

## Certification Council Member Job Description

*The Certification Council provides peer oversight of the UCNS certification process, sets certification policy, and oversees the work of physician committees that develop certification examinations in each subspecialty. All nine Council members are appointed by the Board Chair from nominations submitted by the five parent organizations.*

### **ESTIMATED TIME COMMITMENT:**

- 1-day face-to-face business meetings in the spring and fall of each year to conduct certification business (Minneapolis, MN, UCNS/AAN headquarters).
- 8-12 hours, 3-4 times per year to review each subspecialty certification examination prior to publishing
- 1-hour conference call meetings approximately twice per year
- Two 1-2 -hour post-exam calls per exam, three to four exams per year (Chair/Vice Chair only or designated committee members)

**TERM:** Three years, renewable once

**FINANCIAL:** UCNS pays any travel and lodging expenses for members when the committee is required to conduct business at face-to-face meetings.

### **DESIRED SKILLS AND ABILITIES:**

Qualifications of Certification Council members include:

- Board certification in neurology by the American Board of Psychiatry and Neurology or the Royal College of Physicians and Surgeons of Canada (required)
- **Certified by UCNS** in one of its subspecialties, preferred but not required
- Knowledge of the certification process
- Past item writing experience, preferred but not required
- Ability to meet deadlines

### **DUTIES:**

- Review and make eligibility determinations for certification examination applicants with questionable or denied criteria
- Review/proof each subspecialty's final initial examination questions prior to publication and provide comments, changes, or edits to UCNS staff. (3-4 examinations/year)
- Participate in two post-exam conference calls for each subspecialty examination. (Chair and Vice Chair only OR designated alternate Council members)

- Participate in conference calls with the UCNS staff, examination committees, or Board as needed during the development of the examinations.

#### **ONGOING RESPONSIBILITIES:**

- Support of Certification Council policies concerning the role of certification
- Attendance at Certification Council meetings
- Completion of all reviews and other tasks as assigned
- Oversight of the certification examination committees and examination development
- Provide recommendations to UCNS Board on certification and examination policies.
- Monitor, evaluate, and improve the standards and procedures for the UCNS subspecialty certification process.
- Meet established project deadlines to ensure examinations are published in a timely manner.
- Maintain confidentiality of UCNS certification examinations.
- Serve as a voting member of the UCNS Certification Council, including attendance at Certification Council meetings.
- Promote the UCNS nationally.

#### **OTHER RESPONSIBILITIES (ONLY FOR NEW SUBSPECIALTY APPLICATION APPROVAL):**

- Work with new subspecialties in the appointment of certification examination committee. Review prospective committee member CVs and provide final approval.
- Provide direction and oversight as needed during development of new subspecialty certification eligibility criteria.
- Review and approve new subspecialty eligibility criteria and examination content outline.
- Work with UCNS staff, subspecialty examination committee members, and psychometrician to guarantee proper test specifications for new subspecialty initial examinations and assure that content of the test includes the proper weighting of items in specific categories, appropriate item formatting, and desired psychometric properties of items.