



Cardiology Form Review Committee Volunteer Role Description

Committee Description

The primary objective of the Cardiology Form Review Committee is to review the Cardiology Specialty Exam to ensure all items in each test form work together well and that the final test form is cohesive prior to administration.

Committee Member Responsibilities

1. Committee members will participate in an independent review of each examination form, and:
 - a. Provide comments during independent review.
 - b. Attend Form Review Meeting(s) post independent review.
2. Committee members will serve as Subject Matter Experts (SMEs) when forms are being evaluated outside formal meetings.
3. Committee members will recommend needed changes and updates to the Certification Manual (CM)
4. Participate in conference calls and take on specific duties as assigned by the chair, as needed.
5. All committee members will participate in committee training and onboarding sessions.

Time Commitment, Term Length and Term Dates

Time Commitment: 30-45 hours annually, concentrated during exam development in January-February and hand-grading in June. Please note the additional details outlined in the Committee Meeting Schedule section below.

Term Length: 3 years*

**If a committee member moves into a leadership position within the committee (Assistant Chair – Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: July 1 – June 30

Committee Meeting Schedule

All work will be done remotely via online file review, email communication with other committee members, the chair, and staff, as well as conference or video calls as needed. The majority of the committee's work is concentrated within a short timeframe each year, requiring focused participation. **Form review work primarily takes place in December and January, with 4 virtual meetings, each lasting 3 hours, scheduled from approximately mid-late December – mid-late January.** Additional post-administration responsibilities, including the flagged item review meeting and hand grading, take place in June and require separate participation. Active participation

during these concentrated timeframes is essential to ensure the timely and thorough completion of the review process.

Recommended Prior Experience

It is suggested that committee members have prior knowledge and experience working in a committee and are familiar with the Certification Manual (CM) and specialty examination process.

How Committee Members are Appointed

The committee consists of cardiology Diplomate members and the Certification Council Cardiology Specialty Representative serving as ex-officio. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Cardiology Specialty Representative.

Benefits

Networking, leadership skills, a greater knowledge of the specialty examination development process.