# cscr logo final.jpg

**Title**: Education and Research Director

**Primary Purpose:** To coordinate Continuing Education Programs and increase the knowledge base within the area of research as it pertains to CSCR

**Reports To:** The President and Board of Directors of CSCR

**Serves:** A two year term
Appointed by the Board of Directors on “even” years

**Requirements:** Current member of CSCR
Attend all Board of Director’s Meetings or Conference Calls
Attend Annual Educational Conference and Membership Meeting

**Principle Duties:**

1. **Board of Directors responsibilities**
	1. Reports
		1. Presents a written report reflecting position activity to date at all Board and Annual State Membership meetings
		2. Contributes position activity report for publication in the Website as requested
	2. Other Board responsibilities
		1. Be available for Speakers Bureau
		2. Performs other duties as directed by the CSCR Board of Directors
2. **Use of Provider / Continuing Education Responsibilities**
	1. Submit Continue Educational Provider Number renewal application
	2. Renewal to be done every two years (odd years) in November
	3. Update / monitor the use of the California B.R.N. provider #05369 guidelines
	4. Work with the CSCR President Elect and Regional Representatives to assure accurate use of the Provider number for their Educational Conference
	5. Inform, in writing, the California BRN Board of the change of person responsible for the provider number within 30 days of taking over the Educational and Research position
3. **Specific Mandatory Guidelines for BRN Provider use**
	1. All CEU Programs must include attendee evaluations
	2. All Presenters at educational meetings must submit a CV prior to the conference
	3. Provide CEU certificates to each Educational Program Directors with CSCR provider number, utilizing CSCR’s website.
	4. Maintenance of Program Records
		1. Must be kept on file for a minimum of 4 years for BRN review:
		2. Class attendance / registration records / sign-ins
		3. Presenters / Speakers CVs
		4. 100% of all Regional Program evaluations
		5. 10% of all State Annual Educational Program
	5. CEU Time guidelines
		1. 50 minutes per lecture = 1 CEU
		2. Minimum of 1 hour per class
4. **CSCR Educational Guidelines**
	1. Additional guidelines found in CSCR CE guidelines checklist found in the Board of Directors Notebook under “Logistics”
	2. Obtain CSCR Endorsement for Continuing Education programs for other organizations upon a written request
		1. If requested, mail endorsement application to requester
		2. Find original application in the Board of Director’s binder under “Logistics” and/or in the files titled “CSCR Education Endorsement”
		3. Coordinate the review of the application with Committee or Board
		4. Notify the person requesting endorsement of disposition of application
	3. Educational Survey
		1. Review and collate the results of Regional and State Conferences in respect to requests for future Conference topics
		2. Through either a member mailing or the Website, send out the survey results to the organization’s membership
5. **Annual Conference Responsibilities**
	1. Design the Annual Conference Program Evaluation using the BRN CE guidelines for reference
	2. Obtains and preserves all required documents from the Program Director
6. Obtaining AACVPR Endorsement for the Annual Educational Conference
	1. Complete and submit the application for AACVPR CEU’s
	2. Contact AACVPR, for CEU application at least 30 days before the Annual State Conference
		1. <http://www.aacvpr.org/>
	3. Contact Annual State Conference Chair if necessary to complete necessary information for the application
7. **Promoting new Cardiac Rehabilitation Educational Information**
	1. Write reviews (or delegates another member to write) of new Cardiac Rehab Information / books / articles / research for the CSCR Website
8. **CSCR Research Grant Responsibilities**
	1. Publicize available Research Grant funds
		1. Website and at Conferences
		2. Submission and award dates
			1. Research applications must be submitted by December 31st
			2. Awarding of the grant announced at the Annual Conference
		3. Disseminate information about the available Research Grant money
			1. Put information in the Website and at Conferences
			2. Have the Grant available on paper and electronically
		4. Research Grant Committee
			1. Create committee with Cardiac Rehab professionals and scientists
			2. Able to review Research Grant applications
		5. Reporting responsibilities
			1. Awardees to provide 6 month and 1 year written reviews of their research activities to the Board of Directors
9. **Research Resource**
	1. Be a resource for Cardiac Rehab research in the current literature
		1. Disseminate important Research to the general membership
	2. Respond to questions from CSCR members and others as appropriate
	3. Keep Research documents and Resources available
	4. Encourage Research activity among the membership by promoting the General Affiliate Research Grant
	5. Coordinate and promote efforts for the development of research projects for Cardiac Rehabilitation
	6. Promote active research within him/her own community when possible, e.g. sitting on IRB or Human Subjects committee.