



IBHRE Exam Developer Honorarium Policy

Purpose

The purpose of this policy is to define the way all subject matter experts (SMEs) who participate in exam development activities may be compensated for their contributions to IBHRE.

Policy

The International Board of Heart Rhythm Examiners (IBHRE) may, at the discretion of the Board of Directors, approve a budget for honoraria to be dispensed to IBHRE test writing committee (physician and allied professional) members on a quarterly basis. Based upon the financial sustainability of the organization, a budget for honoraria shall be set by the Board at the beginning of each fiscal year.

Honoraria shall be dispensed to active SMEs according to the extent of their participation. The Board shall approve a schedule of payments which will assign the amount of honoraria given for each activity. Honoraria will be given to SMEs quarterly but may only be granted when included in the approved budget as determined by the Board of Directors from time to time.

Editorial meetings, via teleconference/webinar, to review assessments will be held. This will include the assessment writers and the test writing committee chair(s). These should be quick and focused to ensure the questions are appropriate, relevant and the answer defined properly and the only one that is correct.

IBHRE-C3 items must be complete (include rationale) and accepted/approved for item writers to receive payment. Item writers will not be penalized if they need assistance posting items in the C3 portal (Oasis). Partial payment, however, will not be made. Item writers are expected to submit an assessment twice a year.

NOTE: Quarterly payments to subject matter experts are based upon IBHRE's fiscal year of October 1 – September 30. As such, payments are made following the completion of a fiscal year quarter:

- September-December
- January-March
- April-June
- July-September

Honoraria shall be granted per participation in the following test development and scoring activities.

The following activities will be tracked by Prometric based on participant virtual login, face-to-face meeting attendance, and or ProBuilder on-line editing, followed by verification by IBHRE staff prior to payment.

<i>Certification Examinations</i>	Face to Face Group Meetings	Virtual Group Meeting	Off-line “homework”	<i>Detail</i>
	<i>Must be in attendance for full duration of meeting</i>			<i>A full day is considered 4 hours or more. Activities less than 4 hours result in \$100 per hour.</i>
Item writing assignments			\$25/item	Creation/editing/approved
Item review	\$750 /day	\$400 /session		[USD\$]
Lead Chair Editor * Tasks Review/Edit/Approve items			\$1000/quarter	Is in addition to all other activities
Form review exercise	\$750 /day	\$400 /session		
Key validation exercise		\$200 /session		
Standard setting exercise	\$750 /day	\$400 /session		
Pool review exercise	\$100/hour	\$100 /hour	\$100/hour	
Job Task Analysis (JTA) & Task Force participation	\$750 /day	\$400 /session	\$100/hour	
Test Specifications	\$750 /day	\$400 /session		
Internal management review		\$250		Completed for accreditation once/year

*One of two co-Chairs of a writing committee who guides and advises on item development (example: reviewing, editing and approving items) and who facilitates virtual or face-to-face meetings is identified as the “lead certification chair”; a lead certification chair may transfer the position to another chair as required.

Honoraria shall be granted per participation in the following C3 Assessment development activities.				
<i>C3 program</i>	Face to Face Group Meetings	Virtual Group Meeting	Off-line "homework"	<i>Detail</i>
	<i>Must be in attendance for full duration of meeting</i>			
Item writing assignments			\$100/5 items	Creation/editing/approved Must include Full entry into the OASIS LMS platform
♥If the item writer cannot or will not provide the questions in a final form (including the edits requested and upload into the OASIS system as well as rationale for correct response), then the Chair/author doing the final work will receive the reimbursement (\$20/question). This may be another C3 assessment writer or the section chair.				
Lead Chair Editor * Tasks Review/Edit/Approve items			\$1000/quarter	Shall be in addition to completing assignments on behalf of other writers♥

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