to their modules based on any input from independent peer reviewers within 1 month of receipt. They are also expected to answer any

learner queries received via email or googlegroup related to their module within 2 weeks maximum.

4.7 All sub-committee members are responsible for:

- a. Sending regrets for any meetings
- b. Putting forward any agenda items for the meeting
- c. Reviewing minutes from previous meeting
- d. Active participation in meetings
- e. Identifying the need for changes and/or modifications to be made regarding certification project material
- f. All members shall support marketing of the CRFC (e.g., #CRcert)

## **5. FREQUENCY OF MEETINGS**

Meetings shall be held at least twice per year via web conference to complete the work of the sub-committee, or more frequently as needed. Meetings may be held at any time (although attempts will be made to schedule them during the business hours of the time zones of members) provided 1 weeks' notification of meeting is given to each member following the Doodle Poll.

## **6. TERMS OF SERVICE**

Non-SME members shall serve 4-year terms. Terms shall be renewed every 2 years, so that member composition is staggered (max 50% renewal every 2 years). Members can elect to continue to serve to a maximum of 3 terms (i.e., 12 years).

SME members are invited to continue to serve for as long as they meet requirements in these Terms, and provided they continue to remain abreast of latest research and practice in their module area. Non-response to a biennial request for updates shall be considered as indicative the SME is stepping down from their role.