



Public Protection Through Quality Credentials

September 6, 2018

NCCAOM® Certificate of Qualification (COQ) Volunteer Subject Matter Expert (SME) Position Description

Position Title: Certificate of Qualification (COQ) Volunteer Subject Matter Expert

Date Prepared: September 6, 2018

Revised:

Position Summary: NCCAOM® Certificate of Qualification (COQ) Volunteers are consultants who serve as Subject Matter Experts (SMEs) in developing certificate program curriculum and assessment instruments.

COQ SME Volunteers are responsible for participating in the functions and work of the curriculum and assessment development to which they are appointed.

A 'Call for SME's will be posted on the NCCAOM website to select the volunteers for the certificate program. The *NCCAOM Academy's Council for Professional Advancement of Diplomates* (e.g., oversees the certificate of qualification programs, the PDA program and work force analysis).

Position Responsibilities

1. Write, review, edit and rewrite curriculum and assessment instruments for a COQ program.
2. Ensure the assessment content accurately measures the required competencies (KSA's).
3. Monitor the cognitive skill distribution and assessment analyses of the curricula and provide input as to continued inclusion or exclusion.
4. Monitor the content quality, assessment construction and level of difficulty of each item.
5. Set the standard against which examinees are measured (i.e. participate in determining the cut score).
6. Assure that assessment is accurate and represent clinical knowledge consistent with the certificate curriculum.
7. Annually review and update the assessments to the curriculum learning experiences of the COQ program.

Position Performance Expectations

1. Accept the COQ program assignments and the time commitment involved in serving the NCCAOM®.
2. Learn the functions and assignments of the COQ program.
3. Demonstrate active listening skills and provide clear and concise input to all discussions.
4. Stay current in the subject matter of expertise.

5. Follow NCCAOM® Governance and Management policies and procedures.
6. Be reliable and dependable.
7. Participate in all COQ program activities and work as a team member.
8. Utilize effective communications skills; provide feedback; and recommend changes or improvements to the COQ program development process.
9. Respect the confidentiality of information learned by serving on an NCCAOM COQ program.
10. Represent the acupuncture and Oriental medicine community by engaging in appropriate public behavior at all times.
11. Be able to commit to attendance at all meetings, workshops and teleconferences.
12. Abide by and sign the following agreements:
 - a. Examination Security & Confidentiality Agreement
 - b. Conflict of Interest Declaration
 - c. Volunteer Position Description
13. Commit to a minimum of one year as a Guest and two years as a Member.
14. Maintain confidentiality of all COQ program discussions.
15. Immediately declare any potential or real conflicts of interest to the Chair or the CEO.

The above tasks reflect the general duties considered necessary to describe the responsibilities of the position and shall not be considered as a detailed description of all work that may be assigned by committee and/or taskforce of the Board.

Position Qualifications, knowledge and skills, (can include a combination of education, experience, and credentials):

1. Be able to communicate orally and in writing in the English language. #1 must have
2. Have internet access and computer skills. #2 must have
3. Must have one of the following:
 - a. Minimum of Master's degree or diploma from an ACAOM accredited program or international accredited equivalent program.
 - b. NCCAOM Diplomate and/or licensed acupuncturist.
 - c. Related product regulatory experience (i.e. FDA)
 - d. Minimum of one-year clinical practice in the subject matter (e.g., compounding and dispensing Chinese herbal formulas).
 - e. Minimum of one-year teaching experience in the subject matter to be presented.

I have read and reviewed the *NCCAOM® Certificate of Qualification Volunteer Subject Matter Expert Position Description* and agree to its contents.

Name: _____

Date Signed: _____