



ICCPR Program Certification Steering Committee

Terms of Reference

V1; October 13, 2021

1. PURPOSE

The purpose of ICCPR's program certification scheme is to recognize cardiac rehabilitation (CR) programs in low-resource settings (includes in high-income countries, as defined in ICRR's protocol available here: <https://globalcardiacrehab.com/ICRR-Governance>) who meet a minimum quality standard with regard to program structure, processes and patient outcomes.

Full policies and procedures of the Program Certification are found on ICCPR's website.

2. AUTHORITY AND ACCOUNTABILITY

The ICCPR Program Certification Steering Committee is the governance body for development, implementation and conduct of the program certification initiative, under the approval of the ICCPR Executive.

The Steering Committee shall be led by an Executive Committee, comprised of 2 co-chairs (one for assessment oversight), a vice-chair, the trainee Secretary, and Treasurer, with at least one chair representing either ICRR Steering or ICCPR Executive.

The Steering Committee shall provide a formal written report to ICCPR Exec upon request, but at a minimum of every 2 years.

3. MEMBERS

The steering committee shall be comprised of CR experts from all regions of the globe (as many from all 6 as possible). Members should represent the diversity of disciplines delivering CR. Other sought expertise includes: policy-making/ implementation science, accreditation, and CR quality.

The steering committee shall be comprised of the 2 co-chairs, vice-chair, a trainee secretary, a treasurer, and other representatives, with a composition of 3-8 members. At least one member must be from ICCPR Exec and one from the ICRR Steering Committee.

The vice-chair shall approve meeting agendas and minutes as drafted by the Secretary, chair each meeting, guiding the meeting in accordance with the agenda and time available, while ensuring all discussion items end with a decision, action or definitive outcome.

All members must be committed to upholding ICCPR's mission, as outlined in our Charter (<https://globalcardiacrehab.com/The-Charter>). They should also be in a low-resource setting for CR (can be in high-income country).

Initial members were invited from ICCPR Council and friends. New members will be confirmed, following provision of context and expertise, and consideration of conflict declarations by Program Certification Exec. ICCPR Exec or ICRR Steering with majority approval may nominate members to serve if they have specific needed expertise.

4. TERMS OF OFFICE

The Committee members will serve for a minimum of three years (half of initial members shall be asked to serve 2 years to stagger term ends and hence committee member renewal/memory), with the possibility of renewal for a 2nd term. Co-chairs shall serve for 1 year as past-chair upon term end; their term expiry shall be staggered. Terms of office are based on the calendar year.

5. COMMITTEE FUNCTIONS

The remit of the Steering Committee includes: initial implementation and launch, financials, marketing, stewardship of program applicants through the assessment process, program certification oversight (including re-consideration of quality standards, procedures etc.), liaising with certified programs as needed throughout the certification period, and sustainability (e.g., re-certification). The steering committee shall also liaise with ICRR's user sub-committee co-chair responsible for quality improvement, as well as the research sub-committee co-chair responsible for the ICRR Report to provide information about the Program Certification initiative.

One co-chair shall oversee Secretary processing of all program certification applications through to assessment and decision (i.e., assessment oversight co-chair), including supporting securing of virtual site assessors. The other chair shall be responsible for initial set up of certification (e.g., template development, ICRR syntax), committee correspondence (internal and external) and reporting, among other activities to support the operation of the Program Certification initiative.

The Treasurer shall work to ensure all fees are paid by applying programs, and all virtual assessors are paid pending availability of funds. The Treasurer will also make recommendations regarding certification fees following consultation with ICRR's Treasurer (i.e., ICRR maintenance fees), and confirm availability of funds for virtual site assessments. The Treasurer shall also liaise with ICCPR's Treasurer.

Duties of the Secretary are outlined in the Program Certification Policies and Procedures, and their Standard Operating Procedures.

All steering committee members are eligible to serve as virtual assessors for ICCPR Program Certification (as are members of ICRR committees and ICCPR Exec), as per policies and procedures on ICCPR's website. Steering committee members shall be asked to declare the

languages in which they are proficient, and will be asked to assess for site visits where the specific language is needed (except in the case where the assessor and assessee are from the same country).

When a member is invited to serve as a virtual assessor, they will be asked to disclose any potential conflicts of interest and to declare they will keep information confidential via email. Confirmed virtual assessors are asked to complete the required work in a timely manner, to meet suggested timelines outlined in the Policies & Procedures; those who do not will not be invited for future virtual assessments.

The stipend shall be provided should funds be available, only upon receipt of all required site visit documentation as per the Program Certification Policies & Procedures and once the final decision is confirmed with the applying site (i.e., no additional information needed where program re-butts decision).

Requirements include an approximately 30-minute training session with an Exec member other than the Treasurer, and preferably observing a virtual site visit (not reimbursed).

6. MEETINGS

ICRR Exec shall generally conduct their business via email. The steering committee shall meet twice yearly at a minimum. Meetings shall be held virtually, at a time which coincides with business hours for the most members given their respective time zones. Efforts will be made for meetings to be held at a regular, pre-set re-occurring time.

The trainee secretary shall take minutes. Notice of meetings and circulation of meeting materials shall occur a minimum of 2 weeks in advance by the Secretary.

Technical or other experts may be invited to attend part or all of a meeting(s) as a guest at the request of the Chairperson on behalf of the Steering Committee to provide advice and assistance where necessary.

A quorum of members (10%) must be present before voting at a meeting can proceed. The Steering Committee will make decisions by a simple majority+1 if consensus is not achievable. If a decision is required and a quorum is not present, the decision will be voted on by alternate means (e.g., eVote).

7. UPDATES TO TERMS

These Terms of Reference will be reviewed as needed, and no less frequently than every two years.