Call for Candidates for Nomination for the American Board of Allergy and Immunology

The AMA is soliciting AMA member candidates for nomination by the AMA Board of Trustees for the Board of Directors of the American Board of Allergy and Immunology (ABAI).

TERM
The term of this position is 6 years, from January 1, 2020, through December 31, 2025.

TIME REQUIREMENT

Time Commitment – Home
The major responsibility of the Board is the writing of the ABAI Certification Examination and The Maintenance of Certification Continuous Assessment Program (CAP) Pilot. The preparation and submission of these questions require adherence to a strict time schedule set by the examination Co-Chairs. All Directors must abide by the schedule to fully satisfy contractual obligations with the testing vendor. Each Director spends several hours to develop and edit carefully constructed and well-targeted questions. There is a 50% chance that a Director will, after some years on the Board, be one of the examination Co-Chairs, which requires some additional review and oversight responsibilities.

Time Commitment – Meetings
The Board meets for 3 or 4 days twice a year (currently spring and fall) to review examination questions and conduct other business. Directors may also fill various positions as ABAI representatives at important meetings with other specialists and developing policies that impact our specialty. These include the American Board of Medical Specialties, the Residency Review Committee for Allergy and Immunology, the American Board of Internal Medicine, and the American Board of Pediatrics. Directors who are elected or appointed as ABAI representatives will need to devote additional days to prepare for and attend these meetings.

CRITERIA FOR NOMINATIONS TO ABAI

ABAI Requirements for this Opportunity
1. Nominees must be physicians duly licensed to practice medicine.
2. Nominees must be internist allergists-immunologists for this opportunity.
3. Nominees must be certified by the American Board of Allergy and Immunology and by the American Board of Internal Medicine.
4. Nominees must be members of at least one of the ABAI sponsoring organizations. (AMA is one of the ABAI sponsoring organizations.)
5. Nominees must be willing to abide by all ABAI policies.

6. Nominees for an ABAI Director appointment must be participating in the ABAI MOC program and be meeting MOC requirements at the time of their nomination and must be willing to do so throughout their entire term as an ABAI Director if elected.

7. The ABAI Directors are particularly interested in nominees who are in clinical practice.

8. With current changes taking place in medicine, ABAI would consider appointing a younger Director to gain their perspective on current changes taking place.

9. There are duties and time commitments of which candidates should be aware when considering whether or not they can reasonably undertake the responsibilities of an ABAI Director.

All ABAI Directors will be responsible for:
- Attending biannual Director Meetings (3 to 4 days each).
- Learning how to access and navigate the exam item repository.
- Writing approximately 20 new examination items annually on assigned topics.
- Peer reviewing new examination items written by a “buddy” Director.
- Participating in group reviews of new examination items during Director Meetings.
- Responding in a timely manner to email inquiries or votes conducted among Directors.

Tools/incentives provided to Directors by ABAI include:
- The Director’s ABAI Resource Book published annually by ABAI
- A conference call orientation and an in-person orientation meeting
- The item writing workshop led by MI, the ABAI psychometrician and test vendor
- Mentoring provided by an experienced item writing “buddy”
- Assistance as required from William Thompson, ABAI Director of Exam Development
- Honorarium of $1000 per Director for each meeting attended

Failure to attend Director Meetings or failure to meet item writing deadlines may result in a Director’s removal from the Board, as set forth in the ABAI Bylaws.

Some ABAI Directors may be called upon to serve as:
- ABAI Officers (Chair*, Vice-Chair*, Vice-Chair-Elect, Secretary, Treasurer)
- ABAI Certification Examination or Continuous Assessment Program (CAP) Pilot Co-Chair*
- ABAI MOC Committee Chair*
- Members of other ABAI Committees (Conjoint Credentials, Conjoint Standards, Finance, Nominating, Personnel, MOC Committee)
- Nominees as liaison representatives** to either the American Board of Internal Medicine or the American Board of Pediatrics
- Voting representatives** to the American Board of Medical Specialties
- Nominees as members** of the ACGME Residency Review Committee for Allergy and Immunology

* Additional annual $1000 honorarium
** Additional meeting and travel days required annually
Directors are strongly encouraged to volunteer for one or more of these positions, according to their professional interests or talents, in order to spread out the required work and maintain optimal working relationships with these professional organizations.

**AMA Requirements**
Each nominee recommended by the AMA must be a member of the AMA at the time of nomination. If appointed, he/she must maintain AMA member status throughout the term of appointment. AMA membership does not guarantee a position. Non-members may activate their membership online at [www.ama-assn.org/go/join](http://www.ama-assn.org/go/join) or call AMA Member Relations at 800.262.3211.

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**TO APPLY FOR NOMINATION**
To apply for nomination, complete and email the following documents to Mary O’Leary at mary.oleary@ama-assn.org. The documentation must be received no later than Monday, April 9, 2018.

1. **Completed electronic Application for AMA Nomination for External Leadership Position - ABAI** (MS Word document preferred). This document is included on the AMA Council on Medical Education Leadership Opportunities Web page as part of the position posting.

2. **Electronic version of abbreviated current biographical sketch in the NIH format** [not to exceed three (3) pages].

3. **A letter of willingness to serve** if nominated and elected, addressed to the ABAI.

4. **Optional**: Up to two letters of recommendation addressed to the AMA.

**NOTE**: If nominated by the AMA, the nominee will also be required by the ABAI to provide three letters of support addressed to the ABAI.

Please direct questions to:
Mary O’Leary
Program Administrator
AMA Council on Medical Education
Ph: 312-464-4515
mary.oleary@ama-assn.org