

ABR

Volunteer

Handbook

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Volunteer **Introduction**

WELCOME!

Dear Candidate or Diplomate:

Thank you for considering volunteering your time and expertise in support of the American Board of Radiology (ABR). We recognize our volunteers' contributions as essential to achieving the ABR's mission, vision, and values. Your service as a volunteer will greatly benefit the profession and the public.

We encourage you to learn more about the ABR's history and its current activities and goals on our website.

Before completing the application, you will be asked to review and sign the Volunteer Agreement.

We hope that you decide to volunteer for the ABR and that your term is an enriching experience that offers unique opportunities to learn from and collaborate with colleagues.

Your contributions will have a positive impact on patients served by radiological and medical physics professionals for years to come.

Thank you so much!

Kind regards,



Cheri L. Canon, MD
President



Matthew B. Podgorsak, PhD
Board of Trustees Chair

VOLUNTEERING FOR THE ABR

ABR volunteers are highly regarded and rank among the most respected members of the radiology-related disciplines. Coming from a variety of practice environments throughout the United States and Canada, they unite to support and advance the ABR's mission, vision, values, and goals. Many are department chairs, program directors, educators, and scientists, and they often serve or have served in leadership capacities for a variety of regional, national, and international radiological and related societies. Similarly, many in private practice have participated as volunteers, including leaders in their hospitals, groups, and medical systems. All continue to be professionally active, currently in or recently retired from clinical practice, and all meet the requirement of participating in the ABR's Continuing Certification program.

Volunteers will work with the associate executive director (AED) of their discipline, members of the Board of Trustees, and their committee chairs. Members of the Board of Trustees make decisions about exam goals, format, content, assembly, delivery, scoring, and feedback. Trustees have specific specialty and subspecialty expertise, reflecting major areas of current clinical practice. There are 24 Trustees: 11 for diagnostic radiology, five for interventional radiology, three for medical physics, and five for radiation oncology.

Prospective Volunteer Checklist

- Review the materials in this Handbook.
- Consider your preferences regarding opportunities within your discipline.
- Complete the volunteer application by logging in to myABR and clicking on the Volunteer tab. (The Volunteer tab is only available to diplomates who are participating in Continuing Certification.)
- Review and acknowledge the relevant policies and disclosures.

Onboarding Process

- Your completed application, with supporting materials as requested, will be reviewed by the discipline AED and referred to the Trustee(s) and committee chair(s), as necessary.
- Volunteer assignments will be made at intervals based on the needs of the discipline and its committees and available committee positions.
- Based on Trustee decisions, ABR staff will communicate with you regarding committee start dates, orientation, and training and will be in frequent contact with you throughout your service.
- Following committee appointment, you will be contacted by your committee chair for further discussion, assignments, and possible designation of a senior mentor.

Travel

- In the course of ABR service, volunteers are sometimes invited to travel to participate as exam development committee members or for other activities.
- Expenses are reimbursed based on the travel policy in effect at the time of travel.

VOLUNTEER CODE OF PROFESSIONAL CONDUCT

By accepting appointment or election to a volunteer position at the American Board of Radiology, I agree that in performing my responsibilities I will:

- Support the mission, vision, values, and goals of the ABR.
- Act at all times in accordance with the highest ethical standards and in the best interest of the ABR and its diplomates.
- Take no action to knowingly discredit the good name and credibility of the ABR.
- Foster credibility and goodwill toward the ABR.
- Serve the overall best interests of the ABR rather than any particular constituency.
- Conduct myself in a spirit of collegiality and mutual respect for fellow volunteers.
- Value diversity in all interactions and decisions and give fair and due consideration to varied and opposing viewpoints.
- Respect principles of fairness and due process.
- Make efforts to understand, respect, and support the contributions of ABR staff.
- Demonstrate due diligence and dedication in preparation for the duties of my position and attendance at meetings and in all other activities I undertake on behalf of the ABR.
- Comply with all ABR policies made known to me pertaining to my position, including but not limited to the Volunteer Agreement that obligates me to:
  - Keep confidential all information specifically determined to be sensitive or proprietary or generally considered to be matters of confidence.
  - Avoid real or potential conflicts of interest.
  - Immediately disclose any real or potential conflict of interest as defined in the Agreement.

I understand that any violation of the Volunteer Code of Professional Conduct may result in review and subsequent request for volunteer resignation or termination from volunteer service.

ADVISORY COMMITTEE MEMBER

Opportunity:

- Each of the four ABR disciplines has individual advisory committees for both Initial Certification and Continuing Certification.
- Committee recommendations are passed on to the appropriate ABR staff or board function.

Qualifications:

- Advisory committees support the ABR by providing diverse and objective perspectives.
- The committees may include trainees, board-eligible graduates, or board-certified diplomates. Active participation in Continuing Certification is required for those members who have attained Initial Certification.
- ABR diplomates should be in active clinical practice. Trainees and board-eligible graduates should be enrolled in or graduated from a training program accredited by either the Accreditation Council for Graduate Medical Education (ACGME), the Royal College of Physicians and Surgeons of Canada (RCPSC), or the Commission on Accreditation of Medical Physics Education Programs (CAMPEP), or actively participating in an approved IMG Alternate Pathway.

Commitment:

- Advisory committees function mostly by remote communication with occasional optional in-person meetings at one or two national meetings of the discipline.
- Meetings are called by the chair no more frequently than quarterly, unless a specific issue arises that requires convening the committee for a special purpose. Calls rarely last more than one hour.
- The number of volunteers on each committee is determined by need, availability, and other factors.
- Terms of participation are not fixed, but trainee members typically serve for two years and may continue service following completion of training.
- Diplomate members may serve a maximum of two three-year terms, but they may be replaced earlier by their nominating stakeholder organization.

Appointment:

- Advisory committee members are appointed at the discretion of the ABR leadership. Where applicable, appointments may be based on recommendations of the discipline or other appropriate stakeholder organizations.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- Item Writing Committees (typically seven to 18 members)
  - Initial Computer-Based Qualifying (Core) Exam
    - Breast
    - Cardiovascular
    - Gastrointestinal
    - Genitourinary
    - Musculoskeletal
    - Neuroradiology
    - Noninterpretive Skills (NIS)
    - Nuclear (including Radioisotope Safety Content)
    - Pediatric
    - Thoracic
    - Ultrasound
  - Initial Oral Certifying Exam (future)
    - Abdominal (GI, GU, Ultrasound)
    - Breast
    - Cardiothoracic
    - Musculoskeletal
    - Neuroradiology
    - Nuclear
    - Pediatric
  - Subspecialty Computer-based Certifying Exams
    - Neuroradiology
    - Nuclear Radiology
    - Pediatric Radiology
  - Online Longitudinal Assessment (OLA)
    - Breast
    - Cardiac
    - Emergency
    - Gastrointestinal
    - General Radiology
    - Genitourinary
    - Musculoskeletal
    - Neuroradiology
    - Nuclear
    - Pediatric
    - Thoracic
    - Ultrasound
- Item Rating (Angoff) Committees (typically, 10 to 25 members)
  - Angoff for Computer-based Exams by Category

Diagnostic **Radiology**

Qualifications:

- Committee members must be diplomates of the ABR, professionally active, currently in or recently retired from clinical practice, active participants in Continuing Certification, and residents of the United States or Canada. Current volunteers who retire from clinical practice may be eligible to serve up to a three-year term beginning within two years after retirement.
- Item writers for the Computer-based Qualifying (Core) Exam, Oral Certifying Exam, and OLA must have attained Initial Certification at least one year before the time of appointment.
- Item writers for one of the three Computer-based Subspecialty Certifying Exam Committees must be ABR subspecialty-certified or equivalent.
- Individuals in private or academic practice, with content expertise or interest in specific areas of interest, are encouraged to apply for appointment.
- Individuals invited to serve on the OLA item development committee may be working in a more general practice environment.

Commitment:

- Committee assignments are typically for a three-year period, renewable once, but may be shortened or extended by ABR Trustee(s) depending on specific committee needs and volunteer participation.
- The number of volunteers on each committee is determined by need, availability, and other factors. The committee complement will change from time to time.
- Volunteers serving on one of the item writing committees are assigned to develop items for the Computer-based Qualifying (Core) Exam, Oral Certifying Exam (future), one of the Computer-based Subspecialty Certifying Exams, or OLA based on the needs of the project, as determined by ABR staff, the AED, Trustee(s), and the committee chair.
- Committee volunteers are expected to complete their assignments in a timely manner, as directed by their committee chairs and ABR exam development staff.
- Members of item writing committees are expected to participate in conference calls for training, item review, and/or exam assembly processes. Meetings are scheduled based on volunteer availability and held only when a quorum is present.
- Volunteers may be requested to participate in in-person activities for training and/or exam development. Typically, some members of an Initial Certification committee will be invited to participate in an annual meeting at the ABR offices in Tucson or another site.
- Item rating (Angoff) committee volunteers are assigned to review and rate completed exam forms during a remote event that typically lasts less than a day.
- We appreciate the service of our volunteers and recognize that there are days of personal importance on which a volunteer is not available to attend a scheduled meeting.

Diagnostic **Radiology**

Appointment:

- Diagnostic Radiology (DR) committee volunteers are recognized experts in their respective content assignments.
- Individuals interested in becoming DR volunteers may submit applications at any time. Committee assignments are typically made only once each year following the spring ABR Trustees meeting, but volunteers may occasionally be selected for a committee mid-cycle to fill a vacancy.
- Volunteers may serve on only one exam development committee at a time, except for volunteers on item rating (Angoff) committees, who may also simultaneously serve on one other committee.

EXAM DEVELOPMENT COMMITTEE CHAIR

Opportunity:

- Chairs are appointed by the ABR Trustees following exemplary performance as committee volunteers.
- Committee chairs work with their liaison Trustee(s), exam development staff, and the AED to develop blueprints for their portfolio of written items and to assign items to individual committee members.
- To ensure smooth leadership transitions in committee chairs, one or more potential candidates for associate chair may be identified from the current committee membership approximately 24 months before the current chair's term ends. Approximately 12 months before the transition, one individual may be appointed as the associate chair. During that time, the associate chair will assist the chair by running committee meetings when the chair is unavailable, mentoring new committee members, and performing other duties as requested by the chair. Associate chairs are appointed by the ABR Trustees for a one-year term and, depending on performance, may be appointed as the next committee chair.

Appointment:

- Committee chairs typically serve for terms of three years, renewable once.
- Terms may be shortened or extended by the ABR Trustees depending on specific committee needs.

ORAL EXAMINER

Opportunity:

- Participation in the DR Oral Certifying Exam as an oral examiner.

Qualifications:

- Oral examiners must have attained Initial Certification at least five years before the exam administration for which they have been invited to serve, except in the circumstance of a specific waiver from a Trustee.
- The selection criteria include knowledge of appropriate current standards of training; appropriate temperament for participation in high stakes oral exams; ability to provide an appropriate standard for assessment while maintaining a positive environment for the candidates; and willingness and ability to participate in provided training sessions and review training materials. Current or previous participation in the training of DR residents is preferred but not required.
- Oral examiners must have been clinically active (provided medical care for patients) at some point during the 12 months before the exam in which they are participating. They also must be active participants in Continuing Certification and residents of the United States or Canada.
- Understanding the process of exam creation is important; therefore, the ABR gives some preference to active volunteers on DR committees. Past Trustees and committee chairs also are encouraged to participate.
- The ABR seeks to maintain a diverse pool of oral examiners based on background, training setting, practice type, and geographic location and encourages all those who are interested and who meet the qualifications to apply.

Commitment:

- Oral examiners are selected from the pool of volunteers. Chosen participants are selected for each exam four to six months prior to the exam. There is a required training process for all examiners of one to two hours in the weeks ahead of each exam. New examiners are expected to be available for additional training and mentorship before their first exam.
- During each exam, an oral examiner's performance is reviewed by the AED, Trustees, or a member of the oral exam committee. If their exams are judged acceptable, they are added to the pool of potential future examiners.
- Not every examiner will be invited each year. However, this may vary depending on the frequency of exams and the size of the candidate pool.

Appointment:

- Participation in the DR Oral Certifying Exam as an oral examiner is by invitation only.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- Item Writing and Case Development Committees (typically, 10 members)
  - Initial Computer-based Qualifying (Core) Exam
  - Initial Computer-based Certifying Exam
  - Initial Oral Certifying Exam
  - Online Longitudinal Assessment (OLA)
- Item Rating (Angoff) Committees (typically, 21 members)
  - Angoff for Computer-based Qualifying (Core) Exam
  - Angoff for Computer-based Certifying Exam

Qualifications:

- Committee members must be diplomates of the ABR, professionally active, currently in or recently retired from clinical practice, active participants in Continuing Certification, and residents of the United States or Canada. Current volunteers who retire from clinical practice may be eligible to serve up to a three-year term beginning within two years after retirement.
- Item writers and case developers for the Computer-based Qualifying (Core) Exam, Computer-based Certifying Exam, and OLA must have attained Initial Certification at least one year before the time of appointment.
- Individuals in private or academic practice, with content expertise or interest in specific areas of interest, are encouraged to apply for appointment.
- Individuals invited to serve on the OLA item development committee may be working in a more general practice environment.

Commitment:

- Committee assignments are typically for a three-year period, renewable once, but may be shortened or extended by ABR Trustee(s) depending on specific committee needs and volunteer participation.
- The number of volunteers on each committee is determined by need, availability, and other factors. The committee complement will change from time to time.
- Volunteers serving on one of the item writing or case development committees are assigned to develop exam items/case material for the Computer-based Qualifying (Core) Exam, Computer-based Certifying Exam, Oral Certifying Exam, or OLA.
- Committee volunteers are expected to complete their assignments in a timely manner, as directed by their committee chairs and ABR exam development staff.
- Members of item writing or case development committees are expected to participate in conference calls for training, item review, and/or exam assembly processes. Meetings are scheduled based on volunteer availability and held only when a quorum is present.
- Volunteers may be requested to participate in in-person activities for training and/or exam development. Typically, some members of an Initial Certification committee will be invited to participate in an annual meeting at the ABR offices in Tucson or another site.

- Item rating (Angoff) committee volunteers are assigned to review and rate completed exam forms during a remote event that typically lasts less than a day.
- We appreciate the service of our volunteers and recognize that there are days of personal importance on which a volunteer is not available to attend a scheduled meeting.

Appointment:

- Interventional Radiology (IR) committee volunteers are recognized experts in their respective content assignments.
- Individuals interested in becoming IR volunteers may submit applications at any time. Committee assignments are typically made annually following the spring ABR Trustees meeting, but volunteers may occasionally be selected for a committee mid-cycle to fill a vacancy. Volunteers may serve on only one exam development committee at a time, except for volunteers on item rating (Angoff) committees, who may also simultaneously serve on one other committee.

EXAM DEVELOPMENT COMMITTEE CHAIR

Opportunity:

- Chairs are appointed by the ABR Trustees following exemplary performance as committee volunteers.
- Committee chairs work with their liaison Trustees, exam development staff, and the AED to develop blueprints for their portfolio of written items or oral case development and to assign items or case development to individual committee members.
- Oral exam chairs are expected to participate in the oral exam administration.
- To ensure smooth leadership transitions in committee chairs, one or more potential candidates for associate chair may be identified from the current committee membership approximately 24 months before the current chair's term ends. Approximately 12 months before the transition, one individual may be appointed as the associate chair. During that time, the associate chair will assist the chair by running committee meetings when the chair is unavailable, mentoring new committee members, and performing other duties as requested by the chair. Associate chairs are appointed by the ABR Trustees for a one-year term and, depending on performance, may be appointed as the next committee chair.

Appointment:

- Committee chairs typically serve for terms of three years, renewable once.
- Terms may be shortened or extended by the ABR Trustees depending on specific committee needs.

ORAL EXAMINER

Opportunity:

- Participation in the IR/DR Oral Certifying Exam as an oral examiner.

Qualifications:

- Oral examiners must have attained Initial Certification at least five years before the exam administration for which they have been invited to serve, except in the circumstance of a specific waiver from a Trustee.
- The selection criteria include knowledge of appropriate current standards of training; appropriate temperament for participation in high stakes oral exams; ability to provide an appropriate standard for assessment while maintaining a positive environment for the candidates; and willingness and ability to participate in provided training sessions and review training materials. Current or previous participation in the training of IR residents is preferred but not required.
- Oral examiners must have been clinically active (provided medical care for patients) at some point during the 12 months before the exam in which they are participating. They also must be active participants in Continuing Certification and residents of the United States or Canada.
- Understanding the process of exam creation is important; therefore, the ABR gives some preference to active volunteers on IR committees. Past Trustees and committee chairs also are encouraged to participate.
- The ABR seeks to maintain a diverse pool of oral examiners based on background, training setting, practice type, and geographic location and encourages all those who are interested and who meet the qualifications to apply.

Commitment:

- Oral examiners are selected from the pool of volunteers. Chosen participants are selected for each exam four to six months prior to the exam. There is a required training process of one to two hours in the weeks ahead of the exam. New examiners are expected to be available for additional training and mentorship before their first exam.
- During each exam, an oral examiner's performance is reviewed by the AED, Trustees, or a member of the oral exam committee. If their exams are judged acceptable, they are added to the pool of potential future examiners.
- Not every examiner will be invited each year, and traditionally invitations have rotated every other year. However, this may vary depending on the frequency of exams and the size of the candidate pool.

Appointment:

- Participation in the IR/DR Oral Certifying Exam as an oral examiner is by invitation only.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- General and Discipline-Specific Item Writing and Case Development Committees (typically nine to 16 members)
  - Initial Computer-based Qualifying Exam
    - Clinical
    - General
    - Diagnostic
    - Nuclear
    - Therapeutic
  - Initial Oral Certifying Exam
    - Diagnostic
    - Nuclear
    - Therapeutic
  - Online Longitudinal Assessment (OLA)
    - Diagnostic
    - Nuclear
    - Therapeutic
- Collaborative Discipline Item Writing Committees (typically seven to 10 members)
  - Radiation Oncology: Initial Computer-based Qualifying Exam
    - Medical Physics
    - Radiation Biology
  - Diagnostic Radiology: Initial Computer-based Qualifying (Core) Exam
    - Medical Physics
    - Nuclear Radiology
    - Physics Oversight (Noninterpretive Skills)
  - Diagnostic Radiology: Initial Computer-based Certifying Exam
    - Medical Physics
    - Nuclear Radiology
    - Physics Oversight (Essentials, Noninterpretive Skills)
  - Diagnostic Radiology: Online Longitudinal Assessment (OLA)
    - Nuclear Radiology
- Item Rating (Angoff) Committees (typically, 10 to 20 members)
  - Angoff for Qualifying Part 1 Exam
    - Clinical
    - General
  - Angoff for Qualifying Part 2 Exam
    - Diagnostic
    - Nuclear
    - Therapeutic

Medical **Physics**

Qualifications:

- Committee members must be diplomates of the ABR, professionally active, currently in or recently retired from clinical practice, active participants in Continuing Certification, and residents of the United States or Canada. Current volunteers who retire from clinical practice may be eligible to serve up to a three-year term beginning within two years after retirement.
- Item writers or case developers for the Computer-based Qualifying Exam, Computer-based or Oral Certifying Exams, and OLA must have attained Initial Certification at least one year before the time of appointment.
- Committee volunteers are recognized experts in their respective content assignments
- Individuals in private, community, or academic practice, with content expertise or interest in specific areas of interest, are encouraged to apply for appointment.
- Individuals invited to serve on the OLA item development committee may be working in a more general practice environment.

Commitment:

- Committee assignments are typically for a three-year period, renewable once, but may be shortened or extended by ABR Trustee(s) depending on specific committee needs and volunteer participation.
- The number of volunteers on each committee is determined by need, availability, and other factors. The committee complement will change from time to time.
- Volunteers serving on one of the item writing or case development committees are assigned to develop items for the Medical Physics (MP) Computer-based Qualifying Exams and Oral Certifying Exams, collaborative Computer-based Qualifying (Core) Exams and Computer-based Certifying Exams, or OLA based on the needs of the project, as determined by ABR staff, the AED, Trustees, and the committee chair.
- Committee volunteers are expected to complete their assignments in a timely manner, as directed by their committee chairs and ABR exam development staff.
- Members of item writing or case development committees are expected to participate in conference calls for training, item review, and/or exam assembly processes. Meetings are scheduled based on volunteer availability and held only when a quorum is present.
- Volunteers may be requested to participate in in-person activities for training and/or exam development. Typically, some members of an Initial Certification committee will be invited to participate in an annual meeting at the ABR offices in Tucson or another site.
- Committee members may occasionally be invited to participate in the annual Angoff standard-setting session(s).
- Item rating (Angoff) committee volunteers are assigned to review and rate completed exam forms during a remote event that typically lasts less than a day.
- We appreciate the service of our volunteers and recognize that there are days of personal importance on which a volunteer is not available to attend a scheduled meeting.

Medical **Physics**

Appointment:

- Medical Physics (MP) committee volunteers are recognized experts in their respective content assignments.
- Individuals interested in becoming MP volunteers may submit applications at any time, but committee assignments are typically made only once each year. Volunteers may occasionally be selected for a committee mid-cycle to fill a vacancy.
- Volunteers usually serve on only one exam development committee at a time. Exceptions may be made at the discretion of the Trustee and AED, except for volunteers on item rating (Angoff) committees, who may also simultaneously serve on one other committee.

EXAM DEVELOPMENT COMMITTEE CHAIR

Opportunity:

- Chairs are appointed by the ABR Trustees following exemplary performance as committee volunteers.
- Committee chairs work with their liaison Trustees, exam development staff, and the AED to develop blueprints for their portfolio of written items or oral case development and to assign items or case development to individual committee members.
- Oral exam chairs are generally invited to participate in the oral exam administration.
- To ensure smooth leadership transitions in committee chairs, one or more potential candidates for associate chair may be identified from the current committee membership approximately 24 months before the current chair's term ends. Approximately 12 months before the transition, one individual may be appointed as the associate chair. During that time, the associate chair will assist the chair by running committee meetings when the chair is unavailable, mentoring new committee members, and performing other duties as requested by the chair. Associate chairs are appointed by the ABR Trustees for a one-year term and, depending on performance, may be appointed as the next committee chair.

Appointment:

- Committee chairs typically serve for terms of three years, renewable once.
- Terms may be shortened or extended by the ABR Trustees depending on specific committee needs.

ORAL EXAMINER

Opportunity:

- Participation in the MP Oral Certifying Exam as an oral examiner.

Qualifications:

- Oral examiners must have attained Initial Certification at least five years before the exam administration for which they have been invited to serve, except in the circumstance of a specific waiver from a Trustee.
- The selection criteria include current or prior participation in training of medical physicists or knowledge of the current standards of training of medical physicists; appropriate temperament for participation in high stakes oral exams; ability to provide an appropriate standard for assessment while maintaining a positive environment for the candidates; and willingness and ability to participate in provided training sessions and review training materials.
- Oral examiners must have been clinically active at some point during the 12 months before the exam in which they are participating. They also must be active participants in Continuing Certification and residents of the United States or Canada.
- Understanding the process of exam creation is important; therefore, the ABR gives some preference to active volunteers on MP committees. Past Trustees and committee chairs also are encouraged to participate.
- The ABR seeks to maintain a diverse pool of oral examiners based on background, training setting, practice type, and geographic location and encourages all those who are interested and who meet the qualifications to apply.

Commitment:

- Oral examiners are selected from the pool of volunteers. Chosen participants are selected for each exam four to six months prior to the exam. There is a required training process of two to three hours in the weeks ahead of the exam. New examiners are expected to be available for additional training and mentorship before their first exam.
- During each exam, an oral examiner's performance is reviewed by the AED, Trustees, or a member of the oral exam committee. If their exams are judged acceptable, they are added to the pool of potential future examiners.
- Not every examiner will be invited each year, and traditionally invitations have rotated every other year. However, this may vary depending on the frequency of exams and the size of the candidate pool.

Appointment:

- Participation in the MP Oral Certifying Exam as an oral examiner is by invitation only.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- Item Writing and Case Development Committees (typically 10-15 members each)
  - Initial Computer-based Qualifying Exam
    - Clinical
      - Breast
      - Central Nervous System and Pediatric
      - Gastrointestinal
      - Genitourinary
      - Gynecologic
      - Head/Neck/Skin
      - Hematological Malignancies
      - Thoracic and Soft Tissue Sarcomas
    - Basic Science
      - Radiation and Cancer Biology
      - Medical Physics for Radiation Oncology (managed by Medical Physics)
  - Initial Oral Certifying Exam
    - Breast
    - Central Nervous System and Pediatric
    - Gastrointestinal
    - Genitourinary
    - Gynecologic
    - Head/Neck/Skin
    - Hematological Malignancies
    - Thoracic and Soft Tissue Sarcomas
  - Online Longitudinal Assessment (OLA)
- Item Rating (Angoff) Committees (typically, 10 to 20 members)
  - Angoff for Qualifying Part 1 Exam
    - Biology
    - Physics
  - Angoff for Qualifying Part 2 Exam
    - Clinical

Radiation **Oncology**

Qualifications:

- Committee members must be diplomates of the ABR, professionally active, currently in or recently retired from clinical practice, active participants in Continuing Certification, and residents of the United States or Canada. Current volunteers who retire from clinical practice may be eligible to serve up to a three-year term beginning within two years after retirement.
- Item writers or case developers for the Computer-based Qualifying Exam and Oral Certifying Exam must have attained Initial Certification at least two years before the time of appointment.
- Item writers or case developers for the Qualifying Exam and Certifying Exam are eligible to serve as oral examiners once they have attained five years after Initial Certification.
- OLA committee members must have attained Initial Certification at least one year before the time of appointment.
- Individuals in private or academic practice, with content expertise or interest in specific areas of interest, are encouraged to apply for appointment.
- The Radiation and Cancer Biology committee is composed mostly of physician-scientists.
- Individuals invited to serve on the OLA item development committee may be working in a more general practice environment.

Commitment:

- Committee assignments are typically for a three-year period, renewable once, but may be shortened or extended by ABR Trustee(s) depending on specific committee needs and volunteer participation.
- The number of volunteers on each committee is determined by need, availability, and other factors. The committee complement may change from time to time.
- Volunteers serving on one of the clinical category committees are assigned to develop either exam items for the Computer-based Qualifying Exam or cases for the Oral Certifying Exam.
- Committee volunteers are expected to complete their assignments in a timely manner, as directed by their committee chairs and ABR exam development staff.
- Members of item writing and case development committees are expected to participate in conference calls for training, item review, and/or exam assembly processes. Meetings are scheduled based on volunteer availability and held only when a quorum is present.
- Volunteers may be invited to participate in in-person activities for training and/or exam development. Typically, members of an Initial Certification committee will be invited to participate in an annual meeting at the ABR offices in Tucson or another site.
- Clinical category or basic science committee members may occasionally be invited to participate in the annual Angoff standard-setting session(s).
- Item rating (Angoff) committee volunteers are assigned to review and rate completed exam forms during a remote event that typically lasts less than a day.
- We appreciate the service of our volunteers and recognize that there are days of personal importance on which a volunteer is not available to attend a scheduled meeting.

Radiation **Oncology**

Appointment:

- Radiation Oncology (RO) category committee volunteers are recognized experts in their respective content assignments and typically do not divide their activities among multiple organ sites.
- OLA volunteers are typically involved in the general practice of radiation oncology.
- Individuals interested in being an RO committee volunteer may submit applications at any time. Committee assignments are typically made only once each year following the spring ABR Trustees meeting, but volunteers may occasionally be selected for a committee mid-cycle to fill a vacancy.
- Volunteers may serve on only one exam development committee at a time, except for volunteers on item rating (Angoff) committees, who may also simultaneously serve on one other committee.

EXAM DEVELOPMENT COMMITTEE CHAIR

Opportunity:

- Chairs are appointed by the ABR Trustees following exemplary performance as committee volunteers.
- Clinical category and basic science chairs work with their liaison Trustees, exam development staff, and the AED to develop blueprints for their portfolio of computer-based items or oral case development and to assign items or case development to individual committee members.
- Oral exam chairs are expected to participate in the oral exam administration, at which time they serve as category score review chairs.
- To ensure smooth leadership transitions in committee chairs, one or more potential candidates for associate chair may be identified from the current committee membership approximately 24 months before the current chair's term ends. Approximately 12 months before the transition, one individual may be appointed as the associate chair. During that time, the associate chair will assist the chair by running committee meetings when the chair is unavailable, mentoring new committee members, and performing other duties as requested by the chair. Associate chairs are appointed by the ABR Trustees for a one-year term and, depending on performance, may be appointed as the next committee chair.

Appointment:

- Committee chairs typically serve for terms of three years, renewable once.
- Terms may be shortened or extended by the ABR Trustees depending on specific committee needs.

ORAL EXAMINER

Opportunity:

- Participation in the RO Oral Certifying Exam as an oral examiner.

Qualifications:

- Oral examiners must have attained Initial Certification at least five years before the exam administration for which they have been invited to serve, except in the circumstance of a specific waiver from a Trustee.
- The selection criteria include current or prior participation in training of radiation oncologists or knowledge of the current standards of training of radiation oncologists; appropriate temperament for participation in high stakes oral exams; ability to provide an appropriate standard for assessment while maintaining a positive environment for the candidates; and willingness and ability to participate in provided training sessions and review training materials.
- Oral examiners must have been clinically active (provided medical care for patients) at some point during the 12 months before the exam in which they are participating. They also must be active participants in Continuing Certification and residents of the United States or Canada.

Commitment:

- Oral examiners are selected from the pool of current or former eligible volunteers. Chosen participants are selected for each exam four to six months prior to the exam. There is a required training process of one to two hours in the weeks ahead of the exam. New examiners are expected to be available for additional training and mentorship before their first exam.
- During each exam, an oral examiner's performance is reviewed by the AED, Trustees, or chair of the oral exam committee. If their exams are judged acceptable, they are added to the pool of potential future examiners.
- Not every examiner will be invited each year, and traditionally invitations have rotated every other year. However, this may vary depending on the frequency of exams, number of required examiners, and the size of the candidate pool.

Appointment:

- Participation in the RO Oral Certifying Exam as an oral examiner is by invitation only.

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