



## 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 board-certified status throughout the entire appointment cycle.

### POLICY

**An individual who applies to be an item writer must meet the following criteria:**

1. Be an ABEM-certified physician
2. Have successfully completed an ACGME- or RCPSC-approved Emergency Medicine residency
3. Be an active participant in the ABEM continuing certification process at the same level required of all ABEM-certified physicians
4. Meet the requirements for being actively involved in the practice of clinical Emergency Medicine as defined by the Policy on Clinical Activity and Meaningful Care

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

### PROCEDURES

An ABEM-certified physician who is interested in being considered for an item writer position should submit application materials as outlined on the ABEM volunteer webpage. A recommendation by a colleague who is familiar with the potential nominee and can speak to strengths and weaknesses as they relate to the Item Writer Attributes is required.

The names of all interested individuals and nominees who meet the criteria stated above will be reviewed by the Test Development Committee and approved by the Board of Directors.

### EXCEPTION

None