



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 at <https://www.theabr.org/about>.

Before completing the application, prospective volunteers will be asked to review and agree to the Volunteer Conflict of Interest Policy and Commitment Disclosure Statement.

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,



Brent Wagner, MD, MBA
Executive Director



Vincent Mathews, MD
President

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. All continue to be active in clinical practice.

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.
- Review and acknowledge the relevant policies and disclosures.

Onboarding Process

- Your completed application, with supporting materials as requested, will be reviewed by the discipline associate executive director (AED) and referred to the committee chair(s) and trustee(s), as necessary.
- Volunteer assignments will be made at intervals based on the needs of the discipline and its operational committees and available committee positions.
- Based on trustee decisions, ABR staff will communicate with you regarding committee start dates, orientation, and training.
- Following committee appointment, you will be contacted by your committee chair for further discussion, assignments, and 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, oral examiners, or Angoff scorers, 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 and executive leadership.
- 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 Conflict of Interest and Confidentiality Policies that obligate 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 ABR Conflict of Interest Policy.

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.
- These committees are populated by individuals selected by ABR leadership.
- Committee recommendations are passed on to the appropriate ABR staff or board function.

Qualifications:

- Advisory committees support the ABR by providing diverse objective perspectives.
- The committees may include trainees, board-eligible graduates, or board-certified diplomates. Active participation in Continuing Certification is required only 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 recently 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).

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. The committee complement, typically eight to nine members, will change from time to time.
- 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 specialty or other appropriate stakeholder organizations.

SELF-ASSESSMENT MODULE REVIEWER

Opportunity:

- Self-assessment modules (SAM) are educational instruments developed by various stakeholder or commercial entities to support their educational missions and assist diplomates in lifelong learning and fulfillment of Continuing Certification requirements.
- Criteria for satisfactory SAM development are established by the Accreditation Council on Continuing Medical Education (ACCME).
- Many organizations that provide significant SAM programming have applied to the ABR for deemed status, so that review of their individual programs in advance of availability is no longer required, but others still require pre-approval by the ABR.
- Examples of SAM activities that may require review include refresher courses, workshops, reading assignments, and online offerings.
- SAM offerings must include assessment tools.

Qualifications:

- SAM reviewers must have served a minimum of one year in practice following attainment of Initial Certification and must be active participants in Continuing Certification.
- SAM reviewers are ABR diplomates who have volunteered to serve in this capacity. They may be awaiting assignment to other volunteer activities.

Commitment:

- SAM reviewers typically serve a three-year term, renewable once, with continuation of appointment depending on satisfactory service.
- SAM reviewers may be requested to review several modules each year, depending on the number submitted to the ABR.
- The activities are accomplished online and may take five to 10 hours annually.

Appointment:

- SAM reviewers may be appointed at any time at the discretion of the discipline trustee(s) or AED.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- Item Writing Committees (typically seven to 18 members)
 - Initial Qualifying Written Exam
 - › Breast
 - › Cardiovascular
 - › Gastrointestinal
 - › Genitourinary
 - › Musculoskeletal
 - › Neuro
 - › Nuclear (including RISE)
 - › Pediatrics
 - › Thoracic
 - › Ultrasound
 - Initial Certifying Written Exam
 - › Breast
 - › Cardiac
 - › Essentials
 - › Gastrointestinal
 - › General Radiology
 - › Genitourinary
 - › Musculoskeletal
 - › Neuro
 - › Noninterpretive Skills
 - › Nuclear
 - › Pediatrics
 - › Thoracic
 - › Ultrasound
 - Subspecialty Certifying Written Exams
 - › Neuroradiology (combined with Certifying)
 - › Nuclear Radiology (combined with Certifying)
 - › Pediatric Radiology
 - Online Longitudinal Assessment (OLA)
 - › Breast
 - › Cardiac
 - › Emergency
 - › Gastrointestinal
 - › General Radiology
 - › Genitourinary
 - › Musculoskeletal
 - › Neuro
 - › Nuclear
 - › Pediatrics
 - › Thoracic
 - › Ultrasound

- Item Scoring Committees (typically, 10 to 37 members)
 - Angoff for Qualifying Written Exams by Category
 - Angoff for Certifying Written Exams by Category

Qualifications:

- Committee members must be diplomates of the ABR, must be in active practice, must be active participants in Continuing Certification, and must reside in the United States or Canada.
- Item writers for the qualifying written exam, 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 are often 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 qualifying written exam, certifying written exam, 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 committee conference calls for training, item review, and/or exam assembly processes.
- Volunteers may be requested 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.

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.

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.
- Written exam committee chairs may be expected to participate in the annual Angoff standard-setting session(s).

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.



SELF-ASSESSMENT MODULE REVIEWER

Opportunity:

- Self-assessment modules (SAM) are educational instruments developed by various stakeholder or commercial entities to support their educational missions and assist diplomates in lifelong learning and fulfillment of Continuing Certification requirements.
- Criteria for satisfactory SAM development are established by the Accreditation Council on Continuing Medical Education (ACCME).
- Many organizations that provide significant SAM programming have applied to the ABR for deemed status, so that review of their individual programs in advance of availability is no longer required, but others still require pre-approval by the ABR.
- Examples of SAM activities that may require review include refresher courses, workshops, reading assignments, and online offerings.
- SAM offerings must include assessment tools.

Qualifications:

- SAM reviewers must have served a minimum of one year in practice following attainment of Initial Certification and must be active participants in Continuing Certification.
- SAM reviewers are ABR diplomates who have volunteered to serve in this capacity. They may be awaiting assignment to other volunteer activities.

Commitment:

- SAM reviewers typically serve a three-year term, renewable once, with continuation of appointment depending on satisfactory service.
- SAM reviewers may be requested to review several modules each year, depending on the number submitted to the ABR.
- The activities are accomplished entirely online and may take five to 10 hours annually.

Appointment:

- SAM reviewers may be appointed at any time at the discretion of the discipline trustee(s) or AED.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- Item Writing/Case Development Committees (typically, 10 members)
 - Initial Qualifying Written Exam
 - Initial Certifying Written Exam
 - Initial Certifying Oral Exam
 - Online Longitudinal Assessment (OLA)
- Item Scoring Committees (typically, 21 members)
 - Angoff for Qualifying Written Exam
 - Angoff for Certifying Written Exam

Qualifications:

- Committee members must be diplomates of the ABR, must be in active practice, must be active participants in Continuing Certification, and must reside in the USA or Canada.
- Item writers and case developers for the qualifying written exam, 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.

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/case development committees are assigned to develop exam items/case material for the qualifying written exam, certifying written exam, certifying oral exam, 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/case development committees are expected to participate in committee conference calls for training, item review, and/or exam assembly processes.
- Volunteers may be requested 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.

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 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.

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.
- Written exam committee chairs are expected to participate in the annual Angoff standard-setting session(s).
- Oral exam chairs are expected to participate in the oral exam administration.

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 Certifying Oral Exam as an oral examiner.

Qualifications:

- Certifying 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 prior service to the ABR; 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.
- Understanding the process of exam creation is important; therefore, the ABR gives some preference to active volunteers on IR committees.
- 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 invited to their first exam several months before the exam. There is a required training process of one to two hours in the weeks ahead of the exam.
- During an oral examiner's first exam, their 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 Certifying Oral Exam as an oral examiner is by invitation only.

SELF-ASSESSMENT MODULE REVIEWER

Opportunity:

- Self-assessment modules (SAM) are educational instruments developed by various stakeholder or commercial entities to support their educational missions and assist diplomates in lifelong learning and fulfillment of Continuing Certification requirements.
- Criteria for satisfactory SAM development are established by CAMPEP.
- Many organizations that provide significant SAM programming have applied to the ABR for deemed status, so that review of their individual programs in advance of availability is no longer required, but others still require pre-approval by the ABR.
- Examples of SAM activities that may require review include refresher courses, workshops, reading assignments, and online offerings.
- SAM offerings must include assessment tools.

Qualifications:

- SAM reviewers must have served a minimum of one year in practice following attainment of Initial Certification and must be active participants in Continuing Certification.
- SAM reviewers are ABR diplomates who have volunteered to serve in this capacity. They may be awaiting assignment to other volunteer activities.

Commitment:

- SAM reviewers typically serve a three-year term, renewable once, with continuation of appointment depending on satisfactory service.
- SAM reviewers may be requested to review several modules each year, depending on the number submitted to the ABR.
- The activities are accomplished entirely online and may take five to 10 hours annually.

Appointment:

- SAM reviewers may be appointed at any time at the discretion of the discipline trustee(s) or AED.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- General and Discipline-Specific Item Writing/Case Development Committees (typically nine to 16 members)
 - Initial Qualifying Written Exam
 - › General
 - › Clinical
 - › Diagnostic
 - › Nuclear
 - › Therapeutic
 - Initial Certifying Oral Exam
 - › Diagnostic
 - › Nuclear
 - › Therapeutic
 - Online Longitudinal Assessment (OLA)
 - › Diagnostic
 - › Nuclear
 - › Therapeutic
- Collaborative Discipline Item Writing Committees (typically seven to 10 members)
 - Radiation Oncology: Initial Qualifying Written Exam
 - › Medical Physics
 - › Radiation Biology
 - Diagnostic Radiology: Initial Qualifying Written Exam
 - › Medical Physics
 - › Nuclear Radiology
 - › Physics Oversight (Noninterpretive Skills)
 - Diagnostic Radiology: Initial Certifying Written Exam
 - › Medical Physics
 - › Nuclear Radiology
 - › Physics Oversight (Essentials, Noninterpretive Skills)
 - Diagnostic Radiology: Online Longitudinal Assessment (OLA)
 - › Nuclear Radiology

Qualifications:

- Committee members must be diplomates of the ABR, must be in active practice, must be active participants in Continuing Certification, and must reside in the United States or Canada.
- Item writers/case developers for the qualifying written exam, certifying exam, 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 are often 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/case development committees are assigned to develop items for the MP qualifying written exams and certifying oral exams, collaborative qualifying written exams and certifying written 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/case development committees are expected to participate in committee conference calls for training, item review, and/or exam assembly processes.
- Volunteers may be requested 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.
- Committee members may occasionally be invited to participate in the annual Angoff standard-setting session(s).

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.

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.
- Written exam committee chairs are expected to participate in the annual Angoff standard-setting session(s).
- Oral exam chairs are generally invited to participate in the oral exam administration.

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 Certifying Oral Exam as an oral examiner.

Qualifications:

- Certifying 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 prior service to the ABR; 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.
- Understanding the process of exam creation is important; therefore, the ABR gives some preference to active volunteers on MP committees.
- 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 invited to their first exam several months before the exam. There is a required training process of one to two hours in the weeks ahead of the exam.
- During an oral examiner's first exam, their 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 Certifying Oral Exam as an oral examiner is by invitation only.

SELF-ASSESSMENT MODULE REVIEWER

Opportunity:

- Self-assessment modules (SAM) are educational instruments developed by various stakeholder or commercial entities to support their educational missions and assist diplomates in lifelong learning and fulfillment of Continuing Certification requirements.
- Criteria for satisfactory SAM development are established by the Accreditation Council on Continuing Medical Education (ACCME).
- Many organizations that provide significant SAM programming have applied to the ABR for deemed status, so that review of their individual programs in advance of availability is no longer required, but others still require pre-approval by the ABR.
- Examples of SAM activities that may require review include refresher courses, workshops, reading assignments, and online offerings.
- SAM offerings must include assessment tools.

Qualifications:

- SAM reviewers must have served a minimum of one year in practice following attainment of Initial Certification and must be active participants in Continuing Certification.
- SAM reviewers are ABR diplomates who have volunteered to serve in this capacity. They may be awaiting assignment to other volunteer activities.

Commitment:

- SAM reviewers typically serve a three-year term, renewable once, with continuation of appointment depending on satisfactory service.
- SAM reviewers may be requested to review several modules each year, depending on the number submitted to the ABR.
- The activities are accomplished entirely online and may take five to 10 hours annually.

Appointment:

- SAM reviewers may be appointed at any time at the discretion of the discipline trustee(s) or AED.

EXAM DEVELOPMENT COMMITTEE MEMBER

Opportunity:

- Item Writing/Case Development Committees (typically 25 to 30 members)
 - Initial Qualifying Written Exam
 - › Clinical
 - Breast
 - Central Nervous System and Pediatric
 - Gastrointestinal
 - Genitourinary
 - Gynecologic
 - Head/Neck/Skin
 - Lymphomas/Leukemias
 - Thoracic and Soft Tissue Sarcomas
 - › Basic Science
 - Radiation and Cancer Biology
 - Initial Certifying Oral Exam
 - › Breast
 - › Central Nervous System and Pediatric
 - › Gastrointestinal
 - › Genitourinary
 - › Gynecologic
 - › Head/Neck/Skin
 - › Lymphomas/Leukemias
 - › Thoracic and Soft Tissue Sarcomas
 - Online Longitudinal Assessment (OLA)

Qualifications:

- Committee members must be diplomates of the ABR, must be in active practice, must be active participants in Continuing Certification, and must reside in the United States or Canada.
- Item writers/case developers for the qualifying written exam and certifying oral exam must have attained Initial Certification at least two years before the time of appointment.
- Item writers/case developers for the qualifying exam and certifying exam are eligible to serve as certifying exam 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 comprised mostly of clinician-scientists who have an MD and a PhD.
- Individuals invited to serve on the OLA item development committee are often 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/case development committees are assigned to develop exam items/case material for the qualifying written exam, certifying oral exam, 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 and case development committees are expected to participate in committee conference calls for training, item review, and/or exam assembly processes.
- Volunteers may be requested 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).

Appointment:

- Radiation Oncology (RO) committee volunteers are recognized experts in their respective content assignments and typically do not divide their activities among multiple organ sites.
- 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.

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 written items or oral case development and to assign items or case development to individual committee members.
- Computer-based exam committee chairs are expected to participate in the annual Angoff standard-setting session(s).
- Oral exam chairs are expected to participate in the oral exam administration, at which time they serve as category score review chairs.

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 Certifying Oral Exam as an oral examiner.

Qualifications:

- Certifying 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 prior service to the ABR; 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.
- Understanding the process of exam creation is important; therefore, the ABR gives some preference to active volunteers on RO committees.
- 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 invited to their first exam several months before the exam. There is a required training process of one to two hours in the weeks ahead of the exam.
- During an oral examiner's first exam, their 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 RO Certifying Oral Exam as an oral examiner is by invitation only.

