

PEDIATRIC CARDIAC INTENSIVE CARE SOCIETY

PCICS EDUCATION COMMITTEE

TERMS OF REFERENCE

- NUMBER OF MEMBERS:** The number of members may vary with time, but it will be limited to a maximum of twelve (12), including the two Co-Chairs.
- METHOD OF APPOINTMENT:** The PCICS Board of Directors shall appoint two Committee Co-Chairs. The remaining members will be selected from a list of nominees or volunteers by the Co-Chairs. The Committee membership must then be ratified by the PCICS Board of Directors. Committee members shall include a mix of senior physicians, junior physicians, and at least two nurses and/or allied health professionals. At least one Committee member shall be based outside of North America. All Committee members must be active members of the PCICS.
- TERM OF OFFICE:** Members shall serve four-year terms beginning June 1st 2015 and shall be staggered for continuity. Half of the founding members will serve 2 years to facilitate this process. Past-Chairs will serve as immediate-past chairs on the committee for 2 years following the completion of their periods as Chairs. Committee members may be allowed shorter duration of appointment at the discretion of the Chairs.
- FREQUENCY OF MEETINGS:** The Committee shall meet face-to-face once per year in conjunction with the annual PCICS conference. Conference calls will occur monthly. The time commitment will vary, but on average, it should not exceed five (5) hours/month.
- RESPONSIBILITIES:**
- Committee Responsibilities:
1. Create educational content for all PCICS members.
 2. Review and help create advanced training program guidelines
 3. Create, lead and oversee ongoing educational materials and discussion groups for case and journal review.
 4. Promote and support the PCICIS endorsed handbook in Pediatric Cardiac Intensive Care
 5. Coordinate the development of journal supplements, statements and guidelines related to pediatric cardiac intensive care.
- Co-Chairs' Responsibilities:
1. Select committee members from nominees and volunteers for approval by the PCICS Board.
 2. Draft monthly meeting agendas, create meeting minutes and action plans for work agreed upon by the members, assign work responsibilities to members, and report on the Committee's work to the PCICS Board.
- FIRST Co-CHAIRS** Ron Bronicki, Dot Beke