



Examination Committee Job Description

Certification 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 a minimum of 10 subspecialty experts who are appointed by the subspecialty's sponsoring organization(s). Appointments are reviewed for approval by the UCNS Certification Council. All examination committees report to the Certification Council.

ESTIMATED TIME COMMITMENT:

- Certification examination development (biennial, beginning 9 months prior to examination) 20-30 hours
- C-cert journal article list selection and C-cert quiz development (annually, Aug-Dec.) 12 hours

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.

Please note: Participation on outside committees related to subspecialty board review courses or examination development while serving on a UCNS examination committee may present a conflict of interest that must be mitigated by the UCNS or may prohibit participation on an examination committee.

DESIRED SKILLS AND ABILITIES: Expert knowledge in the subspecialty field; previous question writing experience preferred. Must be able to commit the time needed to complete assigned tasks by the established deadlines.

RESPONSIBILITIES:

General Responsibilities:

- Participate in all scheduled examination committee meetings.
- Ability and commitment to meeting assignment deadlines.
- Respond in a timely manner to committee-related emails.
- Maintain confidentiality of UCNS certification examination and C-cert quiz.
- Complete annual Conflict of Interest Disclosure Statement and update disclosure if changes occur throughout the year

Certification Examination

- Write, edit, and review/proof, examination questions (mandatory).
- Participate in Zoom meetings during the development of the examinations.
- Participate in proofing of certification examinations prior to publishing.
- Participate in two post-exam conference calls (1 to 1 ½ hour each)
 - Review items flagged by the psychometrician that statistically performed poorly and make decisions on those items for scoring
 - Review final psychometric report that provides examination results and final data from exam
- One face-to-face committee meeting in Minneapolis, MN or via Zoom to set the pass point. Pass point reset happens after 4-5 examination cycles (every 8-10 years due to biennial schedule).

C-Cert Activities

- Identify and submit journal articles that meet the [C-cert Reading List Submission Criteria](#)
- Assist in ranking and committee selection of up to 10 journal articles annually that support new developments in the subspecialty field
- Participate in writing, editing, and reviewing/proofing the questions that will be used on the annual 25-question [C-cert knowledge assessment quiz](#)
- Participate in Zoom meetings during the development of the annual C-cert activities.

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

- Review and finalize the proposed examination content outline.
- Develop questions for initial certification examination; each member writes a minimum of 25-30 questions (due in 10-question intervals/3 assignment periods).
- Attend a minimum of three exam development meetings via Zoom.
 - First meeting is to review and select the first 100 questions.
 - Second meeting is to review and select an additional 100 questions.
 - Third meeting to select final 200 examination questions and ensure examination content aligns with examination content outline weighting.
- Standard setting meeting prior to certification examination administration conducted in person or by Zoom to set the examination pass point (full day meeting).
- Pass subspecialty essay examination to receive subspecialty certification.