



Subboard Appointee Responsibilities

The principal responsibility of appointees to an ABP subboard is to develop pediatric subspecialty examinations that are comprehensive, fair, reliable, and valid. The primary function is to write and review questions for the in-training, initial certification, and Maintenance of Certification (MOC) examinations. In addition, the subboard supports the mission of the ABP by assuming the following responsibilities:

- Review, revise, and align the examination content outline with the training requirements and the defined competencies, including entrustable professional activities (EPAs) as they are developed.
- Support ABP MOC efforts both by communicating with constituencies and assuming an advisory role in the development of MOC products appropriate for the discipline
- Review and consider new policies that affect the subspecialties prior to implementation by the ABP
- Assist in credentialing for the initial certification examination by:
 - addressing performance issues and remediation of deficiencies
 - approving abbreviated or alternate training pathways
 - reviewing scholarly activities of applicants, if needed
- Serve as a contact for communication between the subboard, its constituencies, and the ABP management team
- Take a leadership role in defining core competencies (clinical, scholarly, and procedural) in the subspecialty and in setting standards for assessment by utilizing milestones and EPAs in collaboration with the Council of Pediatric Subspecialties, program directors organizations, and professional societies

Appointees are elected to six-year terms and are expected to attend one in-person meeting each year in addition to a small number of conference calls or webinars as needed. Between the annual three-day meetings in Chapel Hill, NC, devoted largely to the review of examination questions, appointees are asked to complete question-writing and review assignments over the course of several months. Prior to the start of the six-year term, appointees complete a one-year orientation period, which includes participating in a 1-day orientation workshop and attending the annual meeting as orientees.

On occasion, appointees are asked to participate in special meetings such as a standard setting or a review of the content outline that may require additional preparation. Every effort is made to provide appointees with ample notice. In a typical year, appointees should expect to spend 35 to 50 hours completing the various assignments between meetings.

All appointees must be certified in their subspecialties and be meeting the requirements of MOC for their respective subspecialties during their entire terms.