

# Call for Candidates for AMA 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 the position is 6 years, from January 1, 2023, through December 31, 2028.

## **ABAI JOB DESCRIPTION and TIME REQUIREMENTS**

All ABAI Directors will be responsible for:

- Attending biannual Director Meetings (2 days each).
- Learning how to access and navigate the exam item repository.
- Writing approximately 20-35 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 BOD Meetings or virtually through the year.
- 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 Brianna Wilkins, CC/MOC Assessment Development Specialist and 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

Some ABAI Directors may be called upon to serve as:

- ABAI Officers (Chair\*, Vice-Chair\*, Vice-Chair-Elect, Secretary, Treasurer);
- ABAI Certification Examination\*, Continuous Assessment Program (CAP) Pilot Co-Chair\* or Continuous Qualification Examination (CQE) Co-Chair\*
- ABAI MOC Committee Co-Chair\*
- Members of other ABAI Committees (Ethics and Professionalism, 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 Residency Review Committee for Allergy and Immunology.

\*Additional annual \$1000 honorarium

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.

### **Time Commitment – Home**

The major responsibility of the Board is the writing of the ABAI Certification Examination, the Maintenance of Certification Continuous Assessment Program (CAP) Pilot, and the Continuous Qualification Examination (CQE). Items are written by Test Writing Committees. 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 2 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 ACGME 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 AMA NOMINATION TO ABAI**

### **ABAI Requirements for this Opportunity**

1. Nominees must be physicians duly licensed to practice medicine. Physicians being considered for director nomination can have the degree of MD or DO.
2. Nominees must be internist allergists-immunologists for this opportunity. Nominees must be certified by the American Board of Allergy and Immunology and by the American Board of Internal Medicine.
3. Nominees must be members of at least one of the ABAI sponsoring organizations. (AMA is one of the ABAI sponsoring organizations. Therefore, AMA membership meets this requirement.)
4. Nominees must be willing to abide by all ABAI policies.

5. Nominees for an ABAI Director appointment must be participating in 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.
6. The ABAI Directors are particularly interested in nominees who are in clinical practice.
7. With current changes taking place in medicine, ABAI would consider appointing a younger Director to gain their perspective on current changes taking place.

### **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 <https://member.ama-assn.org/join-renew/> 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.grandau@ama-assn.org](mailto:mary.grandau@ama-assn.org) by **Monday, March 29, 2021**.

1. Completed electronic **Application for AMA Nomination for External Leadership Position – ABAI** (MS Word document preferred). This document is included on the [AMA Medical Education Leadership Opportunities](#) Web page.
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**, addressed to the ABAI.
4. **Three letters of support**, addressed to the ABAI.

Note: If nominated, letters of recommendation may be included as part of the nominee materials sent to the requesting organization.

Please direct questions to:

Mary Grandau  
Program Administrator  
AMA Council on Medical Education  
Ph: 312-464-4515  
[mary.grandau@ama-assn.org](mailto:mary.grandau@ama-assn.org)

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