



Nutrition Item Review Committee

Volunteer Role Description

Committee Description

The Nutrition Item Review Committee is composed of ACVIM Nutrition Diplomates who serve as Subject Matter Experts (SMEs) in Nutrition specialty content and practice. The committee evaluates newly developed and selected existing examination items for alignment with the Nutrition Specialty Examination blueprint and established item-development criteria. Committee members use their advanced specialty expertise to confirm the accuracy, relevance, fairness, and appropriateness of each item before it is eligible for use in a future examination.

Committee Member Responsibilities

1. Participate in required Item Review training and as many scheduled virtual workshops as possible to discuss questions, receive guidance, and engage in committee deliberation.
2. Evaluate examination items for accuracy, relevance, clarity, fairness, and alignment with the current examination blueprint and established item-development criteria.
3. Validate the intended correct answer, content classification, and supporting reference or rationale for each item.
4. Identify and resolve concerns involving item content, wording, answer options, technical accuracy, or appropriateness for the intended candidate population.
5. Recommend whether an item should be accepted, revised, returned for additional work, or removed from further consideration.
6. Review selected existing item bank content that has been updated, flagged, or identified for periodic review.
7. Complete required preparation, follow-up, or independent review activities within established timeframes.
8. Serve as a subject matter expert when questions about examination item content arise outside scheduled Item Review workshops.
9. Maintain the confidentiality and security of all examination content, Committee discussions, data, and related materials, and comply with applicable ACVIM confidentiality requirements.

Committee members work in partnership with Committee leadership, the ACVIM staff liaison, and the examination-development facilitator throughout the examination-development process. Questions regarding assignments, examination content, process requirements, facilitator feedback, or use of the designated platform are coordinated with the appropriate staff liaison and/or facilitator to support consistent guidance, communication, and documentation.

Committee Leadership

Assistant Chair, Chair, and Past Chair work in partnership with the ACVIM staff liaison and examination-development facilitator. Committee members contribute advanced Nutrition specialty content and practice expertise, while staff and facilitators contribute examination-development, assessment, process, and best-practice expertise. The Chair and staff liaison work together to guide the committee and determine how coordination and communications will be shared based on the committee's needs.

At the beginning of the Item Review phase, the Item Review Committee Chair meets with the Item Writing Committee Chair to receive key outcomes, successes, challenges, and considerations from the preceding stage of examination development. At the conclusion of the Item Review phase, the Item Review Committee Chair meets with the Form Review Committee Chair to share relevant information and considerations for form development. At the conclusion of the full form-development cycle, the Item Writing, Item Review, and Form Review Committee Chairs meet to reflect on the overall development process and identify opportunities to improve future cycles. The applicable ACVIM staff liaisons attend these meetings to support the discussion, continuity, and follow-up.

The Past Chair supports continuity by advising the Chair and Assistant Chair and may participate in transition or debrief meetings when additional historical context would be beneficial.

Time Commitment, Term Length, and Term Dates

Time Commitment: Approximately 25–35 hours annually, including scheduled Item Review workshops, required training, and limited preparation, follow-up, or independent item bank review. Most work is concentrated during the annual Item Review period, with additional item bank review potentially occurring at another point in the year. Committee leadership should anticipate limited additional time for transition and development-cycle debrief meetings.

Term Length: 3 years

Committee members who move into a leadership position may serve additional time to complete the Assistant Chair, Chair, and Past Chair progression.

Term Dates: January 1 through December 31

Committee Meeting Schedule

Nutrition Item Review work is completed remotely and is concentrated within a defined period of the examination-development cycle. The primary Item Review period generally occurs during August and September and typically includes three to five virtual workshops, each lasting approximately three hours. The exact number of workshops may vary based on the volume of items requiring review and the committee's progress.

Workshops are facilitated by an examination-development facilitator, typically a Content Development Specialist. Committee members evaluate items collaboratively, resolve identified concerns, and determine the recommended disposition of each item. Limited

preparation, follow-up, or independent review may also be assigned. Additional review of existing item bank content may take place in the spring.

Committee members are expected to make every reasonable effort to attend as many scheduled workshops as possible. Broad participation is important to support productive committee deliberation and the timely completion of the review. Exact workshop dates are confirmed annually.

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 Nutrition Diplomate members and the Certification Council Nutrition 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 Nutrition Specialty Representative.

Benefits

Networking, leadership skills, and a greater knowledge of the item review process.