

Examination Committee Job Description

Examination committee members are responsible for the development and completion of the subspecialty certification examinations and Continuous-certification (C-cert) annual reading list and quizzes. Each committee is comprised of 10 subspecialty experts who are appointed by the subspecialty's sponsoring organization(s). Appointments are reviewed for approval by the Certification Council. All examination committees report to the Certification Council.

ESTIMATED TIME COMMITMENT: 20-25 hours per initial certification examination (biennial); 5 hours per annual C-cert quiz and journal article reading list selection.

TERM: 2-3 years, terms may be renewed once

ELIGIBILITY: Must be able to meet the same eligibility criteria as applicants who apply to sit for the certification examination. Committee members must be UCNS “certified - meeting requirements” in the subspecialty or pass the subspecialty certification examination via an essay examination within six months of appointment. Examination committee members will have their initial examination application fee and/or annual C-cert fee waived while actively serving on the committee. Required c-cert assessment activities will also be waived during their term on the committee. Committee members are subject to the annual C-cert fees and activity requirements after their committee term expires.

DESIRED SKILLS AND ABILITIES: Expert knowledge in the subspecialty field; previous question writing experience preferred.

RESPONSIBILITIES:

General Responsibilities

- Participate in UCNS orientation conference call (1 hour)
- Participate in exam item writing and database training conference call (member will need to spend time learning the database after the conference call)
- Participate in other conference calls as needed during the development of the examinations.
- Maintain confidentiality of UCNS certification and C-cert examinations.

Certification Examination

- Participate in writing, editing, and reviewing/proofing, examination questions.

- Participate in two post-exam conference calls (1 hour each)
- Member must be able to meet deadlines as outlined in the certification examination timeline. Deadlines are critical to finalizing the examination in time for publishing.
- Participate in proofing of initial certification examinations prior to publishing.
- One face-to-face meeting in Minneapolis, MN required for setting pass point every 4-5 examination cycles.

C-Cert

- Assist in identifying and selection of up to 10 journal articles annually that support new developments in the subspecialty field
- Participate in writing, editing, and review/proofing the questions that will be used on the annual 25-question C-cert quiz

ADDITIONAL RESPONSIBILITIES: (For development of first subspecialty examinations only)

- Develop final examination content outline.
- Develop questions for initial certification examination; each member writes a minimum of 30 questions (due in 10-question intervals/3 assignment periods).
- Attend two face-to-face meetings at the UCNS Executive Offices in Minneapolis, MN (Hotel and airfare expenses covered by the UCNS. UCNS travel policy and guidelines will be provided during orientation).
 - First meeting is to review first 100 questions, receive more item writing training, and select questions.
 - Second meeting is to review the next 200 questions and select the final 200 questions to be used on the certification examination.
- Additional meetings may be necessary for setting the pass point for examinations.

