



Ad Hoc Volunteer Position: CPIP™ Examination SME Item Writer

Updated on 24 Jan 2012

CPIP™ Examination SME Item Writer Overview:

Subject Matter Experts (SME's) assist the Professional Certification Commission--Examination Development Committee (PCC-EDC) in maintaining up to date content on the CPIP™ Examinations. SME's are seasoned industry professionals who write questions for ISPE's groundbreaking Certified Pharmaceutical Industry Professional™ (CPIP™) certification exam.

Responsibilities of this Position:

The key tasks of the SME item writers are:

1. Complete a short on-line "Item Writing Workshop"
2. Identify specific areas of the [7 Knowledge Elements](#) in which you have significant expertise as a **SME**
3. Receive an item Writing Assignment to write 5 or 6 items (Questions) in specific knowledge areas, utilizing the techniques learned in the item Writing Workshop.
4. Complete the item writing assignment in a 2-4 week period.

Skills/Experience Requirements for this Position:

SME's are seasoned professionals (> 15 years in the industry or 15 years of combined education and industry experience) with Significant Knowledge in at least one of the [7 Knowledge Elements](#) which are the subject of the CPIP examination. Those holding the CPIP credential are pre-approved for this activity and are encouraged to apply. It is helpful, but not required, to have a basic understanding of the CPIP™ Credential (visit: www.ispe-pcc.org)

To Participate: Submit a current CV (WORD document) that illustrates that you meet the Skills/Experience Requirements described above. Submit WORD documents to Michael Phelan, Director Professional Certification mphelan@ispe.org .

Length of Service: This is a short term service that might take approximately 3-5 weeks. There are no meetings. The service is performed on an "individual contributor" basis in self determined, small blocks of time over several days or weeks.

Resource Requirements

Provided by ISPE staff: The volunteer will receive basic training in Examination item writing techniques with staff support and guidance from Professional Certification Administrator

Expected from the volunteer (or his/her employer): Time to take the On-line item Writing Workshop (which is a short self study webinar < 2hrs) and the time to develop 5-6 potential questions, identify the technical references associated with the questions and submit the questions.

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>