

Review Course Editorial Board 2012-2013

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Charges for Review Course Editorial Board 2012-2013

1. Continue adherence to high quality planning and implementation standards as well as achieving planning deadlines	Standing
2. Maintain quality of BCPP recertification products and processes by establishing quality assessment and assurance measures regarding integrity of the exam process. Collaborate with Review Course Committee, CPNP staff, and BCPP Program Director with plan	Standing
a. Complete new cut-off score processes and evaluate effectiveness <i>Due: 11/30/2013</i> <i>Metric: Results of processes and impact on exam pass/no pass rates.</i>	Standing
b. Document process to update cut-off score processes for 2013 exams <i>Due: 12/31/2012</i> <i>Metric: Documented plan, agendas and resources.</i>	Current Year
c. Plan for implementation portions of cut-off score process that needs to be completed at the CPNP Annual Meeting <i>Due: 02/28/2013</i> <i>Metric: Documented plan, agendas and resources.</i>	Current Year
3. Proceed through development cycle steps and processes according to timeline and expectations established in guideline manuals. <i>Due: 12/31/2013</i> <i>Metric: Completion of product according to timeline and quality expectations.</i>	Standing
4. Complete review of most recent Review Course product. <i>Due: 08/31/2012</i> <i>Metric: Timely completion of reviews according to agreed upon schedule.</i>	Standing
5. Deliver training to the editorial board at the Annual Meeting regarding exam question writing, efficient and effective review processes, etc. <i>Due: 04/28/2012</i> <i>Metric: 100% attendance by Editorial Board and Leadership.</i>	Standing
6. Evaluate editorial board appointment needs and if necessary, begin selection of additional or replacement editorial board members. <i>Due: 12/31/2012</i> <i>Metric: Approval of recommended actions and replacement recommendations by the Board.</i>	Standing
7. Recommend product alterations for the next product and document in the guideline manual. <i>Due: 09/30/2012</i> <i>Metric: Documentation in a standardized way of all of this data collection and review. Documentation of all recommendations in the guideline manual for review and acceptance by the Board.</i>	Standing

8. Refine and expand processes and guideline manuals containing recommendations regarding Editorial Board orientation, processes, policies and timelines for current and future products	Standing
<i>Due: 09/30/2012</i> <i>Metric: Timely review of exam performance from recent product along with participant evaluations. Document development cycle successes and challenges. Submission and approval of recommendations by CPNP Board.</i>	
9. Develop the next review course exam (2nd year of the product) using the exam subcommittee	Standing
<i>Due: 09/30/2012</i> <i>Metric: Adherence to deadlines, development of an examination that is rigorous and demonstrates quality assessment traits.</i>	
10. Issue invitations and faculty guideline manual and contracts for the next product	Standing
<i>Due: 10/31/2012</i> <i>Metric: Complete roster of qualified faculty with the bulk being BCPPs (with the exception of non-disease state types of topics).</i>	
