

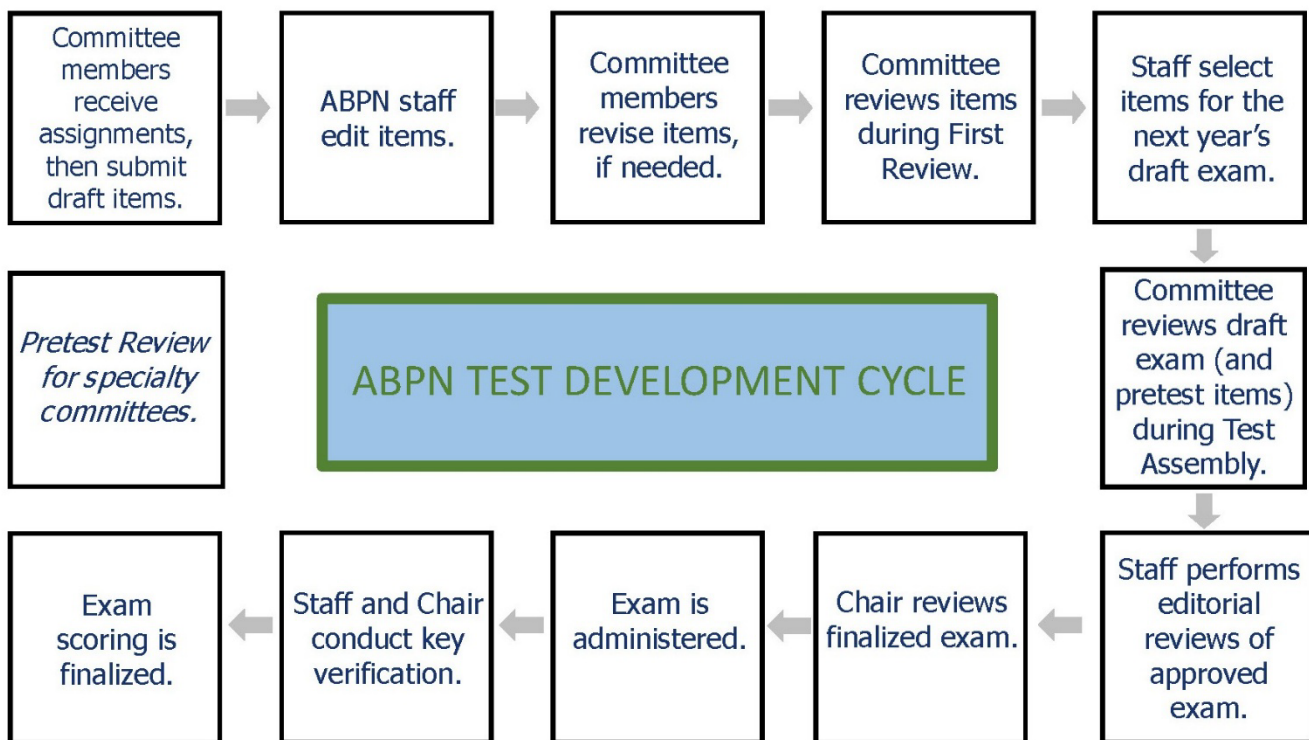


American Board of Psychiatry and Neurology, Inc.

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

Responsibilities for Certification Examination Committee Members

The ABPN develops its certification examinations on an annual cycle. The first half of a year focuses on new item development. The second half centers 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 typically begins January 1, though may be at another time during the year based on committee needs.
- New committee members are required to attend a virtual Item Writing Workshop.
- Committee members are assigned to write and submit 15-20 questions annually on a timely basis.
- Committee members are normally required to attend one to two committee meetings per year—one in spring, one in fall. Selected committee members may attend a third meeting as needed. Meetings are held at ABPN headquarters in Deerfield, Illinois. The ABPN covers the cost of transportation and accommodation for the meetings.

- Before a committee meeting, members receive item review assignments. Members are required to preview the assigned items and prepare to suggest item edits and/or updated references if necessary on those items at the committee meetings.
- After item review meetings conclude, staff share a report 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 this feedback to improve their performance.