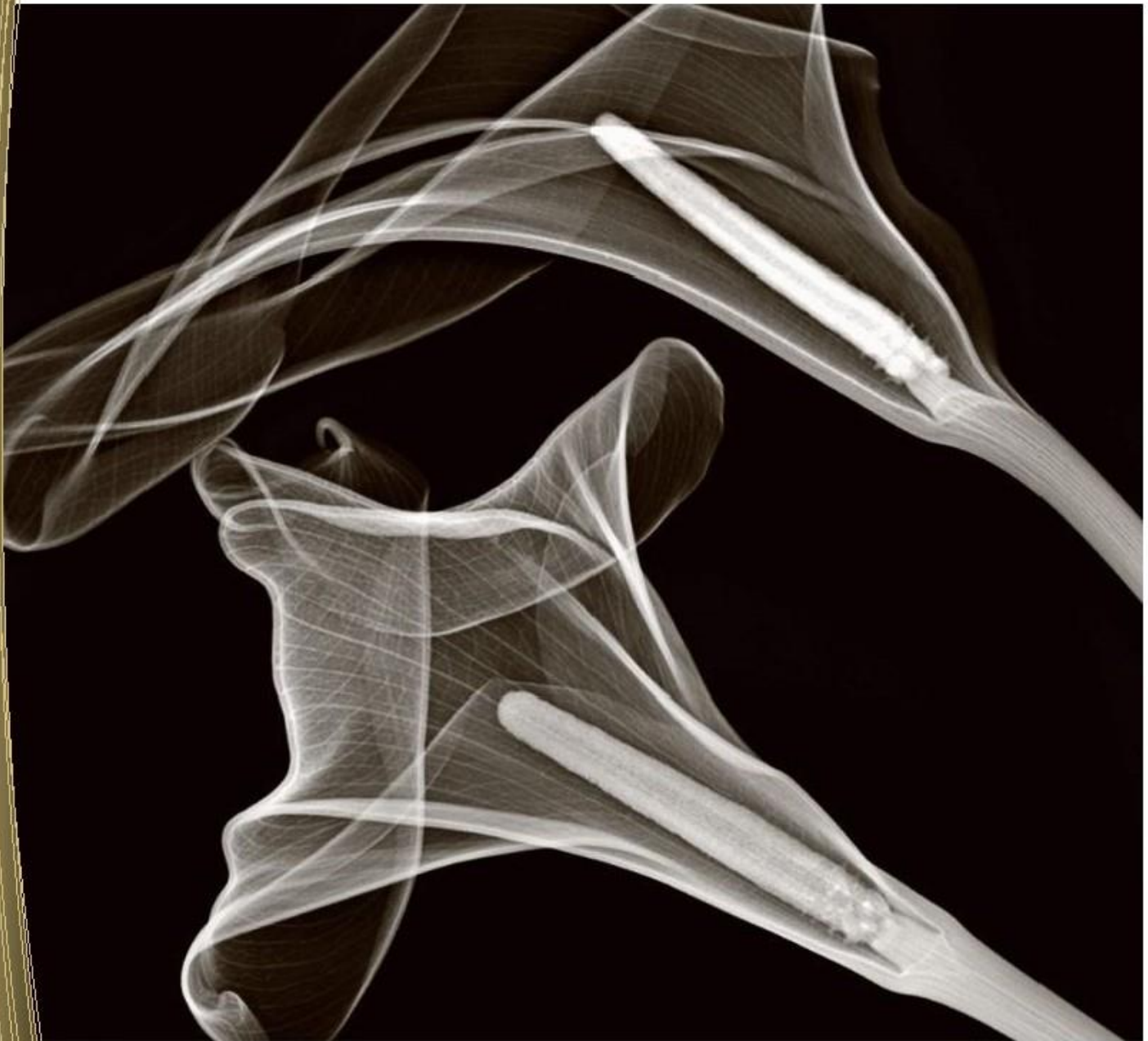


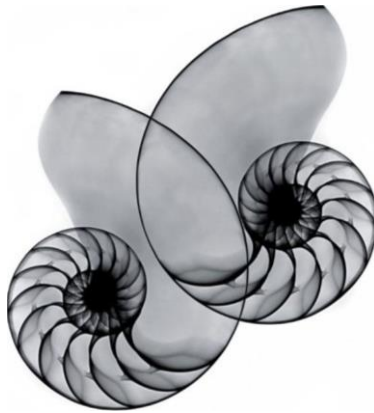
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THE AMERICAN BOARD OF RADIOLOGY

VOLUNTEER MANUAL

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Special thanks to ABR Diplomate George Taylor, MD,
Department of Radiology, Boston Children's Hospital,
for the use of his beautiful images.

WELCOME!

Thank you for volunteering your time and expertise in support of the American Board of Radiology (ABR). Without you, our valued volunteers, we could not achieve our mission.

We hope your volunteer term is an enriching experience that offers unique opportunities to learn from and collaborate with colleagues. Your contributions will have an impact on the field of radiology and, consequently, the quality of patient care for years to come. Thank you so much!

Kind regards,

Valerie P. Jackson, MD
Executive Director



MISSION, VISION, & VALUES

MISSION

To certify that our diplomates demonstrate the requisite knowledge, skill, and understanding of their disciplines to the benefit of patients.

VISION

The ABR will be the recognized leader in advancing patient care by continuously improving the professional standards of our disciplines through certification of our diplomates.

VALUES

- Leadership
- Professionalism
- Service
- Knowledge
- Communication
- Quality
- Teamwork

THE PILLARS OF OUR PROFESSION

- Public trust – earned through standard setting in education and assessment since 1934
- Professional standing – credibility and stature with peers, patients, and the community
- The gold standard credential – universally recognized seal of excellence

THE ABR'S PURPOSES

- To serve patients and the public by continuously ensuring the competence of its diplomates.
- To improve the quality and safety of diagnostic radiology, interventional radiology, radiation oncology, and medical physics.
- To elevate the quality of graduate medical education in diagnostic radiology, interventional radiology, radiation oncology, and medical physics through its requirements for primary and subspecialty certification.
- To create and conduct fair and valid examinations in diagnostic radiology, interventional radiology, radiation oncology, and medical physics to accurately evaluate the qualifications of voluntary candidates for ABR certification.
- To issue certificates to qualified and competent candidates in the specialties and subspecialties of the ABR.
- To provide and administer programs for the Maintenance of Certification (MOC) of its diplomates.
- To ensure lifelong and continuous learning, professional growth, quality, and competence through its MOC programs.
- To promote professionalism within its disciplines.
- To establish and promote open and transparent multidirectional avenues of communication with its diplomates, medical societies, governmental and non-governmental agencies, and the public.

THE ABR STORY

BACKGROUND

The ABR is one of 24 medical specialty boards that make up the American Board of Medical Specialties (ABMS). Through [ABMS](#), the boards work together to establish common standards for physicians to achieve and maintain board certification. The boards were founded by their respective specialties to protect the public by assessing and certifying doctors who meet specific educational, training, and professional requirements.

HOW THE ABR WAS ORGANIZED

In his 1932 presidential address to the American College of Radiology (ACR), Dr. Arthur C. Christie, a Washington, DC, radiologist, stated the desirability of creating an organization—a new specialty board—to provide examinations for certifying physicians as specialists in the discipline of radiology. It would be called the American Board of Radiology.

A short time after his speech to the ACR, Dr. Christie repeated his proposal at a session of the American Medical Association (AMA) Section on Radiology in June 1933. It was received favorably. After two years of discussion among representatives of the four major national radiology societies (ACR, ARRS, ARS, and RSNA), the ABR was incorporated in January 1934 in Washington, DC. The AMA Section on Radiology was the fifth sponsor.

The primary charge of the Board was to provide examinations and certify physicians who sought recognition as radiologists. The Board found it necessary to define residency training requirements, which led it to co-sponsor residency review committees for diagnostic radiology and radiation oncology. In 1947, the Board began to examine and certify candidates for recognition as radiologic physicists.

GROWTH & CHANGE

Since 1934, the field of radiology has expanded dramatically. To allow physicians to “acquire and maintain” the appropriate knowledge and skill for their practice domains, radiation oncology and diagnostic radiology developed separate training programs, and both lengthened residency to four years. Radiologic physics, now known as medical physics and recognized as important from the outset, continues to play a critical role in the education of physician and physicist candidates for certification. In 2012, the ABMS approved the Interventional Radiology/ Diagnostic Radiology (IR/DR) certificate to recognize IR as a unique medical specialty.

New sponsors, including AAPM, ASTRO, AUR, and SIR were added over the years. All nine sponsors provide nominations for consideration to the [Board of Governors](#).

As the field of radiology and its related disciplines have developed, various certificates have been added and deleted to accommodate changes in practice and the adoption of new technology. To ensure that its diplomates keep pace with ongoing changes in the knowledge, skill, and understanding essential to practice, the ABR began to issue time-limited certificates in 1994 and completed the transition to offering only time-limited certificates in 2002 ([Maintenance of Certification](#) or MOC). In 2012, the Board began a transition to certificates with no “end dates.” Instead, continuing validity of the certificates is contingent upon meeting the requirements of MOC. The ABR has also implemented computer-based diagnostic radiology initial certification exams, known as the Core and Certifying examinations.

The ABR maintains open working relationships with the [ACGME](#) and residency review committees for diagnostic radiology, interventional radiology, and radiation oncology, as well as CAMPEP for medical physicists. The Board continues active interaction with its sponsoring organizations, other medical specialty boards, specialty societies, medical societies, residency program directors, hospital department chairs, diplomates of the board, and the entire radiologic community.

Please click for a list of current [ABR staff](#).

VOLUNTEER REQUIREMENTS

The Board of Trustees and Board of Governors of the ABR have the utmost respect for ABR volunteers and highly value their time, dedication, and generous sharing of content expertise. Serving as a volunteer is a benefit to the profession and the public and an opportunity to demonstrate continuous learning.

Because the ABR believes that the highest quality and safety in patient care are achievable by diplomates who engage in continuous professional development, all ABR volunteers must be enrolled in and meeting the requirements of MOC.

The following are requirements for all volunteers:

- ABR (or for medical physics, ABR or ABMP) certification is required.
- Volunteers must maintain a medical license to practice in the United States or Canada, and must reside in the United States or Canada.
- Temporary relocation outside the United States or Canada of up to one year is permitted, provided all other criteria are met.
- Oral examining requires five years from initial certification.
- Other volunteer opportunities require one year from initial certification.
- Participation in another ABMS Board's MOC program meets the requirements for ABR participation.
- For medical physics, participation in the ABMP recertification process also satisfies this requirement.
- Volunteers will be recused from participating in exam assembly functions for an exam they may take.
- If the volunteer is chair of a committee, an interim chair for the exam assembly functions will be identified.

VOLUNTEER CODE OF CONDUCT

Code of Professional Conduct for ABR Volunteers

By accepting appointment or election to a volunteer position at the American Board of Radiology, I agree that in performing my responsibilities, I will:

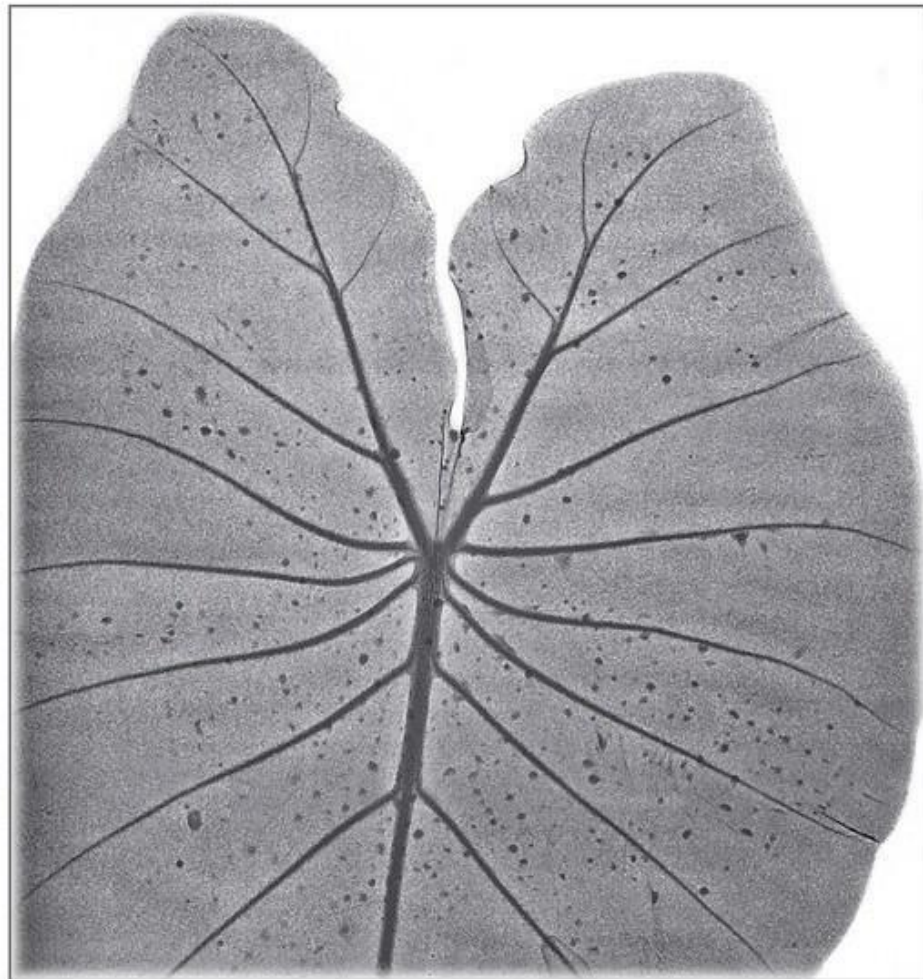
- Support the mission, vision, values, goals and objectives of the ABR.
- Act at all times in accordance with the highest ethical standards and in the best interest of the ABR and its diplomates.
- Take no action to knowingly discredit the good name and credibility of the ABR.
- Foster credibility and good will toward the ABR.
- Serve the overall best interests of the ABR rather than any particular constituency.
- Conduct myself in a spirit of collegiality and mutual respect for my fellow volunteers.
- Make an effort to understand, respect, and support the contributions of our staff and executive leadership.
- Respect principles of fairness and due process.
- Value diversity in all interactions and decisions and give fair consideration to varied and opposing viewpoints.
- Demonstrate due diligence and dedication in preparation for the duties of my position and attendance at meetings, and in all other activities I undertake on behalf of the ABR.
- Comply with all ABR policies made known to me as pertaining to my position, including but not limited to, the Conflict of Interest and Confidentiality Policies that obligate me to:
 - Keep confidential all information specifically determined to be sensitive or proprietary, or generally considered to be matters of confidence.
 - Avoid real or perceived conflicts of interest.
 - Immediately disclose any real or potential conflict of interest as defined in the ABR. Conflict of Interest Policy.
- Be accountable for adhering to this Code of Ethics.

Of note, any violation to the code of professional conduct may result in Board review and subsequent request for volunteer resignation.

THE VOLUNTEERS OF THE ABR

WHO ARE ABR VOLUNTEERS?

ABR volunteers are highly regarded and rank among the most knowledgeable members of the radiology profession. Coming from a variety of practice environments all over the United States and Canada, they unite to support and advance the ABR's mission and purpose. Many are department chairs or program directors and are serving or have served in a leadership capacity for radiological societies, such as AAPM, ACR, ARRS, ARS, ASTRO, AUR, RSNA, and SIR.



VOLUNTEER OPPORTUNITIES



- Governor or Trustee
- Committee Chair
- Committee Member
- Oral Examiner: IR, RO, MP
- Angoff Group Member
- Self-Assessment Module (SAM) Reviewer
- Member of Initial Certification (IC) Advisory Committee
- Member of Maintenance of Certification (MOC) Advisory Committee

BOARDS OF GOVERNORS AND TRUSTEES



ROLES & RESPONSIBILITIES

A governor or trustee is elected following a nomination process. Governors and trustees have in-depth knowledge of the ABR's vision, mission, philosophy, and examination content. They are involved in strategic decision making and policy setting.

Accomplishment of the above typically requires:

- Attendance at and preparation for up to three major meetings per year
- Service on four to six board committees
- Providing direction for a "category" or subspecialty area with regard to examination development (category trustee)
- Representing the ABR at various society meetings and events
- Participating in conference calls

QUALIFICATIONS

Governors and trustees must have served in the field for at least one year, be ABR certified, and meet requirements of the Maintenance of Certification program.

COMMITMENT

Trustees serve a three-year term, renewable once.

Governors serve a two-year term, renewable once.

COMMITTEE CHAIR



ROLES & RESPONSIBILITIES

A committee chair is appointed by a category trustee. Chairs are responsible for the overall progress of the committee. They maintain open communication with ABR staff and committee members to ensure all writing assignments and deadlines are met.

Accomplishment of the above typically requires:

- Yearly travel to the ABR office or another off-site location
- Contribution of cases/items
- Use of online tools for item submission
- Participation in regular item-review sessions via web meetings

QUALIFICATIONS

Committee chairs must have served in the field for at least one year, be ABR certified, and meet requirements of the Maintenance of Certification program.

COMMITMENT

Committee chairs serve a three-year term, renewable once. Total time commitment is approximately 80 to 100 hours per year.

COMMITTEE MEMBER



ROLES & RESPONSIBILITIES

A committee member is appointed by a committee chair and/or category trustee. Members are responsible for developing exam questions as well as participating in content reviews, finalizing exam material, (IR, RO, and MP) and/or setting passing standards.

Accomplishment of the above typically requires:

- Response to possible invitation for yearly travel to the ABR office or another off-site location
- Contribution of cases/exam items
- Use of online tools for item submission
- Participation in regular item-review sessions via web meetings

QUALIFICATIONS

Committee members must have served in the field for at least one year, be ABR certified, and meet requirements of the Maintenance of Certification program.

COMMITMENT

Committee members serve a three-year term, renewable once. Total time commitment is approximately 50 to 70 hours per year.

ORAL EXAMINER



ROLES & RESPONSIBILITIES

In any given year, an oral examiner may be invited to participate in ABR oral examinations. Examiners evaluate candidate performance on a series of cases and determine their knowledge in the subject area, which results in a pass/fail decision. Examiners function as a group (panel) to determine the final result for each candidate.

Accomplishment of the above typically requires:

- Travel to the oral exam(s)
- Participation in the entire exam process, from orientation through the final exam session and any additional meetings on the last day

QUALIFICATIONS

Oral examiners must have served in the field for at least five years, be ABR certified, and meet requirements of the Maintenance of Certification program.

COMMITMENT

A typical oral exam is three to five days long. Total time commitment is approximately 30 to 50 hours per year.

ANGOFF GROUP MEMBER



ROLES & RESPONSIBILITIES

The Angoff process is the method by which the ABR sets the passing standard used to score a given examination. A category trustee appoints an Angoff group member, and his or her name is maintained on a list of potential Angoff participants. On an annual basis, ABR staff contacts persons on this list to invite them to participate in the Angoff process. Individuals identified for an annual Angoff session meet to set the passing standards for the exams to be administered during that cycle.

Accomplishment of the above typically requires:

- Response to possible invitation for yearly travel to the ABR office or another off-site location
- Software use during the in-person Angoff session (training provided onsite)

QUALIFICATIONS

Potential Angoff participants must have served in the field for at least one year, be ABR certified, and meet requirements of the Maintenance of Certification program.

COMMITMENT

Angoff group members' names are maintained on a list of potential invitees until instructed otherwise (volunteer or trustee request). Total time commitment is approximately 14 to 22 hours per year (depending on the number of exams to be "Angoffed" that year) at an in-person event.

SELF-ASSESSMENT MODULE (SAM) REVIEWER



ROLES & RESPONSIBILITIES

A category trustee and/or AED appoints a self-assessment module (SAM) reviewer. SAM reviewers assess ABR-qualified self-assessment modules (refresher courses, workshops, reading assignments, online offerings, etc.).

Accomplishment of the above typically requires:

- Review of approximately six SAMs per year
- One to two hours per SAM
- Use of online tools for transfer of files to and from the ABR

QUALIFICATIONS

SAM reviewers must have served in the field for at least one year, be ABR certified, and meet requirements of the Maintenance of Certification program.

COMMITMENT

SAM reviewers serve a three-year term, renewable once. Total time commitment is approximately 6 to 15 hours per year.

MEMBER OF IC ADVISORY COMMITTEE



ROLES & RESPONSIBILITIES

Initial Certification (IC) Advisory Committee members strive to improve the content and design of communications between the ABR and trainees by identifying and evaluating methods of contemporary communication such as social networking/social media; investigating methods for facilitating exchanges between the ABR and trainees; developing methods to assess the effectiveness of proposed modifications in communications; and using these metrics to recommend modified approaches.

QUALIFICATIONS

The IC Advisory Committee consists of two representatives from A3CR2, two from the Resident and Fellow Section of the ACR, two from the Resident Section of the RSNA, and one from APDR. Members are solicited from these societies.

COMMITMENT

Committee members may anticipate a one- or two-year term, including one face-to-face meeting as well as a few conference calls.

MEMBER OF MOC ADVISORY COMMITTEE



ROLES & RESPONSIBILITIES

Maintenance of Certification (MOC) Advisory Committee members assist the ABR by evaluating its MOC program from the participant's vantage point and offering suggestions for improvement and enhanced user-friendliness, while maintaining a program that is navigable for diplomates and ideally integrated into their daily workflow.

QUALIFICATIONS

MOC Advisory Committee members must be ABR certified and meet the requirements of Maintenance of Certification.

COMMITMENT

Committee members may anticipate a three-year term, including face-to-face meetings in Chicago during the RSNA annual meeting and in Washington, DC, during the AMCLC annual meeting, as well as a few conference calls during times of committee activity.



HOW YOU CAN HELP US

The ABR participates in two airline miles programs— BusinessExtraAA (AA), Skybonus (Delta) —as well as Budget Car Rental. If you would like to help the ABR earn points in addition to the points you receive, please add the following business account numbers to your ticket:

Delta: US0006881

AA: 821866

Budget: U166749

If you have a frequent flier account with Delta or American Airlines, you can add the number to automatically receive credit anytime you make a reservation by signing in to your account and adding it under your profile or reservation preferences.

POLICIES & AGREEMENTS





Volunteer Conflict of Interest Policy

To ensure that the decisions and actions of the ABR will not be unduly influenced by outside interests, all volunteers of the ABR must disclose any actual or potential conflicts of interest or commitment on the Conflict of Interest Form and provide updates whenever their status changes.

Authorship of a textbook in radiology is not considered to be a conflict of interest. However, the more targeted area of board examination preparation activities – whether books, online materials, or courses – is considered to be an actual or perceived conflict of interest. This conflict of interest exists because there are both *financial* concerns (unique opportunity to benefit from activities preparing for an examination which the individual has helped to create) and *content contamination/testing* concerns (possible use of the same materials in the preparation activities as in the examination itself). Exempt from this targeted area of concern are case conferences with trainees in one's own department and those you lead in other departments as a visiting professor.

Definitions

Conflict exists when an individual who has other interests or activities outside the ABR that could introduce bias participates in the deliberation and/or resolution of an issue of importance to the ABR, including preparation or administration of ABR examinations. The perception of conflict may be created by ABR volunteers participating in activities (especially, but not exclusively, commercial) that are related to the ABR, such as board examination preparation courses, books, and online materials. This perception is created by any explicit or implied leveraging of the volunteer's ABR participation, e.g., implication that special, insider knowledge of the process or content of any ABR examination is gained through this particular material or activity. Importantly, a perceived conflict of interest or commitment may arise in the complete absence of willful intent of the volunteer, simply owing to the nature of board preparation products and activities and the resultant inferences made by third parties such as resident trainees.

Educational activities designed to generally equip individuals for practice, Maintenance of Certification or other activities of "lifelong learning" (e.g., authoring a textbook, teaching residents, presenting a general refresher course, reviewing cases as a visiting professor) are not considered to be actual or potential conflicts. However, both ABR leadership and individual volunteers should be attentive to accurate descriptions of ABR volunteers' participation in such educational activities in order to avoid any perceived "crossing the line" to activities that do present actual, potential, or perceived conflicts. Educational activities should be kept free from reference to board examination preparation, and the volunteer's role with the ABR may not be highlighted in any manner.

To avoid conflict, while serving as a visiting professor, refrain from referring to the session as board review, do not show specific images you have submitted to the ABR, and do not make representations that you are offering insider information about what is on the board examinations. Participation in courses or books that are specifically advertised or represented as board preparation products/services is prohibited and should be addressed in advance with publishers to avoid perceived conflicts of interest. If you are already under contract, participation should be terminated at the earliest possible time or prior to publication of new editions.

Procedure

If you are involved in board examination preparation activities now: (1) you must disclose this on the ABR's online Conflict of Interest Form, and (2) when you next reach a decision point about participation in board examination preparation activities (e.g., revised edition of a board exam preparation book, next offering of a board review course, etc.), you must make a conscious choice between continuing with those activities OR continuing your service with the ABR.

With respect to any such activities to which you are presently committed, we also request that you do all within your control to avoid marketing approaches that emphasize "board preparation" over broad educational tools. We would also request that **in any written material or presentations, whether for your own institution or elsewhere, you avoid ANY discussion of your role as a question writer/reviewer, or as an oral examiner.** Please notify us by completing a new Conflict of Interest Form whenever your status changes.

Volunteers of the ABR must disclose potential or actual conflicts of interest at any time such matters arise. In making the disclosure, volunteers must reveal all material facts about the conflict of interest and explain their relationship to the matter at issue. In many cases, full disclosure of the conflict may, in itself, be sufficient to ensure integrity.

1. Once per year, each volunteer of the ABR is required to disclose to the ABR any actual or potential conflicts of interest, including leadership positions in other professional societies whose missions may overlap or conflict with that of the ABR and participation in board examination preparation activities of any kind.
2. Volunteers are reminded at each meeting/key activity to disclose any changes in their status with respect to potential conflicts of interest.
3. The ABR associate executive director for the discipline determines if an actual or potential conflict of interest exists and also determines the remedy, in consultation with legal counsel if necessary. Potential remedies range from disclosure only, to recusal from related discussions/decisions, to a requirement to choose between divesting oneself of the conflicting activity/relationship *or* removal from the ABR activity.

Frequently Asked Questions Regarding Conflict of Interest (COI)

1. **In the past, I have given "board reviews" to the senior residents in our department prior to the oral examinations, and I expect to give review sessions to the third-year residents prior to the**

Core Exam. Do these sessions constitute a conflict of interest with my volunteer activities for the ABR? Do I need to list this on the Conflict of Interest Form?

Answer: These sessions do not constitute a COI and do not need to be listed on the COI form IF they are conducted as sessions that concentrate on “the important things that you must know about XXX to be a competent radiologist.” The ABR acknowledges that one of the important roles of a radiologist is to teach. You should avoid saying things like “this is always asked on the exam” or “there are a lot of questions about this on the exam,” and certainly you should not show the identical images that you have submitted to the ABR for use on the examination.

However, explicit “board review sessions” should NOT be conducted by a volunteer outside his/her own department. If you have participated in any board review sessions OUTSIDE your department, please indicate those of the COI form.

A case review session, whether it is presented in your own department or at an outside institution, is NOT considered to be a COI, as long as it is not specifically presented as a “board review.” It is assumed that such sessions cover important and/or typical cases in a category and are presented as case review sessions, rather than didactic sessions, in order to better emulate the working environment.

2. I have recently written a board review book entitled *Everything You Need to Know to Pass the Core Exam*, and the publisher wants to advertise that I am an ABR volunteer. Is this OK?

Answer: No, it isn’t. Publishing a book that reviews an aspect of radiology is fine, as long as your role as an ABR volunteer is not highlighted and the book does not purport to be a board review book specifically geared to the ABR examination. If the publisher insists on this type of statement in advertising the book, we do consider it a conflict of interest.

3. I submit questions to the ACR In-service examination and the CPI series. Is this a COI?

Answer: For DR, IR, and MP, no, it isn’t. Neither of these ACR activities is considered a COI. However, we do ask that you not submit the same images to the ACR that you are submitting to the ABR for use in questions.

For RO volunteers, this would be a COI because of the limited opportunities for questions.



Volunteer Travel Policy

Policy:

It is the policy of the American Board of Radiology to reimburse invited committee members all necessary and reasonable expenses incurred while traveling on Board business, following receipt of appropriate documentation.

Procedure:

The appropriate ABR expense form and required documentation (original receipts) must be submitted within 30 days of trip completion.

Transportation Expenses:

- Commercial Airfare
 - Round-trip, non-refundable coach airfare, most direct route, booked within the time parameters specified in the invitation correspondence.
 - Travelers may make their own reservations and submit receipts for reimbursement at the completion of their trip, or may use the ABR's designated travel agency in order to have the cost billed directly to the ABR.
 - When booking flights for ABR business, individuals should not purchase optional travel protection coverage.
 - Charges incurred for changes made to the ticketed itinerary for personal reasons are the traveler's responsibility.
 - Changes to the travel itinerary for ABR business reasons (i.e., meeting date changes) must be adequately notated on the travel expense form.
 - Upgrades are at the traveler's expense.
 - If a flight must be cancelled, a notification to the travel agency or airline MUST be made before the flight in order to preserve the value of the ticket.
 - If the flight was booked through the ABR's travel agency, no further action is required.
- International Travel
 - If you are traveling internationally on behalf of the ABR, you may upgrade to business class for any international flight longer than eight hours.
- Automobile, Train, Bus, or Private Plane
 - The total reimbursable expense, including expenses incurred en route, shall not exceed the cost of commercial non-refundable coach airfare.
 - Personal automobile expense shall be reimbursed at the current IRS mileage reimbursement rate, plus tolls and parking.

- Ground Transportation
 - Shuttle, taxi, or personal automobile may be taken to and from the airport at the points of origin and destination.
- Car Rentals
 - Car rentals are permissible and reimbursable when the total cost of the rental is less than the total cost of a taxi to and from your destination. In Tucson, the reimbursement level for a rental car, based on this principle, is \$80.
 - The ABR has a Business Corporate Discount agreement with National Rental Car (#XZ50D52). Please compare the rate given under this program to other possibilities (other agencies) to obtain the best rate available at the time of your booking.
 - When a car rental is necessary for ABR business, individual should not purchase optional Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC).
 - Flying nonstop to Phoenix and renting a car to drive to Tucson is acceptable.

Lodging and Meal Expenses:

- Hotel expenses for the nights of the meeting and, if necessary, the night before and/or after the meeting.
- Hotel expenses include room charges and taxes.
- When possible, hotel expenses are billed directly to an ABR master account.
- Please communicate your arrival and departure dates by the announced deadline to ensure it is possible to obtain a room in the negotiated room block.
- Upgrades to rooms above ABR's contracted rate are reimbursed at the contracted rate.
- When no official ABR meal is scheduled, reasonable food and beverage purchases are reimbursed to a daily maximum of \$85 for dinner, including cocktails and proportionate share of wine ordered for the group, before tax and tip are added.

Miscellaneous Reimbursable Expenses

- Gratuities for meals, transportation, and hotel staff
- High-speed internet connection

Non-reimbursable Expenses

- Extended stays
- Dry cleaning, laundry (except if continuous travel extends beyond seven days)
- Recreational activities
- In-room minibar and movies
- Fitness center
- Accompanying family and friends
- Additional travel insurance

Multipurpose Trips

- When a committee member attends an ABR function, either in conjunction with another meeting (during the same trip) or as a representative of another organization as well as of the ABR, the expenses should be proportionately shared between the ABR and the other organization(s).
- When an ABR trip is combined with extended time for personal activity, additional room nights, meals, a proportionate share of car rental, and all personal expenses are the responsibility of the traveler.

Receipts and Expense Submission

- Original receipts are required for each expense over \$25.
- Electronic images of original receipts are acceptable.
- Travel expense forms can be submitted in the following ways:
 - Fax: (520) 790-3200
 - Email: accountspayable@theabr.org
 - Mail: 5441 E. Williams Circle, Tucson, Arizona 85711-7412
 - Hand delivered to the Finance Department

Oral Examiner Volunteer

When a volunteer is traveling for an oral exam, the following applies:

The American Board of Radiology (ABR) pays a standard per diem to oral examiners to cover the majority of expenses. Reimbursement for defined additional travel expenses is paid upon submission of the standard ABR form with documentation, including original receipts. The appropriate ABR expense form and required documentation (original receipt) must be submitted within 30 days of the trip completion.

Expenses paid directly by the ABR

- An \$85/day per diem is paid for each examination day, plus one travel day, to cover the cost of tips, dinners, transportation, laundry, phone, additional travel insurance, and miscellaneous items.
- The ABR provides breakfast and lunch on examination days.
- Sleeping room costs are billed directly to the ABR.
- Housekeeping tips are paid by the ABR

Transportation Expenses

- Commercial Airfare
 - Round-trip, nonrefundable coach airfare, most direct route, booked within the time parameters specified in the invitation correspondence.

- Travelers may make their own reservations and submit receipts for reimbursement at the completion of their trip, or may use the ABR-designated travel agency in order to have the cost billed directly to the ABR.
- When booking flights for ABR business, individuals should not purchase optional travel protection coverage.
- Charges incurred for changes made to the ticketed itinerary for personal reasons are the traveler's responsibility.
- Changes to the travel itinerary for ABR business reasons (i.e., meeting date changes) must be adequately notated on the travel expense form.
- Upgrades are at the traveler's expense.
- If a flight must be cancelled, a notification to the travel agency or airline MUST be made before the flight in order to preserve the value of the ticket.
- If the flight was booked through the ABR's travel agency, no further action is required.
- Automobile, Train, Bus, or Private Plane
 - The total reimbursable expense, including expenses incurred en route, shall not exceed the cost of commercial nonrefundable coach airfare.
 - Personal automobile expense shall be reimbursed at the current IRS mileage reimbursement rate, plus tolls and parking.
- Ground Transportation
 - Shuttle, taxi, or personal automobile may be taken to and from the airport at the points of origin.
 - Examiners are expected to use the free ABR-arranged ground transportation whenever provided. When unavailable, taxi fare is reimbursable.

Lodge and Meal Expense

- Category Dinner – if a volunteer is attending the category dinner, their per diem will be reduced by \$85. Generally one person (the trustee) will pay for the category dinner and submit the receipt for reimbursement. The receipt must contain the names of everyone attending the dinner.
- Category Chair Dinner – If a Category Chair attends this dinner, the per diem will be reduced by \$85. Generally one person (the trustee) will pay for the dinner and submit the receipt for reimbursement. The receipt must contain the names of everyone attending the dinner.
-

Non-reimbursable Expenses

- Car rentals
- Extended stays
- Dry cleaning, laundry (except if continuous travel extends beyond seven days)
- Recreational activities
- In room minibar and movies
- Fitness center
- Accompanying family and friends
- Internet costs if the hotel provides free wireless connection
- Additional travel insurance

- Paid transportation (taxi/limousine) between the airport and the hotel is not an ABR-covered expense except when there is no free hotel shuttle and no ABR-arranged transportation. Examiners are expected to use the available hotel shuttle or ABR-arranged ground transportation whenever provided.

Receipts and Expense Submission

- Original receipts are required for each expense over \$25.
- Electronic images of original receipts are acceptable.
- Travel expense forms can be submitted in the following ways:
 - Fax: (520) 790-3200
 - Email: accountspayable@theabr.org
 - Mail: 5441 E. Williams Circle, Tucson, Arizona, 85711-7412
 - Hand delivered to the Finance Department.

This policy is subject to change and modifications at any time. Any adjustments must be approved by the Board of Governors.



Volunteer Conflict of Interest and Commitment Disclosure Statement

Please read this statement, complete the form with the appropriate information, sign, and return no later than _____. To the best of my knowledge, neither I nor any member of my immediate family has a real or perceived conflict of interest with the American Board of Radiology (ABR) **except as listed in the spaces below.**

FOR EACH “YES” ANSWER TO THE FOLLOWING QUESTIONS, PLEASE EXPLAIN IN THE SPACE PROVIDED BELOW THE SIGNATURE LINE ON PAGE 33.

1. Have you participated in any refresher courses or review processes designed to prepare physicians or physicists in programs **outside your department or institution** for any ABR examinations in the last year? (For radiation oncologists: ASTRO refresher courses are not considered a conflict and do not need to be listed here. Also for RO, mock orals are allowed only within your department.) (Excluded from this group of activities are visiting professorships and didactic and/or case presentations not specifically represented as board preparation.)
 No Yes
2. Within the last year, have you developed any enduring materials (books, web content, etc.) that have been marketed as board review products intended to prepare eligible individuals for ABR examinations?
 No Yes
3. If so, to your knowledge, were any actual ABR test questions or case materials used in the materials?
 No Yes N/A
4. Was your role as a volunteer with the ABR highlighted in any way, for example, to sell a book?
 No Yes N/A
5. Have you submitted questions or images for use on an ABR exam that have been previously published for “Board Exam Review” in a text or article, or on the Internet?
 No Yes

6. Within the past year, have you written test items or provided other board preparation materials for another organization(s)? (For diagnostic radiologists: ACR in-service is not considered a conflict of interest and does not need to be listed here.)

No Yes. If so, please list those organizations:

7. Do you have substantive relationships (e.g., officer, board member, committee chair, consultant, employee, or manufacturers of radiological products/machinery) that might be perceived as presenting a conflict with the activities of the ABR?

No Yes (If yes, please list below.)

8. Work for Hire

a. As a member of any ABR committee(s), I will take all appropriate precautions to protect confidential information from unauthorized disclosure and will comply with ABR policies and procedures relating to confidential information. At the end of my volunteer term, I will ensure that all confidential materials in my possession or on my computer are destroyed or sent to the ABR.

b. All items submitted by me in my role as an item writer are for use by the ABR only. I will not disclose, use, or copy such test items, or grant permission to anyone else to do so, without the written authorization of the ABR. If I submit an item that includes previously published tables or illustrations, I shall inform ABR of the source at the time of submission so the ABR can obtain copyright permission if necessary. Any material produced by me under this agreement shall be considered "work made for hire" and, accordingly, the ABR shall be the sole and exclusive owner of all such materials, and the ABR shall own the copyright thereon in the United States or elsewhere throughout the world, and I shall retain no rights to such material.

9. By initialing the spaces below, I indicate my commitment to the following duties of volunteers, which support the Board's aims of both undivided allegiance to the organization's mission and goals and avoidance of any undue influence over ABR decisions.

_____ Confidentiality. All items must be regarded as confidential. Cases and questions used in the actual examinations are not to be used in mock examinations or review courses if they are readily identifiable as the same cases. Items/cases written for another organization are not to be submitted to the ABR, and items/cases written for the ABR are not to be submitted to another organization.

_____ Conduct. I will abide by the ABR’s standards and policies for maintaining a positive and respectful work environment for ABR volunteers and staff.

_____ Loyalty. When serving on behalf of the ABR, I will serve the public by placing the ABR's interests ahead of personal financial gain and other potentially competing interests.

- I have read the disclosure requirements, and to the best of my knowledge, the information I have provided on this form is true and correct and represents all items for disclosure. I understand that failure to comply with the Conflict of Interest Policy may result in a two-year disqualification from participating in ABR committees or related activities. I also agree to notify the ABR promptly if any of the information in this form changes.
- If I am submitting this electronically, by clicking “Submit,” I acknowledge and agree that I bind and legally obligate myself to the same extent as I would by signing my name on a printed version of this form.

Signed _____ Date _____

Please print your name: _____

PLEASE COMMENT ON “YES” ANSWERS HERE:

Return Completed Forms to: The American Board of Radiology
5441 East Williams Circle
Tucson, Arizona 85711-7412
Fax: (520) 790-3200
Email: information@theabr.org



Volunteer Confidentiality Agreement

THIS AMERICAN BOARD OF RADIOLOGY CONFIDENTIALITY AGREEMENT (“Agreement”) is made and entered into as of the **1st day of ____201__**, by and between the American Board of Radiology (“ABR”), _____ (“Member”), and _____ (“Member Designee”). The purpose of this agreement is to authorize Member Designee to interact with ABR systems on behalf of Member while preserving the confidentiality of materials related to ABR’s examinations. All parties to this Agreement, intending to be legally bound, agree as follows:

1. Confidential Information:

- a. “Confidential Information” means information or knowledge in any form that is (i) required by law or by agreement to be kept confidential, or (ii) not generally available to the public and that may be of competitive or economic value to the ABR. Confidential information includes, but is not limited to, all examination-related materials, information, research, data, analysis, drafts, questions and answers, and administrative processes for the ABR’s Certification and Maintenance of Certification examinations for diagnostic radiology (and subspecialties), interventional radiology, radiation oncology, and medical physics.
- b. Use of Confidential Information: Member Designee shall take all appropriate precautions to protect confidential information from unauthorized disclosure, including, but not limited to: ensuring that confidential information is not accessed, duplicated, or dispersed by or to any unauthorized person; identifying and securing all confidential information when not in use; using authorized and secure means of discussing, storing, mailing, and disposing of confidential information; and any other precautions normally taken by Member Designee to protect his or her own confidential or proprietary information. In addition, Member Designee shall comply with any and all ABR policies and procedures relating to confidential information.
 - i. Due to the unique exposure possibility resulting from the potential regular work functions of Member Designee, under no circumstances should any activities executed by Member Designee on behalf of Member for ABR activities be discussed with anyone who has not entered into the same Agreement with the ABR.

2. Return of ABR Property: Upon the conclusion of Member’s service on the Exam Committee, Member Designee acknowledges that all records, memoranda, notes, compositions, writings, diaries, drawings, devices, data, and any other items that disclose, embody, or contain confidential information in Member Designee’s possession shall be returned immediately to the ABR and, to the extent such confidential information is contained in electronic files located on any equipment to

which Member Designee will continue to have access (e.g., a home computer), Member Designee agrees to destroy such confidential information.

Member Designee Signature

Member Signature

Printed Name

Printed Name

Date: _____

Date: _____



Volunteer Agreement

I, _____, understand that as a volunteer for the AMERICAN BOARD OF RADIOLOGY, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as one of its stewards.

As part of my responsibilities as a volunteer:

- I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson in the best interest of the organization.
- I commit to the responsibilities and expectations as set by the committee chair.
- I will read and familiarize myself with the Volunteer Service Policy and the Volunteer Conflict of Interest Policy, as well as any related ABR policies regarding volunteerism, and I agree to be bound by them.
- I will complete, sign, and submit the Volunteer Conflict of Interest and Commitment Disclosure Statement yearly.
- I will read and agree to the American Board of Radiology Code of Professional Conduct for Volunteers.
- I understand that my service as an ABR volunteer will bind me to the decisions of the Board of Governors, and I agree to support these decisions.
- I will work with respect and in good faith with staff and other volunteers as partners toward achievement of our goals.

If I fail to fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.

I also understand that photographs of me may be taken to be used in diverse educational settings within an unrestricted geographic area. I grant permission to the rights of my image, which may be edited, copied, exhibited, published, or distributed. I waive the right to approve the finished product wherein my image appears. Yes _____ No _____

Signatures:

ABR volunteer _____

President, Board of Governors _____

(The board president should sign two copies of this agreement for each ABR volunteer. Each volunteer should sign both, return one copy to the board president, and keep the other for reference.)