



## POSITION DESCRIPTION: JDMS CME TEST REVIEWER

### POSITION TITLE

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JDMS CME Test Reviewer (“Reviewers”)

### POSITION SUMMARY

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Reviewers evaluate and edit learning objectives and continuing medical education (CME) test questions and answers created for *Journal of Diagnostic Medical Sonography* (JDMS) manuscripts.

### POSITION CLASSIFICATION

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Volunteer – Reviewers are appointed volunteers serving in an advisory capacity to the Society of Diagnostic Medical Sonography (SDMS). Reviewers do not receive payment or an honorarium for their time and expertise. However, Reviewers do receive SDMS CME credit (based on the predetermined credit amount for the manuscript and CME test questions) upon successful completion of their duties.

### POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

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Upon appointment, Reviewers are expected to:

- **Complete Training:** Undergo JDMS CME Test Reviewer training and stay up-to-date as new training is released;
- **Evaluate Learning Objectives & CME Post-Tests:** Review learning objectives and CME test questions and answers and provide edits, as needed;
- **Follow Policies and Processes:** Adhere to JDMS and SDMS CME policies, procedures, and ethical expectations.

### POSITION WORKLOAD/TIME REQUIREMENTS

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Reviewers can expect to spend an amount of time comparable to the CME credit value assigned to each JDMS manuscript, including the review of learning objectives and test questions/answers (e.g., one CME credit equates to approximately one hour of review time).

## POSITION QUALIFICATIONS

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Reviewers should have:

- Experience with reviewing, editing, and/or creating learning objectives and test questions/answers, related to diagnostic medical sonography;
- At least two years of experience working in the diagnostic medical sonography profession;
- A strong command of the English language, including grammar and syntax; and
- Be an SDMS member throughout their term.

Ideal candidates will also have experience in diagnostic medical sonography education and in developing academic content or assessments for sonography students or learners.

## POSITION TERM

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Reviewers serve at the discretion of SDMS staff and will be assessed annually based on:

1. Alignment with SDMS needs;
2. Volume of activities reviewed;
3. Timeliness of review completion; and
4. Quality of feedback provided.

The SDMS President and staff reserves the right to remove a Reviewer at any time if they fail to meet expectations, exhibit unethical behavior, or otherwise compromise the integrity of the review process.

Reviewers who do not want to continue as a Reviewer may remove themselves from the list of volunteers at any time by emailing: [learning@sdms.org](mailto:learning@sdms.org)

## TRAVEL

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CME Test Reviewers are not required to travel on behalf of the JDMS or SDMS, and any expenses associated with travel will not be reimbursed unless written approval is obtained in advance from the SDMS CEO.

## REPORTS TO

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SDMS Staff