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**Medical Director Checklist**

**General Responsibilities**

* + Serves as an advocate/expert resource for the mission to support implementation of CPR/AED programs.
	+ Participates in meetings, press opportunities, community speaking engagements.
	+ Acts as a participant or collaborator in educational research related to SCA.
	+ Well-informed regarding SCA/AED technology and recent data surrounding both.
	+ Ability to volunteer services as a delegate/resource to schools if necessary (serve as interim director/guide the process with schools to identify Medical Director).
	+ Available for event reviews regarding SCA, AED use/debriefings, and SCA outcomes.
	+ Ongoing support of program administrator.
	+ Communicates with local EMS/school groups to provide guidance (e.g., development of school crisis team, placement of AEDs in schools, state laws) and share resources.
	+ Provides program administrator with key medical and community contacts to ensure program efficacy.
	+ Provides ongoing input to the evaluation of programmatic performance as necessary to the program administrator, site coordinators, and other medical directors.
	+ Participates in Project ADAM national committees.
	+ Supports the sustainability of Project ADAM by promoting SCA awareness, educating philanthropic donors, etc.
	+ Participates in advocacy of Project ADAM-related issues.
	+ Collaborates with Project ADAM affiliates and medical directors.

**Medical Director – expertise in one of the following areas (MD recommended)**

* Pediatric Cardiology
* Internal Medicine
* Family Practice
* General Pediatrics
* Emergency Medicine
* Critical Care
* Sports Medicine
* Adult Cardiology