

**NATIONAL BOARD OF PODIATRIC MEDICAL EXAMINERS  
REQUEST FOR PROPOSALS  
EXECUTIVE DIRECTOR POSITION**

**OVERVIEW**

The National Board of Podiatric Medical Examiners (NBPME) is a nonprofit corporation established in 1956. Its purpose is to develop, maintain and administer examinations of such high quality that various legal agencies governing the practice of podiatric medicine may choose to license those who have successfully completed such examinations.

There are currently three objective examinations: Part I – Basic Science, Part II – Clinical Science, and Part III – Clinical Skills. Students from accredited schools of podiatric medicine in the United States take Part I at the second year and Part II at the final year of their podiatric doctoral degree program. All states accept Parts I and II as license requirements. Part III is taken by candidates holding the DPM who have applied for a license in participating states, provinces, or federal jurisdictions. Forty-two jurisdictions currently require Part III also for licensing.

NBPME contracts with Prometric Inc., to conduct its examination program. Prometric is a wholly owned, independently operated subsidiary of Educational Testing Service. Prometric conducts test development and computer-based test administration of the three parts. In 2007-2008, there were 14 test development meetings and 7 nation-wide test administration dates, testing 1438 candidates.

NBPME derives 100% of its income from its examinations.

In 2006, NBPME participated with the Council of Deans of the American Association of Colleges of Podiatric Medicine in an independent audit of its examination program by psychometric experts. The report determined that the exams were valid, reliable and consistent with industry standards.

Further program details are available at [www.nbpme.org](http://www.nbpme.org)

**ISSUES/CONCERNS**

NBPME has undertaken a strategic planning process to establish priorities for 2008 – 2015. Key issues are:

- Governance and Leadership Succession
- Test Process Management
- Key Collaborations
- Vision 2015 – parity with allopathic medicine

Overall priorities are to maintain the quality and currency of the examinations and to maintain positive relationships with stakeholder groups.

## **LEADERSHIP STRUCTURE**

The Board is comprised of 12 members:

- 2 selected from nominees of the Federation of Podiatric Medical Boards
- 1 educator selected from nominees of the American Association of Colleges of Podiatric Medicine
- 1 psychometrician member
- 1 public consumer member
- 2 members with recent state professional licensing Board experience
- 5 at-large member positions, including:
  - 1 with experience as a member of the Council of Podiatric Medical Education
  - 1 specialty Board member
  - 1 current residency director
  - 1 currently practicing podiatric physician
  - 1 with experience as a voting member of the Council of Teaching Hospitals

Three liaison member positions are also invited to participate in portions of the Board meetings: The American Podiatric Medical Students Association, the Council of Deans, and the Board of Trustees of the American Podiatric Medical Association.

Standing committees include Budget and Finance, Testing, Bylaws, and Nominations. The President of the Board may designate other committees.

The Board may elect an Executive Director or other administrative officers, or hire consultants or staff. None of these shall be members of the Board. They shall perform duties as may be assigned by the Board and must submit a written report at least annually.

## **MEETINGS**

The Board meets twice each year, generally in March and August. The Executive Director and some Board representatives also attend additional test development meetings, conference calls, and other meetings that may occur with stakeholder groups, such as the Deans or the Association.

## **ADMINISTRATIVE SUPPORT**

The Board does not maintain rented space for offices. The Executive Director and the administrative assistant each work from their homes and communicate electronically. It is expected that the Executive Director spend the necessary amount of time required to complete the administrative tasks for the board. The amount of time required is anticipated to be part-time in nature.

The Board wishes to retain the currently employed administrative assistant, who is the first public contact for telephone, mail and email to the Board, and who provides administrative support to the Executive Director and the Board. The Board's post office box is located convenient to this position.

Board staff does not process applications for examinations or exam fees. That is handled under contract with Prometric. The Executive Director and administrative assistant may be involved in responding to candidate issues and complaints, however.

The Board supplies the Executive Director and administrative assistant with telephone, fax, high-speed Internet access, computers, software and other office machines and supplies needed to carry out business.

## **SCOPE OF SERVICES REQUIRED OF EXECUTIVE DIRECTOR**

### **Meeting Management**

Plan and implement all meetings related to Board activities, including scheduling, arranging facilities, participants, staff support, agendas, record of minutes and payment of expenses.

### **Test Process Management**

Work with the examination contractor and the Board to implement the examination policies and projects of the Board, maintain the high quality and currency of the examination, and handle the day-to-day administrative issues and stakeholder concerns that may arise. Have an understanding of psychometrics as it applies to the NBPME testing process.

Develop expert panels, both academic and podiatric, to participate in test development activities. Attend each test development meeting as director of continuing education to meet CPME criteria for award of CE to participants.

Monitor test-taker volumes and project future volumes based on fall enrollment figures obtained from the American Association of Colleges of Podiatric Medicine.

### **Communication**

Support the officers of the Board at public meetings and act as spokesperson for the Board at the direction of the President.

Establish positive relationships with the stakeholders of the examination program – students, deans, residency directors, state regulatory Boards, and the profession.

Actively maintain avenues of communication about Board programs such as the web site, newsletters, press releases, journal articles, and annual examination bulletins.

## **Operations Management**

Work with the treasurer to plan, manage and monitor cash flow, board investment, reserve and other accounts and provide budget planning for the board. Regularly report to the Board on its financial condition. Coordinate the year-end audit of finances.

Administer the accounting, payroll and disbursement functions of the Board, including the payment of all necessary taxes.

Provide oversight of the administrative assistant.

Engage services of board legal counsel and auditor and obtain appropriate insurance coverage for Board and staff.

Maintain contracts for testing, and arrangements for operational services such as accounting, payroll, investing, web hosting, bank accounts and legal services.

## **INFORMATION REQUESTED OF APPLICANTS FOR THE EXECUTIVE DIRECTOR POSITION**

1. In a proposal letter, please describe your ability to provide each of the services listed in the Scope of Services above. Explain aspects of your experience and education that would enhance your ability to provide these services.
2. Describe what you see as the primary role of the Executive Director to an examining board, and how you would intend to fill that role if selected.
3. Describe your salary expectations for the position.
4. Attach a curriculum vita to your proposal letter.
5. Provide three reference letters in support of your application.

## **TIMELINE (approximate)**

Requests for application distributed	August 1 through November 15, 2009
Proposals Due to NBPME	December 15, 2009
Applications reviewed, finalists selected	Late February 2010
Interviews at Annual Meeting	March Meeting 2010
Selection	March 31, 2010
Transition	June 2010 through August 31, 2010
Contract Start Date	September 1, 2010

## **SUBMISSION REQUIREMENTS**

Submit proposal via email to [NBPME@comcast.net](mailto:NBPME@comcast.net). Questions may also be addressed via email to the above.

## **CONTACT INFORMATION**

Mindy Benton, DPM, Chair, Succession Committee, NBPME  
651-241-3974 (office)  
[mindy.benton@allina.com](mailto:mindy.benton@allina.com)