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ICCPR Cardiovascular Rehabilitation Foundations Certification (CRFC) Program

New Module and Subject Matter Expert Policy

V2; March 9, 2021

The ICCPR CRFC program is an online educational program on how to feasibly and affordably deliver the core components of cardiac rehabilitation (CR), particularly in low-resource settings. This program is intended for healthcare professionals (including trainees) in any discipline involved in the delivery of CR.

CONTENT AREA: The ICCPR CRFC working group (WG) will consider proposals for new modules that are relevant to CR delivery as per ICCPR’s consensus statement (https://globalcardiacrehab.com/ICCPR-Consensus-Statement) and charter (https://globalcardiacrehab.com/The-Charter), that do not overlap with currently-available modules.

OPTIONAL VS MANDATORY MODULES: As of 2021, the CRFC has 8 mandatory and 1 optional module (see list at: https://globalcardiacrehab.com/Certification). When considering whether a new module shall be optional or mandatory, the CRFC working group considers centrality to CR and burden to learners. Optional modules do not have multiple choice questions as part of the examination, whereas mandatory modules do.

SUBJECT MATTER EXPERT (SME) REQUIREMENTS: New modules can be developed by qualified SMEs in the proposed area of CR. Formal education in a CR-related field, as well as research and/or clinical experience in CR are required.

All modules to date were developed by SMEs without commercial interest (i.e., all are “non-sponsored”). Potential SMEs must also declare all financial and other interests that may be related to the potential additional module at time of application; SMEs with financial interests related to the module area may be asked to enter into a financial arrangement with ICCPR, and may be asked to agree to label the module as “sponsored” before approval is granted.

SMEs must agree to have their name posted to the CRFC website, and to be added to the CRFC googlegroup of all applicants, monitoring and responding to queries related to their module.

SMEs must also agree to re-visit content for currency every 2 years, and update their module as appropriate (e.g., slides, video, supplemental resources, multiple choice questions as appropriate). Current SMEs can only propose additional modules if their current module has been confirmed for currency within 2 years, and updates provided accordingly.

LANGUAGE: At this time the CRFC is delivered in English and Chinese character. We welcome proposals for overview modules in other languages, in unique areas in the English language, or to adapt currently-available modules to other languages for example. SMEs may be asked to demonstrate proficiency in the proposed language(s) of CRFC module delivery.

MODULE COMPONENTS REQUIRED: Modules are comprised of slides, a recorded video ( showing their face along with the slides), multiple choice questions (except if you are proposing an optional module), and supplementary resources (e.g., websites programs could use with patients to implement content; other open access resources). A bank of 40 multiple-choice questions (4 response options each) must be generated, so items can be randomly selected in the final exam. We can share with you questions for the other modules for consistency purposes (e.g., level of difficulty for those whose first language is not English).

Modules should be a maximum one hour in length, preferably delivered in a series of shorter videos. If the SME proposes to deviate from this format, this should be stated at the time of application.

Process to propose new CRFC modules:

1. Potential SME to send their curriculum vitae and declaration of interests via email to [iccprcrfc@gmail.com](mailto:iccprcrfc@gmail.com), along with proposal of module type (mandatory or optional), content (topic and outline), along with any other information as per the above for consideration by the ICCPR CRFC WG, specifying language(s). They must also clearly state willingness to maintain module currency.
2. The CRFC Secretary shall review the proposal, and request any clarifications if the above information is missing. The Secretary then will share the complete proposal request with the WG co-chairs (or chair if a conflict exists). Any WG members involved with the submission will not be included in deliberations to minimize conflict of interest; the co-chairs shall inform the Secretary whom should be involved in the deliberations.
3. The Secretary will then share the proposal with non-conflicted WG members via email, requesting comments; if appropriate, this initial communication may include some context and perspective from the co-chairs for WG consideration. The WG shall review the proposal within 1 month of receipt (preferably at a WG meeting if one is upcoming).
4. The WG members shall then vote to either: (a) decline, (b) suggest edits or (c) approve as is (majority rules). The WG is not required to provide a reason to the applicant for rejection if that is the outcome (e.g., not applicable to low-resource settings), but the Secretary shall ensure reason, based on the above considerations, is documented in a meeting (i.e., minutes).
5. If the vote results in b or c, SME will then be requested to prepare slides for the module, and provide a list of supplemental resources related to their module. SME will also be required to develop a bank of multiple-choice questions for their module if it is “mandatory”. Materials should be shared with the Secretary within 1 month.
6. The non-conflicted WG members will review the materials within 1 month, and vote to either: (a) request edits or (b) approve. If edits are requested, comments will be provided to the SME from the WG.
7. The SME will have one month to reply with the revised version, which will be shared with the WG by the Secretary. The WG shall again vote a or b, and the Secretary shall inform the SME accordingly within one month. This process shall iterate until the majority of WG members are satisfied (i.e., vote approve).
8. With the written materials approved, SME will be provided with instructions on how to record their module (testing sound, etc. in advance) and remit to ICCPR.
9. Upon final review by the WG, the materials will be added to the CRFC website behind the paywall. The SME shall be granted access to check the materials are uploaded properly.
   1. Should the module be added to the Chinese platform, the non-English video shall also be shared with the CRFC WG for approval prior to posting.

Note: if materials are not received from the SME in a timely manner, the CRFC WG reserves the right to cancel the new module.

Note: The CRFC WG will entertain requests to change optional modules to mandatory and vice versa upon request. Decisions will be made according to the processes and timelines outlined above. The WG may or may not provide a rationale for their decision, but it will be documented. Any appeals can be directed by the Secretary to the ICCPR Executive.