



IBHRE Examination Development Honorarium Policy

Purpose

The purpose of this policy is to define honorarium disbursement to subject matter experts (SMEs) who participate in both comprehensive certification exam development and C3 assessment development activities as it relates to compensation for their contributions to IBHRE specialty certification.

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; hereby also referred to as SMEs along with other contributing SMEs 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 and shall not be altered during the course of annual disbursement allocations.

The Board shall approve the schedule of payments [Table 1 and 2] which assigns the honoraria given for each activity. Honoraria shall be dispensed quarterly to active and participating SMEs based on confirmed participation during a given quarterly cycle of development activities.

IBHRE-C3 editorial meetings, via teleconference/webinar, to review and provide final approval of assessments will be held throughout a given development cycle and these are referred to as ‘final review meeting’ in Table 2. These review meetings will invite the assessment writers and the test writing committee chair(s), and those that participate shall be considered eligible for honoraria.

In order to be eligible for IBHRE-C3 writer specific assessment build honoraria all 5 items within the assigned assessment must be complete (includes: Title, Stem, Options, Commentary/rationale) with subsequent “Chair approved” status as completed after the final review meetings. Item writers will not be penalized if they need assistance posting items in the C3 portal (Oasis). However, if the writer is unwilling to participate in item editing, payment will not be considered. 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 and are payable in USD. As such, payments are made following the completion of a fiscal year quarter:

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

Table 1

Honoraria shall be granted per participation in the following test development and scoring activities.				
<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		
Lead Chair Editor * Tasks Review/Edit/Approve items/Facilitate Meetings			\$1000/quarter as applicable	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 and related activities (pre-approval of homework by a Committee Co-Chair is required)	\$100/hour	\$100 /hour	\$.83 per item (limit of \$1000)	
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 by IBHRE Secretary & Staff

*One of two Co-Chairs of a test 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

Table 2

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
Preliminary review			\$100 per hour	
Final review meeting		\$100 per hour		Only those members connecting and participating in the virtual call
<p>♥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.</p>				
Lead Chair Editor * Tasks Review/Edit/Approve items/Facilitate Meetings			Regular \$1000/quarter as applicable**	Shall be in addition to completing assignments on behalf of other writers ♥
C3 Committee Article Review & Recommendations			\$250 per C3 Round	

*One of two Co-Chairs of a test 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 co-chair as required.

**If an unusual period of non-activity occurs between C3 development rounds, an assessment will be made to determine whether a quarterly payment will be skipped.