



EDU-500 Education Program Overview

Background

The American Society of Transplantation (AST) is an international organization of professionals dedicated to advancing the field of transplantation and improving patient care by promoting research, education, advocacy, and organ donation.

The AST Education Program supports the mission and purposes of the Society and is:

- based on the educational needs (knowledge, competence, or performance) that underlie identified professional practice gaps of its members.
- designed to advance the field of transplantation by improving transplant professionals' knowledge, competence, performance, or their patients' outcomes.

AST Education Program Organization

There are four components to the Program's organization – the AST Board of Directors, Communities of Practice, Board Liaison and the Education Committee itself. Their respective roles are:

- **Board of Directors**
The AST Board of Directors determines the overall mission and strategic direction of the AST Education Program. This is accomplished with significant input from the Communities of Practice, Education Committee and the AST membership at-large.
- **Communities of Practice**
AST's Communities of Practice (COPs) are recognized by the transplant community as content experts in their respective disciplines. As such the Board and Education Committee rely on their input to ensure our educational services are meeting the community's needs for today and in the future.
- **Board Liaison**
Each year the AST President appoints a Board member as the Education Program Liaison. The Liaison monitors the activities of the Education Committee and works with them to keep the Board abreast of the educational activities across AST and to provide Board guidance to the Committee as the need arises.

- **Education Committee**

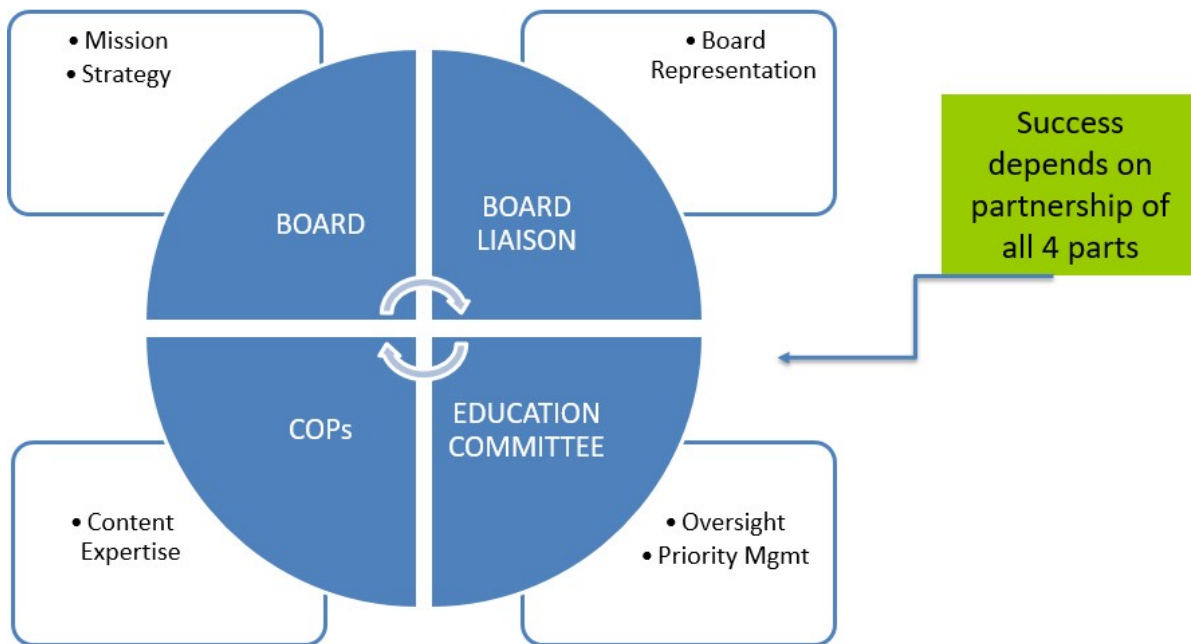
The Education Committee oversees all educational activities on behalf of the Board. In a three-way partnership with the Board and the COPs, they will build the education strategic plan for the society. Subsequently, they will assist the COPs and the greater AST community to implement the plan.

The Committee is comprised of 10 members (including a chair, co-chair and past chair). The members-at-large serve three-year terms while the chair, co-chair and past-chair serve a one-year term.

Education Committee members are appointed by the President-Elect. It is critical for members appointed to this committee to have experience in planning and delivery of educational initiatives.

Here is a visual interpretation of this organization:

Education @ AST



Education Committee Responsibilities

The Education Committee's responsibilities include:

- Acting on behalf of the Board, ensure AST meets the educational needs of its members
- Oversee all educational initiatives related to the Society's strategic mission
- Provide guidance on the development and implementation of educational initiatives
- Research new, innovative ways to deliver education

Specifically, the Committee is charged with reviewing all educational proposals and providing guidance in the development of these activities. Proposals will be reviewed by the Committee on behalf of the Board.

Final approval may be given directly by the Committee with exceptions being brought to the Board for approval. Board approval, for example, may be required for new educational programs requiring a financial investment or a significant amount of staff support.

The Committee will not mandate COP activities but will partner with the COPs and provide guidance regarding the most effective approach for delivering new educational content. The Committee will also work with COPs to determine resource priorities.

For example, the COPs should engage the Education Committee before beginning any educational project so guidance can be provided regarding:

- Possible partnership opportunities with other COPs
- Alternatives for delivering content (meeting, webinar, journal club, etc.)
- Defining resource requirements and estimating potential costs for the project

The Education Committee will not mandate COP initiatives. However, the COPs should discuss their proposed initiatives with the Committee for the forthcoming year in early Spring in preparation for their formal requests at ATC or prior to the Budget preparation cycle. This is to ensure funding and support considerations are included in the Society's financial plans for the following year.

All education proposals should be viewed from the perspective of whether they are "essential to accomplishing the mission of the Society".

Non-COP Directed Educational Activities

New educational proposals that do not arise from the COPs will also be reviewed by the Education Committee on behalf of the Board. The Committee will provide a recommendation to the Board who will give the final approval. If approved, the Education Committee will work with the proposers to manage and direct the design and implementation.

Education Committee Communication

The Education Committee will hold standing monthly calls to ensure consistent and regular communication among its members. These meetings are led by the chair and/or co-chair. Dates for the meetings should be established at beginning of each committee appointment year. Minutes of these meetings are to be recorded by the staff liaison, reviewed by chair, and circulated to the entire committee within 14 working days of the meeting.

The Education Committee chair will participate in AST Board meetings on a regular basis to provide updates on the status of current educational initiatives and present new initiatives for approval. This should occur a minimum of four times per year.

Staff Support for the AST Education Program

Staff Liaison

A staff liaison will be assigned to support the Education Committee. The liaison will be responsible for managing all aspects of the program. To assist in this process, they will recommend policies and procedures to effectively implement the education program.

Staff will also be responsible for coordinating Committee conference calls, maintaining minutes, and provide quantitative updates on the usage of the various educational programs such as webinar attendance, etc.

Adopted – 5/13/2004

Revised – 3/1/2012

Revised – 11/1/2013

Revised – 5/31/2018 (BOD Approved)