



Connection, Education and  
the NEW Standard of Care.

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#### Academy of Integrative Health & Medicine Director of Certification (DoC) Job Description

We are excited to announce that the American Board of Integrative Holistic Medicine (ABIHM) is transforming into the Academy of Integrative Health & Medicine (AIHM). AIHM will rapidly become the premiere unified voice for licensed health professionals practicing integrative medicine and will have five major divisions: Membership, Education, Certification, Research, and Advocacy.

Hiring is well underway, and the position of Director of Certification is still open. The ideal candidate will be a PhD level or equivalent clinical practitioner who has experience in item writing for psychometrically validated exams. The candidate will be part of an expanding team working at the forefront of health creation.

The certification process will be broadly offered to multiple disciplines, including MD/DO/ND/DC physicians, LAc's, PA's, NP's, RN's, RD's, nutritionists, psychologists, pharmacists, and possibly others. The Director of Certification position is both highly detail oriented in scope, and will require someone with the vision to assemble a diverse group of practitioners and the collaborative skills to lead and integrate accordingly. The Director of Certification will work closely with the Executive Director and the Director of Education.

Now is a very exciting time in the development of the AIHM in this monumental transition and is a leap forward for the field of integrative holistic medicine.

#### Duties:

Develop and manage certification process for AIHM, including:

1. Coordinate plan for educational components of certification, which will include candidates from a variety of disciplines (MD, DO, ND, DC, LAc, RD, DDS, RPH, PA, NP, RN, psychologists, nutritionists, and possibly others);
2. Determine essential qualifications for candidates;
3. Assemble an exam committee and statisticians to create a new Certification Exam;
4. Develop computer based exam with testing center company and a pencil and paper exam at the yearly conference;
5. Keep track of all candidate and certified practitioner contact information and their required documents; remind individuals when their recertification is due;
6. Communicate with certified individuals and prospective candidates as needed regarding

requirements;

7. Catalogue the evidence to support each exam question;
8. Oversee/write test questions for the recertification process and post-tests for online CME;
9. Refine and continue the current Maintenance of Certification process for ABIHM Diplomates;
10. Develop a Maintenance of Certification process for AIHM Certified practitioners;
11. Work in close collaboration with the AIHM Director of Education and the Executive Director.

To recap: the ideal candidate has experience in writing exam questions for psychometrically validated exams, and is an advanced health professional with broad integrative medicine expertise. Must meet national criteria for independent contractors. Position cannot be offered to candidates with ongoing FT positions.

This will be an independent contractor position with flexible hours, though some availability during normal business hours in the US is required. The position will begin at 20 hours per week for 2014, anticipating growth to FT in 2015. Immediate hire for telecommuting position.

Interested practitioners should send a cover letter and resume to [NanSudak@aihm.org](mailto:NanSudak@aihm.org).