ISHLT Standards for
Core Competency Curriculum Documents (CCCD)
Approved December 12, 2016

Philosophy and Purpose of a CCCD

The purpose of this document is to provide a curriculum of core competencies in the identified specialty. This document provides a concise synopsis of applicable clinical, basic, and translational knowledge and/or associated essential professional skills to facilitate the achievement of a core competency level of mastery of the subject area.

This document is not intended to replace a textbook but rather intends to provide an outline of essential topics and to assist with detailed review. This should be of benefit for both seasoned clinicians and current trainees.

Essential Considerations for Developing a CCCD

The CCCD will:
- serve as the foundation for content development for post-graduate ISHLT Academy courses
- serve to provide health care providers and programs with a tool to review their standards of care, develop protocols, and implement guidelines established in the subject area.

To this end, the CCCD must reflect the most current accepted professional standards of practice.

The following are critical components of a CCCD:

- Extensive *references* to facilitate selective review by the professional of published evidence for each topic.
- Active *hyperlinks* to related resources for use by the professional for individual study to develop competency in various aspects of the subject area.
- Specific *learning objectives* for each topic area
- A reflection of *International practices*, in accordance with the current accepted standards of practice

Application to Develop a CCCD

- An Application to develop a CCCD must be completed and submitted by the Chair or Education Workforce Leader of a Scientific Council to the appropriate ISHLT staff member.
- The Education Committee will review and approve the Application.
- Once the Application is approved, ISHLT staff will provide guidance to the CCCD Writing Committee Leads regarding the development of the CCCD, will issue formal invitations to all CCCD Writing Committee members, and will collect COI information from them.

Review and Approval of Final CCCD

- The deadline for submission of the draft CCCD to the Education Committee is May 1.
- The Education Committee will review the CCCD and will work with the Council Education Workforce Leader regarding any changes or revisions that are necessary.

- Prior to finalizing, and no later than July 1, the draft CCCD must be circulated to Council members for peer review. ISHLT staff will assist with this process.
- Once final, and no later than August 1, the draft CCCD must be submitted to the Council Officers for approval. Such approval must be obtained no later than September 1.
- Once approved by the Council officers, and no later than September 1, staff will send the document to the Education Committee for final review and approval.
- The Education Committee will submit the Final CCCD to the ISHLT Board of Directors for approval at its Fall Board meeting.

CCCD Development and Design

Each CCCD must include the following components:

I.   **TITLE PAGE**
   A. Title of CCCD
   B. Name of the Council Creating the CCCD
   C. Edition date and number

II.   **AUTHOR IDENTIFICATION**
   A. Names of Lead Author(s) and all additional authors, including name, credentials, institution, department, city, state, country for each

III. **INTRODUCTION**
   A. This should include the following:
      1. An explanation of the current need for the CCCD
      2. An explanation of the educational benefits/goals of the CCCD
      3. An estimation of the year when an update of the CCCD will be necessary

IV.   **TABLE OF CONTENTS**
   The Table of Contents must list each of the topic areas that must be mastered to achieve core competency knowledge in the specialty. The first topic area must be an introductory section that provides a general overview of the history and current state of the specialty.

V.   **CORE COMPETENCY CURRICULUM CONTENT**
   Every topic area listed in the Table of Contents must contain the following information specific to that topic area:

      1. Title of topic area
      2. Name of the author of that section
      3. Learning Objectives for the topic (see below for standards for the development of learning objectives)
      4. List of sub-topics and sub-sub-topics that must be mastered to achieve core competency knowledge in the topic area
      5. Hyperlinks to useful related content, as appropriate
      6. Selected References and Resources for each topic or sub-topic. These must include references to material providing evidence-based documentation of

the knowledge to be mastered

VI. **CONFLICT OF INTEREST DISCLOSURE**
ISHLT staff will collect COI Disclosure information on all authors, distribute it to all authors, and prepare it for inclusion in the final document.

Learning Objectives

Learning objectives should reflect what the learners should know or be able to do once they have achieved mastery of the core competency material. The objectives should describe a learner outcome rather than the content of the material. The best way to communicate learning objectives effectively is to use specific action verbs, stated as follows: *Upon completion, participants should be able to . . . (use one of the following action verbs):*

explain	assess	indicate
describe	determine	recognize
discuss	understand	select
identify	know	define

Learning objective statements should be simple, brief, and as broadly comprehensive as possible to keep the total number of objectives at a minimum. More is less when it comes to learning objectives.

Periodic Review and Update

Core Competency Curriculum Documents must be reviewed by the Council Education Workforce every three years at a minimum. Such review is for the purpose of determining whether the topics, learning objectives, hyperlinks, and references

- need to be removed
- need to be updated
- need to be expanded
- need to be clarified
- new professional guidelines need to be incorporated

Once needed revisions have been identified, the Council Education Workforce Leader must coordinate the required updates and secure review and approval of the updated CCCD from the Council officers, the Education Committee, and the Board of Directors.

Core Competency Curriculum Documents that have been identified as in need of updating must be updated prior to the scheduling of an ISHLT Academy associated with that CCCD.