



CSCT Job Description: Education Director

Must be a CSCT Director and is appointed for a two (2) year term by the Board of Directors at the Post-Annual General Meeting on even numbered years

Board of Directors meetings:

- Attend all Board of Directors Meetings; as applicable
- Submit a written Education Report
- Present a written Exam Committee Report, when applicable
- Address any Education/Exam issues brought forward

Provincial Education Coordinators Meetings

- Chair Provincial Education Coordinators meetings, minimum-annually
- Communicate meeting times and dates to PEC's
- Provide an agenda for PEC meetings
- Submit a written Education Report
- Present a written Exam Committee Report, and exam statistics when applicable

Annual General Meeting/Special Meetings:

- Present Education Report
- Address any Education related questions from Members attending

Chair CSCT Education Committee

- Provide agenda for meetings when required
- Submit a written Education Report if applicable
- Delegate Educational assignments as required
- Organize within committee Education Day at annual CCC

General Duties:

- Member of the CSCT Executive
- Correspond with Foreign Exam Candidates as required
- Processes Foreign Exam Candidate applications
- Respond to all correspondence in a timely fashion
- Liaison between CSCT BOD and PEC Committee
- Liaison between CSCT Exam Committee and PEC Committee

- Member of the CSCT Exam Committee
- Member of the NOCP Committee
- Member of Strategic Planning Committee
- Member of other CSCT Committees; as needed
- Communicate with the Medical Advisory Committee; as required
- Communicate with Post-Secondary Cardiology Technology Programs; as required
- Communicate with the exam delivery company as required.
- Looks after exam application process
- Attend the Medical Advisory Committee meeting as necessary