



## 2023 Call for CCS Trainee Committee Members

**2022**



### What does the CCS Trainee Committee do?

The key directives of the CCS Trainee Committee are as follows:

- 1) To represent the interests of the full breadth of Canadian cardiovascular trainees on the various CCS standing committees, CCS Council and the CCSA Board.
- 2) To ensure the provision and quality of trainee-specific initiatives of the CCS and CCSA, educational and otherwise.
- 3) To communicate the activities of the CCS that are of interest to trainees in a timely and effective manner.

The CCS Trainee Committee is broadly organized into three pillars: **Representation, Education and Communication**. Below, you will find a list of the positions available on the Committee. We are looking for a diverse group of team players to help shape the direction of our organization.

The Trainee Committee meets approximately three to four times per year by teleconference and during the annual Canadian Cardiovascular Congress (CCC). Additional meetings will be called as needed. Individual CCS committees meet according to their own needs.

### What positions are available?

#### 1) CCS Standing Committees:

##### a. External Relations Committee - (2-year term) – 1 position

The CCS External Relations Committee candidates should have an interest in establishing and advancing the relationships the CCS holds with other national and international organizations. Partner organizations may include but are not limited to physician organizations, health charities, advocacy partners, research groups, cardiovascular allied health professional organizations, etc. Committee members are expected to commit time to read material in advance of, and actively participate in, up to four teleconferences per year, periodic email correspondence, and a face-to-face meeting at the annual Canadian Cardiovascular Congress.

##### b. Guidelines Committee - (2-year term) – 1 position

The Guidelines Committee is a strong and experienced standing committee at CCS established to provide direction guidance and advice related to the development of Guidelines and Clinical Practice Updates (CPUs). Trainee Representative will be expected to commit time to teleconferences, document reviews and committee meetings and, attend a minimum of three committee teleconferences each year and one meeting at the annual CCC (either in person or by teleconference).

##### c. Journals Committee - (2-year term) – 1 position

The CCS Journals Committee provides strategic oversight of the Canadian Journal of Cardiology (CJC) and CJC Open and undertakes a number of initiatives each year that contribute to growing the Journals' brand and impact. Candidates should have knowledge and experience related to academic publishing or as a member of an editorial board. The Trainee Representative on the Journal Committee will also be expected to advocate for trainee opportunities within the CJC, including supporting Trainee Section, Trainee Editorial Board & Reviewer List, and Training Program Initiatives. Please note: the CCS Journals Committee is a separate entity to the CJC Editorial Board itself.

**d. Membership Committee - (2-year term) – 1 position**

This is one of the standing committees of the CCS and we are fortunate as trainees to have the opportunity to provide a representative member to this committee. Your job here will be to help the committee do its work by devising strategies to augment new memberships in the CCS, devising strategies to ensure member retention and advising on ways of ensuring trainee transition to full member status.

**e. Continuing Professional Development Committee (CPD) - (2-year term) – 1 position**

The CPD Committee provides the CCS Executive and Council with informed recommendations regarding CCS CPD programs for members and trainees, in consideration of best practices in Knowledge Translation and The Royal College of Physicians and Surgeons of Canada (RCPSC) Accreditation criteria.

**f. Development Committee - (2-year term) – 1 position**

The CCS has longstanding relationships and partnerships with funders that share a common interest in programming for the cardiovascular professional community. As the organization expands its programming and grows, the need for a focused funding strategy and on-going relationship management is required. Members of this Committee should have knowledge of the CCS, feel comfortable approaching funding providers, making connections and presentations on behalf of the CCS and work within the fundraising guidelines of the CCS.

**g. Advocacy Committee - (2-year term) – 1 position**

The Advocacy Committee supports the CCS in influencing policy and advocating for the heart health of Canadians. Specifically, the committee guides the CCS in identifying priorities that are representative of and in the best interest of the cardiovascular specialist community to advance heart health for all. The Committee advises on the development of CCS's advocacy plans by supporting staff in identifying national-level policy and advocacy issues and priorities.

**h. Research fellowship and Awards Committee (RF&A) - (2-year term) – 1 position**

The Research Fellowship and Awards Committee is advisory in scope, providing expert, informed advice and recommendations to the CCS Executive and Council on: Policies, practices, scope and structure of CCS research fellowships and research awards & Risks and opportunities related to CCS research funding initiatives, including emerging trends and changes in the Canadian research funding environment.

**i. Equity, Diversity and Inclusion Committee (EDI) - (2-year term) – 1 position**

The vision of the CCS is strong heart teams in a heart healthy Canada. Fostering equity, diversity and inclusion (EDI) is one of our guiding principles. The success of the CCS Mission depends on people who provide a diversity of background, experience, ideas and perspectives as members and leaders. The Equity, Diversity, Inclusion (EDI) Committee supports the CCS in establishing the strategic priorities and action plans to uphold and advance our EDI values.

**j. NEW - Program Evaluation Working Group – A CCS Working group - (2-year term) – 1 position**

The CCS is committed to providing staff, administration, and committees with evidence to continuously improve CCS and its services to its members, aligning with CCS guiding principles of Excellence, Quality, and Evidence. The Program Evaluation Working Group reviews collected quantitative and qualitative data on CCS's various activities and initiatives, effectiveness, organization, and outcomes to inform decision-making. The Working Group will be tasked with reviewing program evaluation frameworks for CCS's programs, implementing a robust program evaluation process, selecting areas for program evaluation in collaboration with CCS's leadership, Guideline and Knowledge Translation (KT) team, Continuing Professional Development (CPD) team, Guidelines team, and Congress team, establishing the program evaluation questions that will be addressed for both quality improvement and scholarly purposes, etc.

**2) Communications Working Group Chair (2-year term) – 1 position**

Our mandate to communicate relevant activities of the CCS and CCS Academy to our trainees is central to our function. Our communication mandate also includes receiving and soliciting feedback from our trainees and keeping them up to date through our website, emails and social media. The Communications Group Leader is charged with oversight of the Website, Feedback and Outreach teams and will be in regular communication with the Chair and other Committee members to ensure that there is an appropriate flow of information to and from the CCS Trainee Committee and CCS Trainees. In particular, we are seeking individuals who are interested in our social media team, where responsibilities include creating and collating content.

### 3) **Networking Working Group Co-chairs** (2-year term) – 2 positions

This initiative aims to expand the interconnectivity between trainees of the CCS and faculty in cardiovascular medicine, science, and surgery across Canada. The goal is to host 3 to 4 online sessions for trainees on focused topics of interest. These 90 minutes sessions include 30-minute presentations delivered by experts in the field, followed by an informal 60-minute networking session in the Remo platform. The mandate of the working group is the coordinate those networking sessions: choose a topic that's relevant to trainees, find speakers, moderate sessions, etc.

### 4) **Basic Sciences Working Group Chair** (2-year term) – 1 position

This initiative aims to involve more basic science trainees from across Canada who have an interest in cardiovascular medicine, science, and surgery with the CCS. The mandate of the working group is to find solutions on how to attain that goal.

### 5) **CCC Trainee Program Planning Committee Co-Chair (Education)** (2-year term) – 1 position

The TPPC's mandate is to develop a high-quality scientific Trainee Program at CCC. To facilitate this, the TPPC will meet monthly via teleconference to plan and execute the Trainee Program for the coming year's CCC. As TPPC Co-chair, you will be responsible for chairing the teleconferences, and project managing the TPPC towards the development of program presented at CCC. You are also a member of the CCS Scientific Program Committee and expected to attend their regular meetings to represent and advocate on behalf of trainees. The TPPC co-chair may also be asked to serve on additional committees relating to CCC (i.e. Workshop Committee).

### 6) **CCC Trainee Program Planning Committee (Education)** (one year) – Approx. 20 positions

We are planning the Trainee Program for 2023. The Trainee Program offers hands-on skills labs, highly interactive practical workshops and the always popular networking event. The success of the Trainee Program would not have been possible without the tireless work of your fellow trainees who made it happen. This is an opportunity to be part of a fun and dynamic team with a major nationwide impact. Here, you will have the chance to:

- Define theme and framework for Trainee Programming during CCC
- Promote Trainee Programming to CCS trainee membership
- Identify and contact potential speakers
- Design skills labs and interactive workshops
- Help shape the changing cardiovascular landscape
- Build collaborative leadership and teamwork skills
- Partner with peers, staff, mentors, and industry representatives

### 7) **Other?**

Is there something that the CCS Trainee Committee should be doing but isn't? Did we miss something? Do you have a great idea that simply isn't captured by the positions outlined above? If so, this is your chance to make it happen. Apply for the CCS Trainee Committee and clearly outline a job description, role or project that you want to take on. We are always open to new ideas and are here to serve you.

## **Who can apply?**

Anyone who is enrolled in a cardiovascular training program. This includes both clinical and non-clinical trainees at all levels, and includes Canadian trainees pursuing a fellowship abroad.

## **How do I apply?**

- [Click here](#) and fill the survey by answering the questions and uploading the following documents:
  - **Letter of intent:** (500 words max)
    - Name, institutional affiliation, training program and year of training.
    - Previous CCS Trainee Committee experience and outcome/impact.
    - Clearly indicate which position(s) you seek and why.
    - A concise, meaningful description of previous work experience on committees and/or national/provincial organizations is also very helpful for us.
  - **CV/Résumé:** 3 pages maximum.
  - **Headshot photograph**
- **Deadline to apply is [Wednesday, December 7, 2022](#)**