
NMTCB REPORT

George W. Alexander, Jr., CNMT, Chairman

Each year the Nuclear Medicine Technology Certification Board (NMTCB) seeks nominations for its Directors. The Board thought it may be helpful to the profession to review the qualifications, election process, and duties of the Board member in order to encourage those qualified individuals to pursue directorship.

The qualifications for technologist members of the Board include:

1. A Candidate must be qualified in nuclear medicine technology through high professional standards as reflected by a clearly demonstrated educational and academic background. This must be reflected in the following ways: (a) at least five years of continuous practice in the field of nuclear medicine technology; (b) certification by the NMTCB; and (c) active involvement in nuclear medicine technologist affairs for at least three years, preferably at the chapter and/or national levels.
2. A technologist candidate must be and remain a member of the Technologist Section, The Society of Nuclear Medicine.
3. A technologist candidate shall have demonstrated an interest in the Board in the following ways: being an item writer and/or have attended an item writer workshop, having expressed interest to current Board members, submitting his/her name as a candidate for election in prior years, etc. In addition, the candidate must have sufficient time available for fulfillment of duties as a Director of the Board.

Each year an election is held to fill the vacancies on the Board as of December 31 of the past year. The process has been designed to be apolitical and to allow input into the nominating process by any practicing nuclear medicine technologist. The nominating and election process begins in February of each year when the NMTCB issues a call for nominations to the Technologist Section, The Society of Nuclear Medicine. The call for nominations is published annually in the March issue of *JNMT*. Any Society of Nuclear Medicine Chapter may submit names, or a practicing nuclear medicine technologist may submit his/her name for nomination directly to the NMTCB. Any nuclear medicine technologist who meets the qualifications may be nominated. Nominations are submitted to the Board through the National Council Delegates of each Society Chapter, or by an individual who writes directly to the NMTCB office. The board requests that all nominations be submitted to the NMTCB without prior screening. The nominations are to be received by June 30 of each year. The NMTCB office insures that all nominations are complete and writes to all nominees to confirm receipt of their nomination. Additionally, each nominee is requested

to complete an abbreviated *curriculum vitae* form and to submit a statement regarding the Board and its goals as they see them. The completed nominations are sent to the Board in September for review prior to its fall meeting. At the fall meeting, the Board evaluates each nominee based on his/her qualifications and their suitability as a possible replacement on the Board when a current Director's tenure has ended. The Board prepares a ballot to be sent to the National Council of the Technologist Section, which consists of a minimum of two names plus the number of technologist positions to be elected by the National Council. The election is by mail ballot using preferential voting. The nominees receiving the largest number of votes shall be elected Directors. The names of new Directors are sent to the Chairman of NMTCB by December 15 of that year.

The structure of the Board of Directors is designed to maximize input from the profession being certified and the nuclear medicine community. It also allows for direct input by other interested professions. The Board is composed of fifteen members: eleven technologists elected by the National Council—Technologist Section; one physician, appointed by the Society of Nuclear Medicine; one technologist and one physician elected by the Board of Registry of the American Society of Clinical Pathologists; and the Chairman of the Advisory Council as elected by the Advisory Council. Each Director serves a three year term except the Chairman of the Advisory Council whose term is two years. The Board, which meets semi-annually (one meeting in the Spring and one in the Fall) is the governing body of the NMTCB. All Directors have equal voice, vote in the decision-making process, and do not report to or vote on behalf of their electing organizations. Directors may not participate in other certifications or standard setting activities while serving on the NMTCB, including state licensing boards.

Newly elected Directors receive a NMTCB Policy and Procedure Manual in addition to archival files passed from a Director whose term has been completed. At the Spring meeting, each new member must attend the New Board Member Orientation Session consisting of policies and goals of the Board presented by the Chairman and Executive Director. An educational session is also presented covering examination development, item writing and editing, competency testing, evaluation, etc., conducted by the Examination Committee and Task Analysis Committee Chairmen with the assistance of the Board's psychometrician. Board Members are entrusted with the general management, financial management, and the control of the affairs and property of the Board. Each Director has, in conjunction with all other Directors, the responsibility for Board decisions. Directors must abide

by the Bylaws and Policies of the Board, and maintain effective communication with other Board members and the Administrative Office. Each director should participate in all assigned Board activities and complete all assigned tasks in a timely fashion, adhering to Board deadlines. They should act in the best interests of the profession being certified and be responsible for the coordination and maintenance of the Board's integrity. Furthermore, each Director must attend all Board and committee meetings, review meeting agendas, and prepare to take an active role in decision making. Directors do not represent the Board to other organizations without prior approval of the Chairman. They may, however, serve as the Chairman's designee to outside organizations, and should familiarize themselves with the pertinent facts and information regarding the Board's interactions with those organizations. Each year all Directors are appointed as a member or chairperson of committees at the discretion of the Chairman. The Board committees are: Bylaws, Continued Competency, Credentials, Examination, Finance, Long Range Planning, Publications, and Task Analysis. Each Director serves on at least two committees and no more than three. Annually, each Director prioritizes committees of choice, and every attempt is made to comply with their choice. Job descriptions and procedures for officers, committees, committee chairpersons, subgroups (four subgroups of the examination committee), and Board Members are included in the NMTCB Policy Manual. These job descriptions and procedures are updated annually.

The most critical duties of the Board of Directors are related to the development and maintenance of a competency-based (criterion-referenced) examination. The three components of this process are examination development, exam administration, and exam analysis and scoring. Each Director is assigned to one of four subgroup areas for exam development, including writing exam items (item-writing). They participate in formulation and continuation of exam development philosophy including the matrix (blue-print) of the exam, task analysis, content areas, and specification outlines. Each Director reviews the exam and approves the final form, including recommendations for exam changes or questions which must be rewritten. They participate in any Board project directed at determining or improving validity and reliability of the exam and provide assistance to the Task Analysis and Examination Committee as requested. This process requires approximately two-thirds of each Board Meeting and is built upon the concept that new Directors are trained by those more experienced. Examination administration includes the review of each examination relative to content of the exam, conditions of the exam site, etc., and are reviewed for action if required. Exam analysis and scoring includes the review of ex-

am results, including item statistics and analysis and examination analysis. Directors are provided with updated informational and instructional materials compiled on exam procedures, and adequate time is provided at each Board Meeting for continuing education sessions. To summarize, Directors receive all information provided to or by the Board to facilitate decision making. Pertinent business items are mailed following Board Meetings to serve as a reminder of deadlines for action items.

Board Directors, having been elected by their peers, vary in background, education, motivation, and personality. They are selected, however, as a cross section of the men and women who have channeled their energies towards excellence in the profession of nuclear medicine technology. If they have one characteristic in common, it is that by past performance they get the job done. Some might say that being a Director is too much trouble, too much responsibility, and too large of a time commitment, especially since all Directors have primary job responsibilities. Why then should you become a Director of NMTCB? The best answer is perhaps a sense of duty and making a meaningful contribution to your profession and to society. Most Board members are dedicated to volunteerism in that they share their talents, ideals, and optimism for the betterment of their profession and society. Most find that the longer they stay involved, the more worthwhile they view their efforts. Each new Director must remember they are elected because they are a leader in their profession, and that the electing group considers their view of the future of the profession a viable one. It is the responsibility of the Director to help nuclear medicine technologists increase their professionalism to their benefit and to that of their patients.

As we approach the 10th year of the founding of NMTCB, it is appropriate to remind ourselves of those within the profession who have sacrificed many precious hours toward a successful certification board of excellence. We have accomplished this goal, yet it is important that we remember it as an on-going process; one that must be continually updated with the profession. Former Directors of NMTCB and the profession have made all of this possible. It is through active participation, interest in the profession and the task at hand, ability to get the task done, and expert knowledge that we have been able to succeed. In order to continue this process, we must have Directors with the aforementioned qualities. There are no words to express the satisfaction felt by Directors during their tenure and after completion of their term of office. Their contribution is significant. Don't you think that you owe it to your profession and yourself to consider placing your name in nomination? I did, and I'm very proud that I've added my name to those of the Directors of NMTCB.