



## Principal Accountabilities

### Department Chairs

Below are the Principal Accountabilities for Department Chairs. These accountabilities will be used as part of the annual review conducted by NBOME.

Department Chairs are responsible for quality content development and National Faculty growth within their subject. Responsibilities fall into the following areas.

#### A. National Faculty Development and Enhancement

**Identify and refer** physicians or other healthcare-related professionals within the subject/competency, as needed, for participation as National Faculty members.

**Review** physicians' and healthcare-related professionals' credentials and recommend for standing as members of the National Faculty within the subject/competency.

**Serve as a role model and mentor** for National Faculty members, both while participating in NBOME meetings and activities and through contact with new National Faculty members credentialed into the Department/Division. Provide feedback to National Faculty members to enhance their knowledge, attitudes, and skills in achieving the NBOME mission.

**Help train new item writers** by helping NBOME staff facilitate at least one item writing workshop annually.

**Assist with continuing professional development** of National Faculty, including by sharing annually a minimum of **three (3) peer-reviewed articles** of note that have recently been published in your area of expertise, including a brief explanation of why you are recommending the article for the National Faculty Library as a resource.

**Promote the standards** of the NBOME policies and processes to members.

#### B. Service and participation

**Write 20 items** (or equivalent) that meet the NBOME guidelines annually. Note: items written during the workshop noted in section A above, being facilitated by the Department/Division Chair to train new item writers, do not apply to this total, although follow-up items written as assigned after this work asynchronously may be included in the total.

**Attend two item review** meetings annually.

**Participate in one key validation OR form review** activity annually.

**Attend the National Faculty Conclave**, held annually.

**Partner with COMAT and COMLEX-USA Chairs** to provide National Faculty members for important activities (e.g., item/rationale writing, item review, and committee participation).

**Coordinate and collaborate** with NBOME leadership to ensure adequate and appropriate faculty within the Department/Division for fulfilling the functions of the NBOME assessment committees and processes.

**Provide constructive facilitation and leadership** by being assigned to Advisory Committee(s) and/or Taskforce(s) and attending meetings as needed.

**Consult on item production goals** with examination staff as needed.

**Consult with NBOME staff** in a time-sensitive, responsive, and cooperative fashion.

**Participate in quality improvement processes** of the NBOME in a professional and constructive manner.

To fill these requirements, Department Chairs are expected to participate in the following meetings and activities, whether held on-site or virtually:

- Item Writing Workshop or equivalent (one annually)
- Item Review (two annually)
- Key Validation OR Form Review (one annually)
- National Faculty Conclave (annually)
- Upload three peer-reviewed articles to the National Faculty Library (three annually)

Attendance at the above meetings are included in the assigned stipend. If the Chair participates in additional meetings, they are eligible for honorariums if those meetings qualify for honorariums (on-site meetings; virtual meetings of 3+ hours' duration; other activities' applicability determined on a case-by-case basis).