



## VOLUNTEER INTEREST

Hospice Medical Director Certification Board (HMDCB) is looking for several volunteers to assist in the development of the certification program. If you would like to become involved, please provide your contact information, respond to the inquiries below and return it to HMDCB along with a copy of your curriculum vitae (CV) via email to [info@hmdcb.org](mailto:info@hmdcb.org). We will notify you with opportunities as they become available. Please note; Priority will be given to volunteers who have earned their HMDC credential.

NAME, CREDENTIALS : \_\_\_\_\_

ORGANIZATION : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY, STATE ZIP : \_\_\_\_\_

DAYTIME PHONE : \_\_\_\_\_ EMAIL : \_\_\_\_\_

### ITEM WRITERS

Subject matter experts (SMEs) write, reference, review and revise items used for the HMDCB certification examination. SMEs develop items that reflect the knowledge, skills, and abilities needed by a hospice physician. An orientation session will train item writers to write high-quality, psychometrically sound items that are reviewed at multiple levels for possible inclusion in the examination item bank.

Item Writers for HMDCB should have considerable experience as a hospice physician or medical director, good writing and reviewing skills and be able to work well with others and meet established deadlines. Training will be provided by HMDCB's testing company.

### EXAMINATION COMMITTEE

Subject matter experts oversee the construction of the examination form, ensuring that items included are in an appropriate distribution according to the content outline (or examination blueprint). Specifically, committee members review, and if necessary revise, all test items for accuracy and relevance; categorize questions within the content domains; review the psychometrics of test items and examinations (understand the process); and determine the passing score.

**Note:** *Volunteers for HMDCB will be limited from serving as faculty or educators of programming or product development as it relates to content areas of the certification examination while serving as a volunteer and for 2 years following their service.*

**Please provide a brief answer to the following questions regarding your interest and experience in volunteering:**

1. Describe your interest in the activities identified above including any experience related to item writing or certification programs.

2. Expand on your experience outlined in your CV as a hospice medical director. Please include the amount of time per week you are employed as a hospice medical director.

*Please submit this form along with your curriculum vitae to [info@hmdcb.org](mailto:info@hmdcb.org)*