



SAIM Form Review Committee Volunteer Role Description

Committee Description

The primary objective of the Small Animal Internal Medicine (SAIM) Form Review Committee is to review the SAIM 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: 15-25 hours annually, concentrated during exam development in December - January. 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 in the month of January, 2027.** Additional responsibilities, including the flagged item review meeting, take place following exam administration 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

Prior committee and group project experience are helpful, as is familiarity with the Certification Manual (CM) and specialty exam process.

How Committee Members are Appointed

The committee consists of SAIM Diplomate members and the Certification Council SAIM 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 SAIM Specialty Representative.

Benefits

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