

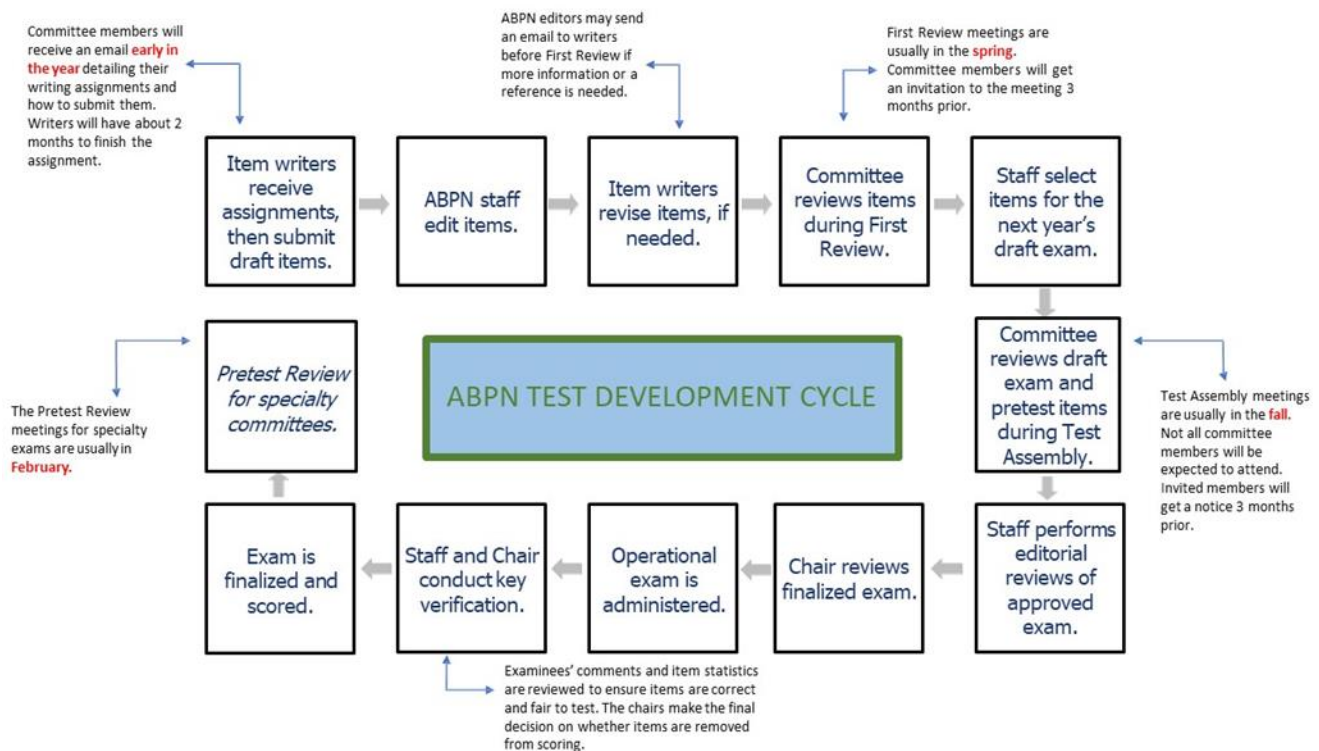


## American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)

# Responsibilities for Certification Examination Committee Members

The ABPN certification examination development is a yearlong process. The first half of a year is more related to new item development. The second half focuses on exam development. The flow chart below illustrates this development cycle.



The committee members function at various stages throughout this process. Their responsibilities are based on the needs of the process. Here is a brief scope of the work of a committee member.

- The formal appointment of a committee membership begins January 1.
- New committee members are required to attend an Item Writing Workshop at the beginning of their membership.
- Committee members are assigned to write and submit about 20 questions annually on a timely basis.
- Committee members are normally required to attend one to two one-day committee meetings per year, one in spring and one in fall. Meetings are held at ABPN headquarters, located in Deerfield, Illinois. ABPN covers the cost of transportation and room and board for the meetings.
- Before a committee meeting, members receive item review assignments. Members are required to pre-review the assigned items and prepare to present opinions on those items at the committee meetings.

- At the end of a year, committee chairs conduct review of committee members' performance from the perspectives of item writing performance (proficiency and timeliness), meeting attendance, preparation, and participation. Committee members are expected to review chairs' feedback and seek opportunities to improve their performance.