

Pediatrics Review and Education Program

PREP Self-Assessment Editorial Board Responsibilities

The *PREP Self-Assessment* Editorial Board members are responsible for writing and revising the self-assessment questions and critiques that are published annually. Individuals with experience in both writing and teaching who enjoy the challenge of scientific inquiry are ideally suited for this position.

As a *PREP Self-Assessment* Editorial Board member, your duties would include:

Meetings

- Attend a one-day new member conference call training session in February 2017. Receive assignments for upcoming PREP year.
- Attend two meetings in September 2017 and March 2018 at AAP headquarters, to peer-review the questions and critiques with other members of the editorial board. The date for this meeting is set by the board and will require a one to two night stay.

Question Writing Responsibilities

- Develop 15-17 original multiple-choice questions addressing a key teaching point related to one or several selected content specification(s) or knowledge statement(s) from the American Board of Pediatrics in your field of expertise. Topics for questions are distributed in February and the deadline for submission of questions is April 25th of each year.

Previous editorial board members have found that it requires about 2-3 hours to complete each question.

Critique Writing Responsibilities

- For each question, prepare an original short synopsis on the question topic which is referred to as the critique. The critique is usually 5-7 paragraphs in length and includes at least two suggested readings. There are three separate deadlines for submitting critiques: 1/3 due October 15th; 1/3 due November 15th; and the final third due December 15th of each year.

All submitted materials will be checked with anti-plagiarism software.

Previous editorial board members have found that it requires about 5 hours to complete each critique.

Additional Responsibilities

- Assist the Editor and Deputy Editor in identifying multimedia elements.
- Submit ideas for improvements to any of the PREP SA formats and constructive criticism of policies and content. Solicit ideas and opinions from colleagues and residents regarding content, layout, and usability of PREP SA.
- Recommend individuals to fill open positions on the PREP SA Editorial Board.
- Activate your online subscription to PREP SA.
- Annually sign the AAP disclosure form. Maintain familiarity with the functionality of PREP Self-Assessment on Pedialink.
- Notify the Editor and PREP Manager via email of vacation periods that may interfere with the production schedule of PREP SA.

The term for serving in this position is three (3) years and can be renewed once.

The cost of travel and accommodations for the new member training session and subsequent annual peer review meeting will be covered by AAP. Editorial board members also receive an honorarium for writing the questions and critiques.