

# ACTSCP Cardiac Chair



**POSITION TITLE:** Cardiac Chair

**ORGANISATION:** Association of Cardiothoracic Surgical Care Practitioners (ACTSCP)

**REPORTING LINE:** reports directly to the ACTSCP President

**TERM OF APPOINTMENT:** 3 years

## Role Overview

The Cardiac Chair plays a key leadership role within ACTSCP, providing strategic direction, promoting education and training, and supporting the professional development of cardiac surgical care practitioners nationally. The post holder is expected to work collaboratively with the ACTSCP Executive, Educational Chair and wider membership to advance the organisation's vision and objectives.

## Key Responsibilities

### Strategic Leadership

- Develop and present an annual vision, with a forward plan covering the next three years.
- Promote ACTSCP's and SCTS's vision, values, and strategic objectives across the cardiac professional group.

### Governance and Meetings

- Attend ACTSCP Executive Team virtual meetings (approximately 4–5 per year, or as required).
- Participate in core sub-committee meetings and other meetings as necessary.

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## Education and Training

- Deliver one webinar per year for the cardiac sub-specialty professional group.
- Co-develop and deliver one face-to-face, one-day educational course annually in collaboration with the Educational Chair and ACTSCP team.
- Contribute to the development of educational topics, materials and recorded content for:
  - ACTSCP and SCTS annual meetings.
  - Training days.
  - ACTSCP website and digital platforms.

## Professional Engagement and Membership

- Support the development of regional informal professional groups and discussion forums to promote education, networking and ACTSCP membership.
- Encourage engagement, learning, and collaboration within the cardiac SCP community.

## Conference and Events

- Act as faculty at the ACTSCP Annual Meeting, contributing to:
  - Technical skills.
  - Educational presentations.
  - Sub-specialty group activities.
- Work collaboratively with the Annual Meeting Lead and wider faculty team.

## Leadership and Professional Conduct

- Demonstrate a commitment to lifelong learning and knowledge sharing.
- Promote teamwork, professionalism, and collaborative working.
- Lead by example, providing mentorship and support to junior colleagues and peers at a national level.

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## Communication and Professional Standards

- Maintain open and transparent communication in line with ACTSCP values.
- Escalate concerns or issues directly to the ACTSCP President when appropriate.
- Uphold a zero-tolerance approach to bullying, harassment or inappropriate behaviour within the society.
- Seek support and delegate appropriately if workload becomes challenging.

## Additional Information

- If at any point you feel unable to fulfil the responsibilities of this role, honesty is expected to allow a smooth transition and opportunity for another member to take on the position.

**Please note:** All ACTSCP Executive Chairs are required to work closely with the Educational Chair to deliver **at least one webinar and/or one full-day educational course annually** for their professional group.