

**Standards for ISHLT Academy Learning Activities**  
**Master Classes (MC)**  
**Approved December 12, 2016**  
**Revised March 17, 2017**

**Philosophy and Purpose of Master Classes (MC)**

- It is in the interests of ISHLT to provide educational activities with the highest possible standards in education and post-graduate development. The purpose of the below standards is to:
  - ensure optimal quality in educational activity preparation and class delivery by faculty
  - ensure the desirable attributes of a learning environment specifically for the MC
  - ensure that learning objectives are met for each MC
- A Master Class (MC) is an educational event designed by leading experts for advanced professional development in accordance with the mission and strategic plan of the ISHLT.
- The MC are unique educational offerings by virtue of their distinguished and diverse international faculty. They include a commitment to the highest educational standards for content delivery and professional development.
- The MC provide engaging multidisciplinary review and discussion of recent advances and controversies of selected topics in a clinical field. The primary aim is not to resolve a problem but to achieve a higher level of understanding of the issues to be considered and managed in relation to that problem.
- MC do not provide core competency or foundational knowledge of a given field, nor are they a forum for research presentations. Separate educational activities exist for such needs (CCC Academies and ISHLT Annual Meetings).

**Application to Conduct a Master Class**

- An application to conduct a MC must be completed and submitted by the Education Workforce Leader or Chair of the sponsoring ISHLT Scientific Council.
- The deadline for applications is September 1 (19 months prior to the Annual Meeting when the MC will take place).
- The Education Committee will review the MC Application and make a recommendation to the Board regarding its acceptance and scheduling.
- The Board will vote on the Education Committee's recommendation at their Fall meeting.

**Course Structure**

- MC will be conducted the day prior to the ISHLT Annual Meeting and Scientific Sessions as live, face-to-face sessions.
- MC will last up to 5 hours and consist of the following:
  - An introductory session (10 minutes)

- Four sessions, each 60 minutes long and consisting of 2 30-minutes long case discussions, for a total of 8 case discussions per MC course
- One 30-minute networking/coffee break will be provided after the first two sessions. This is considered a beneficial part of the MC
- Closing remarks (10 minutes)
- An Audience Response System (ARS) will be utilized to maximize audience participation and interactivity in the case discussions
- For audience participation, aisle microphones will be provided /or hand held microphones will be circulated
- Each MC will be held in two rooms set in crescent rounds to facilitate audience interaction. The participants will be divided between the two rooms
- MC will be arranged for 45 attendees per room, ideally, and a maximum of 75 attendees per room to facilitate audience interaction
- After each session, speakers will switch rooms in order to present their sessions to each half of the audience
- To accommodate demand, a given MC course may be repeated in the afternoon

### **Program Planning Committee**

- **Program Chairs**
  - Each MC shall have a Chair and a Co-Chair. These will be nominated by the officers of the Scientific Council, approved by the Education Committee, and formally appointed by the President
  - The Program Chair and Co-Chair must be members of ISHLT at the time of selection, throughout the planning process, and at the time of the meeting
  - The Chair, Vice-Chair, Past-Chair, and Board liaison of the Scientific Council may not serve as Program Chair or Co-Chair
  - The Program Chair and Co-Chair are responsible for the following:
    - Keeping the Scientific Council Officers, liaison, and staff informed of their plans and progress.
    - Selecting Moderators in accordance with the below standards and securing their commitment
    - Working with the Moderators to:
      - develop the session and case discussion topics for the Class
      - select additional Case Discussants and secure their commitment
      - develop selective case content and teaching/discussion points that leverage audience response systems (ARS) for questions designed to involve the participants in active learning
      - review and edit all slide content and ARS questions to ensure they achieve the established goals for interaction and to minimize didactic content and frontal teaching styles
    - Introducing themselves and the Moderators/Case Discussants
    - Introducing the learning format for the meeting
    - Presenting opening remarks
    - Presenting closing remarks
    - Ensuring that a fair and balanced approach towards contributions and interactions is maintained

- Appropriately supporting Moderators and Case Discussants in the engagement of meaningful discussion and collegial debate of complex topics/issues
    - Filling in for any Moderators or Case Discussants who are unable to attend at the last minute
    - Ensuring that an engaging mode of content delivery in the intended format for the learning activity is achieved
  - The Chair and Co-Chair must have the following qualifications:
    - Prior experience in facilitating and developing educational content in an institutional or societal setting
    - Recognized professional expertise in the topic area of the class and at least 5 years in a faculty position. Preference will be given to those individuals who have achieved relevant medical board or equivalent national certification
    - Skill at facilitating discussion and actively engaging participants
    - An understanding of the principles of CME and CEU
    - Adequate time to devote to the task
    - Commitment to respond rapidly to staff, Moderators, Case Discussant, and Council leadership communications
    - Demonstrated ability and willingness to meet established deadlines
    - Understanding of and commitment to adhere to ISHLT policies, procedures, and standards
  - The Chair and Co-Chair will receive complimentary registration to the Academy and the Annual Meeting at which it is held
- **Moderators**
  - There shall be four Moderators, one for each session of the MC.
  - The Moderators shall be selected by the Chair and Co-Chair and approved by the Officers of the sponsoring Scientific Council and by the Education Committee.
  - To the extent possible, the Moderators should represent the geographic and gender diversity of the Society. If this cannot be achieved, a written explanation must be provided to the Council officers and Education Committee by the course Chair.
  - The Chair, Vice-Chair, Past-Chair, and Board liaison of the sponsoring Scientific Council(s) may not serve as Moderators as it is the responsibility of these individuals to set expectations and provide guidance and oversight, roles that cannot be adequately fulfilled if they are involved in the program development and delivery.
  - Moderators must be members of ISHLT at the time of selection, throughout the planning process, and at the time of the meeting.
  - The responsibilities of the Moderators are as follows:
    - Working with the Chair and Co-Chair to develop the session and case discussion topics for the MC
    - Ensuring that convergent discussions are achieved and bringing them to conclusion with a review of how the teaching/discussion points have been met

- Working with the Chair and Co-Chair to select qualified Case Discussants and securing their commitment
    - Working with the Chair and Co-Chair to develop selective case content and teaching/discussion points that leverage audience response systems (ARS) for questions designed to involve the participants in active learning
    - Serving as the Case Discussant for one or both of the case presentations in their session
    - Working with their session's additional Case Discussant, if any, to ensure that the cases meet the identified teaching/discussion points and to help the Case Discussant develop appropriate audience response questions
    - Working with the Chair and Co-Chair to review and edit all slide content and ARS questions to ensure they achieve the established goals for interaction and to minimize didactic content and frontal teaching styles
    - Introducing themselves and any additional Case Discussant
    - Working with the Case Discussants to facilitate meaningful discussions
    - Moderating their assigned session
    - Time keeping
    - Maintaining a fair and balanced approach towards contributions and interactions
  - Moderators must have the following qualifications:
    - Prior experience in facilitating and developing educational content in an institutional or societal setting
    - Recognized professional expertise in the topic area of the class and at least 5 years in a faculty position. Preference will be given to those individuals who have achieved relevant medical board or equivalent national certification
    - Skill at facilitating discussion and active learning
    - An understanding of the principles of CME and CE
    - Adequate time to devote to the task
    - Commitment to respond rapidly to Chair, Case Discussant, and staff communications
    - Demonstrated ability and willingness to meet established deadlines
    - Understanding of and commitment to adhere to ISHLT policies, procedures, and standards
  - All Moderators must agree to grant permission for their presentation to be recorded in digital formats of ISHLT's choosing for distribution and/or sale by ISHLT
  - Moderators will receive complimentary registration to the Academy only
- **Additional Case Discussants (if any)**
    - Up to one additional Case Discussant per session may be selected by the Chair, Co-Chair, and Moderators, if desired. These must be approved by the Officers of the sponsoring Scientific Council and by the Education Committee
    - To the extent possible, the additional Case Discussants should represent the geographic and gender diversity of the Society. If this cannot be achieved, a

written explanation must be provided to the Council officers and Education Committee by the Chair.

- The Chair, Vice-Chair, Past-Chair, and Board liaison of the sponsoring Scientific Council may not serve as Case Discussants.
- Case Discussants must be members of ISHLT at the time of selection, throughout the planning process, and at the time of the meeting
- The responsibilities of the additional Case Discussants are as follows:
  - Working with the Chair, Co-Chair, and Moderator to develop appropriate case content and ARS questions
  - Ensure that the case content delivers on the established teaching/discussion points
  - Facilitate the engagement of the participants in active learning
- Case Discussants must have the following qualifications:
  - Recognized professional expertise in the topic area of the class and at least 5 years in a faculty position
  - Adequate time to devote to the task
  - Commitment to respond rapidly to Chair, Co-Chair, Moderator, and staff communications
  - Demonstrated ability and willingness to meet established deadlines
- All Case Discussants must agree to grant permission for their presentation to be recorded in digital formats of ISHLT's choosing for distribution and/or sale by ISHLT
- Case Discussants will receive complimentary registration to the Academy only

## Course Development

- **Practice Gaps**
  - At least 1 and no more than 4 broadly worded overarching practice gaps, controversies in patient management, and/or areas of deficient scientific understanding ***must be articulated in writing in the Application to Conduct a Master Class.***
- **Target Audience**
  - Appropriate participants at MC (i.e. the learners) are considered the “target audience”.
  - For the purpose of attracting the right participants, the target audience for a MC is described as follows:  
*“While all members are invited to enroll, Master Classes are primarily designed to be of benefit for health care and allied professionals who are beyond the training stages of their careers. This may be professionals seeking additional proficiencies, who wish to understand current areas of controversy, or who desire an update on the current advanced topics of the field of XXXXX. The information presented is intended to provide insights beyond core competencies established in the specialty and provide a forum for networking among international colleagues in the field.”*
- **Educational Needs**

- The educational needs of the target audience must be articulated in writing by the Chair and Co-Chair based on the practice gaps and target audience description. These should be summarized in one brief paragraph.
- **Learning Objectives**
  - At least one and no more than four broadly worded learning objectives must be articulated in writing by the Chair and Co-Chair.
  - The practice gaps, target audience, and educational needs must serve as the basis for the learning objectives.
  - Example: After completion of this Class, the participant will:
- **Presentation Format**
  - MC learning activities must be in the form of selectively designed and directly engaging case presentations.
  - Didactic lectures are not acceptable in this setting.
  - Audience Response Systems (ARS) will have a central role to repeatedly engage the participants in interaction with the discussants.
- **Master Class Content**
  - Class content shall be developed in accordance with the MC structure and criteria above.
  - Session topics must each relate to one or more learning objectives
  - Teaching/Discussion points must be developed for each case discussion by the Chair, Co-Chair, and Moderators. These must be based on the learning objectives.
- **Course Summary**
  - Once the MC content has been finalized, a brief, one paragraph course summary must be developed by the Chair and Co-Chair for inclusion in the marketing materials.
- **Final Approval**
  - The final MC program, including all of the above components) must be submitted to ISHLT staff by July 15.
  - Approval of the final MC program will be made by the Scientific Council Officers and by the Education Committee.

### **Presentation Standards**

- PowerPoint software is the default format for all slides.
- All slides must be created using the standard MC slide template provided by ISHLT staff
- Commercial logos may not appear on any slides.
- Institutional logos may appear only on the title slide.
- A conflict of interest declaration slide prior to presentation of contents.
- Case scenarios must be concise and provided with as few slides as possible.
- ARS slides must be designed with specific teaching/discussion points in mind.
- Presentations and discussions must be balanced and free of bias.

- Case scenarios should be designed appropriate for the level of expertise of the participants. Brevity is a key feature to allow for maximum facilitated discussion time.
- Initial drafts of case scenario slides must be provided by the Moderators and Case Discussants to the Program Chairs no later than 6 weeks prior to the Class for review and comment.
- Final slides must be provided in PDF format by the Moderators and Case Discussants to the Program Chairs and ISHLT staff no later than 3 weeks prior to the Class.
- Slides must include references and citations at the bottom of each slide
- Slides and references/citations will be provided by staff to all MC registrants when they pick-up their registration badges

### **COI Requirements and CE Accreditation**

- All MC are expected to carry some form of CME/CE accreditation.
- All MC must conform to ACCME requirements regarding Conflict of Interest.
- ISHLT staff will collect conflict of interest information from all Chairs, Moderators, Case Discussants, and others involved in developing and/or delivering course content.
- The Society's CME consultant will work with the Conflict of Interest Committee to review and resolve all conflicts of interest in accordance with ACCME policy. Individuals whose COI is not satisfactorily resolved may not participate in the development or delivery of course content.
- CME, ACPE, ANCC, ABTC, and other Board-approved accreditations will be applied for and provided if the CCC is deemed to be in compliance with the requirements for such.

### **Post-meeting Evaluation and Feedback**

- **Attendees**
  - All MC attendees will be asked to complete and submit a standard course evaluation developed by the Education Committee.
  - Additional questions may be added to the standard evaluation by the MC Chair and Co-Chair, subject to the approval of the Education Committee
  - These evaluations will be conducted via an online survey mechanism within 14 days of the completion of the MC.
  - A summary of the evaluation results will be provided to the following
    - Education Committee
    - Chairs, Moderators, and Case Discussants
    - Scientific Council Officers and Board liaisons
  - Evaluations and comments regarding specific faculty will be provided to the following:
    - Education Committee
    - Chairs
    - The specific faculty member mentioned
    - Scientific Council Officers and Board liaisons
- **Faculty**
  - All MC Moderators and Case Discussants will be asked to complete and submit a standard course evaluation developed by the Education Committee

- Additional questions may be added to the standard evaluation by the MC Chair and Co-Chairs, subject to the approval of the staff
- These evaluations will be conducted via an online survey mechanism within 14 days of the completion of the MC
  - A summary of the evaluation results will be provided to the following:
    - Education Committee
    - Chairs, Moderators, Case Discussants
    - Scientific Council Officers and Board liaison
- **Independent Observers**
  - Independent Observers may be appointed by the Education Committee and/or Education Committee members may be present at CCC for evaluation purposes.