

## Principal Accountabilities

### COMAT Examination Chairs

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

COMAT Examination Chairs have ownership of their designated examination and, as such, are responsible for overall content quality of the examination during their tenure. Responsibilities fall into the following areas.

#### A. Examination Oversight

**Work closely with examination staff and with Department/Division Chairs**, being responsive to staff communications and partnering with the Department/Division Chairs to receive content participants for all COMAT assessments.

**Establish and manage subcommittee** for assigned COMAT assessment to review blueprints, items/rationales, and forms, and to enable the Key Validation process.

**Participate in Planning Meetings** for the examination.

**Attend COMAT Advisory Committee** meetings, held twice yearly.

**Oversee content** for examinations

#### B. National Faculty Development and Enhancement

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

**Serve as a role model and mentor** for National Faculty members, including by taking on a mentorship role during meetings. Provide feedback to National Faculty members to enhance their knowledge, attitudes, and skills in achieving the NBOME mission.

**Help train new item writers** for the examination when attending item writing workshops.

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

#### C. Service and participation

**Write 20 items** (minimum) that meet the NBOME guidelines annually.

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

**Provide constructive facilitation and leadership** to committees and task forces to enhance accountability and productivity.

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

To fill these requirements, COMAT Examination Chairs are expected to attend the following meetings, whether held onsite or virtually:

- Subcommittee meeting (annually)
- COMAT AC meetings (biannually)
- NF Conclave (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).