

**CLINICAL PRACTICE GUIDELINES (CPG) COMMITTEE
CHAIR DESCRIPTION**

Closing date for applications: 28 April 2023

Introduction

EACTS is seeking a dedicated member to take the lead as the CPG Chair and to play an important strategic role in representing the vision and purpose of the EACTS CPG. The Chair will ensure the Committee is managed efficiently, setting clear long-term objectives in line with the EACTS mission and assisting the Committee in fulfilling its purpose to the best of its ability.

The Chair will receive support from the Committee members, the EACTS Office and the EACTS Council to accomplish their duties within the agreed timeframes.

Strategic goals

1. To develop comprehensive, up-to-date, evidence-based clinical practice guidelines for the diagnosis and treatment of patients of all ages with cardiovascular and thoracic disease.
2. To foster existing collaborations and establish new ones with other international bodies on consensus statements and guidelines for maximum worldwide dissemination and implementation.
3. To provide education and training on how to develop and improve methodology for society documents.

Key responsibilities

- To ensure guidelines are systematically developed and delivered in accordance with EACTS' published methodology manual for clinical guidelines, approved by the Council in July 2022.
- To foster collaboration with other healthcare organisations, industry and other stakeholders as required for developing, maintaining and disseminating practice guidelines and statements.
- To advise on the appointment of task force chair(s) and individual writing committee members and liaise with the editorial office of EJCTS and ICVTS regarding the external validation process.
- To assist in developing strategies for the development, dissemination and uptake of society projects.
- To lead the CPG Committee, according to the skillset and knowledge required, chairing meetings, and establishing milestones, in line with the Committee's goals.
- To work with the CPG Director on contributing knowledge and expertise to support work on clinical practice guidelines and statements across a range of topics; develop and maintain a format for guidelines; provide strategic and operational guidance to the EACTS CPG Committee; assess and advise on the CPG objectives to ensure they are in line with the EACTS charitable objectives and 5-year strategy.
- To liaise with the other relevant EACTS Task Forces and Committee Chairs to provide strategic advice that will correspond to the overall CPG Objectives.
- To work closely with the Guidelines Programme Director and Manager and EACTS Office to assist in the logistics and coordination of the Committee and the activities.

- To be a non-voting member of the EACTS Council / to provide reports on the progress of the CPG Committee and the activities to the EACTS Council.

Person specification

- **Must be a member of EACTS to apply for this role.**
- Be committed to the charitable objectives of the Association and relevant Committee.
- Have a previous history of supporting EACTS in a leadership position or as a member of a working group (ex-Council/Task Force/Committee role).
- Be dedicated to the pursuit of clinical and research excellence and improving patient outcomes.
- Be familiar with evidence-based medicine and clinical research methodology.
- Have experience with managing committees or projects on a national or international scale; experience in the recruitment of Committee members is desirable.
- Have strong leadership and communication skills, with the ability to collaborate with a diverse group of stakeholders.
- Have experience in managing conflicts of interest and ensure transparency and accountability in guideline development.
- Have experience in chairing meetings, ensuring all members are involved in discussion and encouraged to express their views.
- Be committed to eliminating discrimination and advancing equality.
- Represent the Committee at other meetings when relevant.
- Have sufficient time and willingness to contribute effectively to the Committee activities, attending at least 4 meetings per year and contributing between meetings as necessary.
- Be able to communicate proficiently in English (spoken and written).

Framework for delivery

- The Committee acts with delegated authority from the Council to oversee and approve the guidelines to be progressed in line with the strategies and goals set by the Council.
- For each topic-specific guideline, the Committee proposes the creation of a task force responsible for guideline development in collaboration with the Executive Committee and the Council.
- A task force Chair is appointed by the Council to lead this work.
- The Committee will ensure effective oversight and governance, providing at least one member to offer guidance and oversee the entire process.
- All guidelines will be subject to the methodology defined by the organisation and receive guidance from external advisors (including the Comprehensive Clinical Trials Unit, UCL and the Guidelines Programme Director) as suggested by the Council.
- The Secretariat provides executive and administrative support to the Committee and appointed task forces to progress guidelines.

Reporting

The CPG Committee is responsible to and reports directly to the Council on its activities and will seek Council approval for necessary financial or resource investment into their activities.

Expected commitments

The Chair and CPG Committee are appointed for 3 years and are expected to commit to the following:

- Regular remote and sometimes in-person meetings with the Committee.
- Attendance / presentation at the EACTS Annual Meeting.
- Strict confidentiality observance.
- Provide true and complete information on relationships with industry; provide annual declaration of interest.

Diversity and inclusion

Candidates may come from a wide range of backgrounds and experience. EACTS encourages applications from groups currently under-represented on our committees.

We will consider reasonable adjustments to our recruitment processes to ensure that those candidates who possess the skills and experience required for a role are not put at a disadvantage.

How to apply

Candidates will be expected to apply via the EACTS User Area.

The following are required:

- A cover letter, explaining how the candidate meets the criteria in the person specification and their motivation for applying for the post.
- Academic CV with publications.
- Completed declarations of interest form for the previous 36 months, including specific personal payments as well as payments provided to the institutions for research activities and travel support.
- A completed *Additional questions for candidates* form.

Selection process

The closing date for applications is **Friday 28 April 2023 5 pm GMT**. After the closing date for applications:

- A panel will assess candidates' CVs, cover letters, and declarations of interests to determine who best meet the criteria for the role and will be invited to interview.
- We anticipate that candidates will be shortlisted by the panel by mid-May 2023, with interviews taking place on **Thursday 25 May 2023**.
- At interview, the panel will ask candidates about their skills and experience, asking specific questions to assess how they meet the criteria for the role.



EACTS
European Association For Cardio-Thoracic Surgery

Terms of Reference Clinical Practice Guidelines Committee

- The successful candidate will receive an email from the recruiting team to confirm the terms on which an appointment is offered.
- The recruiting team will notify candidates who are not successful.

Contacts

If you have any questions please contact the Guidelines Programme Manager
giulia.zuodar@eacts.co.uk.