



Policy on Item Writer Appointment

BACKGROUND

This policy is intended to define and communicate the established criteria that the American Board of Emergency Medicine (ABEM) will use to make decisions concerning the appointment of written examination item writers. This policy also documents the need for item writers to maintain diplomate status throughout the entire appointment cycle.

POLICY

An individual who is appointed to be an item writer and who has never served as an ABEM item writer must meet the following five criteria:

1. Be an ABEM diplomate
2. Have been an ABEM diplomate for the previous five years
This period will be calculated beginning with the calendar year in which the individual achieved initial certification and ending five years later.
3. Be an active participant in the ABEM MOC Program at the same level required of all ABEM diplomates
4. Have successfully completed an ACGME- or RCPSC-approved Emergency Medicine residency
5. Be actively involved in the practice of clinical Emergency Medicine

An individual who is appointed to be an item writer and has previously served as an ABEM item writer but is not currently an item writer, must meet the following four criteria:

1. Be an ABEM diplomate
2. Be an active participant in the ABEM MOC Program at the same level required of all ABEM diplomates
3. Have successfully completed an ACGME- or RCPSC-approved Emergency Medicine residency
4. Be actively involved in the practice of clinical Emergency Medicine

An item writer appointment cycle is three consecutive years. Item writers must maintain ABEM diplomate status at all times during each appointment cycle.

PROCEDURES

A diplomate who is interested in being considered for an item writer position should submit a current curriculum vita and complete an *Item Writer Information Form* that can be found at www.abem.org under “General Information.” In addition, a current or senior ABEM director must submit a letter of nomination for the diplomate. Recommendation letters submitted by item writers will be forwarded to current and senior directors for a nomination twice a year. Only nominees endorsed by a current or senior director will be forwarded to the Board of Directors for consideration.

The names of all interested individuals and nominees that meet the criteria stated above will be submitted to the Test Development Committee at the summer Board of Directors meeting, which is normally held in July. The Committee will make recommendations to the Board of Directors as new item writers are needed. Newly appointed item writers will be notified in writing during the month following the Board meeting.

EXCEPTION

None

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