



February 2010

The American Board of Preventive Medicine (ABPM) is seeking a new Executive Director to replace Dr. James Vanderploeg who has announced his retirement. Dr. Vanderploeg has served as ABPM Executive Director since February 1998.

Since we would like to complete the search process in time for the successful applicant to be present for the August 2010 meeting of the ABPM Board of Trustees, we request that applications be received in the Board office no later than April 1, 2010. The ideal candidate is a board certified Preventive Medicine specialist with recognized standing in the field, proven leadership skills and administrative ability, and a broad understanding of and experience with current issues in training and credentialing.

The Executive Director is the chief administrative officer of the Board and is responsible for all functions carried out by the Board Office. Current staff include a full time Administrator and two support staff. Over the past several years, the Board office has assumed increasing responsibility for major initiatives and functions including managing the examination process in-house, the website, and the maintenance of certification processes. Additionally, the ABPM is taking on the lead role in developing Medical Informatics as a subspecialty with support from other ABMS boards.

The position currently requires 75% effort and is anticipated to increase to 100%. The ideal candidate will reside in the Chicago area. If residing outside the Chicago area, he or she must be available to travel there or to other meeting sites at least monthly. Applications should include a 1-2 page narrative describing interest and professional qualifications, salary requirements, a resume/curriculum vitae and references which should be sent to Kurt Hegmann, MD, MPH at searchcommittee@theabpm.org. For more information concerning the application process, please contact Kristine Pasciak kdh@theabpm.org at the Board office.



Executive Director Position Profile For the American Board of Preventive Medicine

About the Organization

ABPM, a non-profit corporation located in Chicago, IL, certifies physicians specializing in Preventive Medicine in the United States who meet its educational, professional standing and examination standards.

ABPM is an organization of Preventive Medicine physicians who seek and earn and maintain certification on a voluntary basis. ABPM is one of 24 medical specialty certification boards recognized by the American Board of Medical Specialties (ABMS), a non-profit umbrella organization established in 1933 to create uniformity in physician certification and to increase public awareness of the value of specialty medical certification. ABPM was officially recognized by ABMS in 1949 and today certifies physicians in the three specialty areas of Preventive Medicine: (1) Aerospace Medicine; (2) Public Health and General Preventive Medicine; and (3) Occupational Medicine; and in two subspecialties of Preventive Medicine: (1) Medical Toxicology; and (2) Undersea and Hyperbaric Medicine. There are approximately 10,700 "diplomates" who have been certified by ABPM.

The ABPM initial certification process comprises two examinations – the core examination (covering general preventive medicine knowledge) and the specialty area (e.g., Aerospace Medicine; Public Health/General Preventive Medicine or Occupational Medicine) examination. A physician must pass both examinations to be certified in Preventive Medicine. In order to maintain ABPM certification, diplomates must also participate in the Maintenance of Certification (MOC) program for Preventive Medicine, which addresses the public interest in assuring physicians' continuing competence beyond initial certification. Examinations are developed and written by select diplomates appointed by the ABPM Board of Directors. These are individuals who are actively involved in the practice of Preventive Medicine and who have distinguished themselves by high quality preventive medicine clinical care, teaching, research and other preventive medicine skills.

Governance and Staff: ABPM is governed by an 11-member Board of Directors. In addition to the Executive Director, the executive staff comprises three full-time staff. As codified in the ABPM bylaws, the elected volunteer Board Chair serves as the spokesperson for the Board. The elected officers of the Board of Directors serve as the Executive Committee. Elected officers include Vice Chairs for each of the three specialty areas of Preventive Medicine.

Key External Interactions: In addition to working closely with the professional staff and the Board of Directors, the Executive Director will represent ABPM interests through interaction with the leadership of ABMS and the other ABMS member boards, and other related organizations including: the Aerospace Medical Association, the American College of Preventive Medicine, the American College of Occupational and Environmental Medicine, the American Medical Association, the American Association of Medical Colleges, the Federation of State Medical Boards, the Accreditation Council for Graduate Medical Education, the residency program directors, and the Preventive Medicine Residency Review Committee.

Programs and Services

The work of ABPM is focused primarily on two major activities: the development and administration of certification examinations, and the administration of the Maintenance of Certification program. Other activities that support these functions include: (1) publication of information on the website; (2) publication of lists of certified Preventive Medicine physicians; (3) communication to diplomates of



requirements and changes in requirements; (4) collaborative activities with ABMS as well as (5) with administration of the preventive medicine subspecialties. ABPM also provides on its website the annual *Application for Admission to the Certification Examination* publication, which describes the certification application and examination processes.

The MOC program comprises four components of continuous certification: Professional Standing, Life-long Learning and Self-Assessment, Assessment of Cognitive Expertise, and Assessment of Practice Performance. Diplomates enjoy access to a secure, interactive section of the ABPM website as a primary source of information for the MOC program.

For more information about ABPM, visit <https://www.theabpm.org>

Strengths and Accomplishments

ABPM enjoys an outstanding reputation for the quality of its examinations. It maintains a sharp focus on this primary mission. In addition, the following are cited by key stakeholders as strengths of the organization:

1. Relationship with, and examination services for, Preventive Medicine specialty areas and subspecialties;
2. Competency and professionalism of staff and general operation of internal functions;
3. Timely, personalized communication of certification requirements to diplomates;
4. Reliability and validity of examinations;
5. Management of issues and internal relations within the subspecialty organizations; and
6. Administrative effectiveness and operation of internal meetings of volunteers (e.g., Board of Directors meetings).

General Job Overview

The Executive Director is the chief administrative officer of the Board and as such is responsible for all functions carried out by the Board Office. The Executive Director serves at the pleasure of the Board of Trustees of the ABPM. At the direction of the Board, the Executive Director advances major initiatives of the Board and represents the Board with other certifying bodies and professional organizations. The Executive Director assists the Board in carrying out its mission, goals, and policies. He/she is responsible to the Trustees and reports directly to the Chair.

The position of Executive Director is considered a full-time position (initially 75%) and is expected to gradually increase to 100. Following are major duties of the Executive Director:

Internal Board Activities

The Executive Director

- Carries out Board policies and coordinates all Board activities.

The Executive Director is responsible for assuring the smooth day to day functioning of the Board office and assuring the quality of the administrative functions. The Board office supports all officers and committees of the Board and provides information to all clients of the Board. The Executive Director serves as immediate supervisor to the Administrator who, in turn, is the immediate supervisor of the other staff. The Executive Director serves as reviewing officer for actions regarding other employees who report directly to the Administrator. These duties include hiring and firing of staff, educating staff regarding Board matters, assuring that appropriate policies and procedures are in place, and assuring that administrative matters and inquiries are handled in a timely manner.



- Working closely with the Administrator:
 1. Arranges and attends all meetings of the Board;
 2. Finalizes the agenda for each meeting in conjunction with the ABPM Chair;
 3. Assists all committee chairs in preparation for committee meetings; and
 4. Prepares the minutes of all Board meetings.
- Arranges meetings of the Executive Committee as needed between regular Board meetings and prepares minutes of the Executive Committee meetings. Attends meetings of ABPM committees, the exam committees (as required), and the Executive Committee, unless specifically requested not to be present by the Chair.
- Assures that an annual budget is prepared for submission to the Treasurer. Assures that ABPM financial matters are carried out in accordance with established policies and procedures.
- Assumes responsibility for periodic updating and revision of the informational and application material disseminated by the Board and assures that these materials reflect current Board policy.
- Brings to the attention of the Board Members policy and administrative issues which need Board discussion and resolution.
- Researches issues and prepares option papers, as appropriate, for consideration by the Board.
- Assures that applications are processed appropriately and information is provided to applicants and candidates. Works with ABPM Vice-Chairs to assure smooth functioning of the application review process and timely notification of Board action concerning approval/disapproval to sit for certifying examinations.
- As directed by the Board, supervises the ABPM staff to assure that the examination process runs smoothly and test results are reported in an expeditious manner. Works with the Chair, Examination Committee, and the Vice-Chairs as necessary in preparation of the examination. Supports the administration of the examinations and assures that any problems are corrected.

External Activities

The Executive Director provides the principal interface between the Board and its constituents, including other boards and professional organizations, and is responsible for assuring that the Board is represented in the best possible manner to all constituents and outside groups.

The Executive Director:

- Assists in developing a positive professional image for the Board with clients, residency training program directors, diplomates of the Board, and related outside organizations.
- Provides leadership in anticipating future actions necessary to advance the specialty of Preventive Medicine and its image and visibility within the academic and medical communities.
- Represents the Board in carrying out collaborative activities with other boards such as exploring, developing, or implementing special certification examinations or joint training programs.
- Regularly attends meetings of the American Board of Medical Specialties (ABMS) and may serve as the ABPM delegate. Attends meetings of the ABMS Board of Directors and may serve as a Director on the ABMS Board of Directors. May serve on or chair ABMS committees and/or working groups. Reports on ABMS activities to the Board.
- Serves as an ex-officio member of the ACGME RRC for Preventive Medicine and attends the meetings of the RRC.
- Maintains ongoing liaison with national Preventive Medicine organizations, residency training program directors, and similar groups as directed by the Board.
- Attends the annual meetings of the American College of Preventive Medicine, the American College of Occupational and Environmental Medicine, and the Aerospace Medical Association.



Organizational Culture

Key stakeholders describe the organizational culture of ABPM as one that is highly effective, successful and respected, due in large part to its adherence to a clear mission and set of objectives. Its reputation in the preventive medicine community is a result of high standards of excellence, an unparalleled commitment to patient care, and a strong and focused work ethic on the part of both volunteers and professional staff. While the nature of its enterprise is described as both academic and conservative, there exists a strong sense of and commitment to collaboration, both internally and externally, and an atmosphere of collegiality, mutual support and responsiveness to the needs of preventive medicine physicians. The successful Executive Director will capitalize on the solid infrastructure and stability of the organization, while demonstrating forward thinking and continued progress toward the goals and initiatives established by the Board of Directors.

Education and Experience: The successful candidate will have a doctorate degree and a minimum of 5 years of senior-level experience in the healthcare/medical arena. A physician is preferred. If a physician, the successful candidate must be ABPM board certified. Preventive medicine residency training is preferred. Previous experience as an association Executive Director and/or other experience in nonprofit management or prior leadership within organized medicine is preferred. Knowledge of or a background in medical education, certification, evaluation or accreditation programs and practices is considered an asset. Candidates must demonstrate a commitment to advancing medical education and training and the ability to advance the continued development of effective certification programs in Preventive Medicine.

The following experience is *essential* to the position of Executive Director:

1. Building effective alliances, relationships and partnerships with related organizations and creating opportunities to network, collaborate and exchange information;
2. Developing and implementing strategic plans and initiatives and identifying and prioritizing short- and long-term organizational needs and resources;
3. Facilitating team-building with staff and related organizations on an on-going basis;
4. Leading and managing a complex organization with diverse constituencies through important change and growth; and
5. Serving as the public voice of and spokesperson for an organization.

The following experience is *highly desirable*:

1. Enhancing the visibility, reputation and prestige of a complex organization through effective public relations;
2. Leading and/or managing issues in a related field or organization, preferably in the healthcare/medical arena;
3. Managing relationships, initiatives and activities in a complex governance structure;
4. Developing and supporting an effective board and staff; and
5. Improving and enhancing the quality of existing programs, services and initiatives.

In addition, experience with finance/business and business systems, and enhancement of programs and services is considered an asset.

Skills and Abilities: The following skills and abilities are *essential*:

1. Visionary leadership, in order to capitalize on opportunities and to identify challenges and the resources necessary to meet those challenges;
2. Effective, clear and concise communication, both orally and in writing; and



3. Consensus-building among diverse constituencies and competing interests, in order to further common goals and objectives.

Personal Characteristics and Behaviors: The Executive Director will possess the following personal characteristics and behaviors:

1. Inclusive, collaborative and responsive in nature, with high standards of excellence and a passion to achieve organizational goals;
2. Understanding of role and responsibilities relative to those of the Board of Directors and volunteers;
3. Clear, concise and articulate in communicating and representing the views of the organization;
4. Confident and poised in dealing with a diverse constituency and competing interests;
5. Ability to build consensus among and form collegial and supportive relationships with staff, Board and related organizations;
6. Open-minded and a strong listener, with the ability to facilitate, rather than direct or manipulate, processes and initiatives;
7. Attentive to operational detail and follow-through to maximize service and responsiveness to Preventive Medicine physicians and volunteers;
8. Organized, focused and skillful at managing time and diverse responsibilities;
9. Able to adapt to changing situations in response to a changing environment; and
10. Demonstration of the highest standards of honesty and integrity in all matters and actions.

Measures of Success

The Executive Director's success in the position will be measured in part by performance evaluations from the Board of Directors, other volunteers and staff, and by demonstrated progress in the following areas:

1. Successful integration into, and understanding of, the community of Preventive Medicine and its components;
2. Establishment of a positive reputation among other industry leaders and organizations;
3. Actively seeking new ideas and opportunities from a wide range of external stakeholders and, respectful of their decision making responsibilities, explore those concepts with Board leadership and Directors for direction and approval
4. Effective communication, both oral and written, with the Board of Directors, staff and industry leaders;
5. Understanding of the development and administration of certification examinations and process, appropriate to the amount of time in the position;
6. Fostering an internal atmosphere of collegiality, mutual support and respect;
7. Acceptance by staff and a supportive, positive relationship with Board of Directors;
8. Responsible management of the organization's financial resources and adherence to the operating budget in accordance with strategic initiatives; and
9. Establishment of consensus and partnerships relative to key initiatives.

The search for the Executive Director of ABPM is being conducted by the ABPM, 111 West Jackson Boulevard, Suite 1110, Chicago, IL 60604.

Email: searchcommittee@theabpm.org Telephone: 312-939-2276 Fax: 312-939-2218