



December 16, 2021

Dear Colleague,

American College of Physicians' Medical Knowledge Self-Assessment Program (ACP MKSAP) now has openings for contributors with expertise in internal medicine and its subspecialties. ACP MKSAP contributors have significant impact on the training and development of residents and practicing physicians both nationally and internationally. I am pleased to invite you to recommend a deserving colleague or colleagues to contribute their expertise by participating in an ACP MKSAP writing committee.

MKSAP is a comprehensive learning management system for internists and internal medicine subspecialists. The MKSAP digital learning platform contains a personalized learning plan, a comprehensive syllabus, and thousands of self-assessment questions that help established physicians keep up to date in internal medicine, prepare for certification, maintain certification, and earn CME credits. More information is available at <https://www.acponline.org/featured-products/mksap-19>.

ACP MKSAP committee members write or revise a portion of the syllabus text, write new multiple-choice questions, and attend contributor committee meetings (see attached for a detailed list of responsibilities). Committee members will serve for 2 years, from 2022 to 2024, are recognized as national contributors, receive a stipend, and receive paid full ACP membership during the 2-year term, with access to all the benefits of ACP membership.

Qualifications considered for committee membership include:

- Certification in internal medicine and the applicable subspecialty (or equivalent experience)
- Current professional activity in the applicable MKSAP content area
- A minimum of 5 years since completion of residency or fellowship
- An active medical license in good standing
- Experience in the teaching of residents and/or fellows in the specialty or subspecialty (e.g., as an active faculty member, program director, etc.)
- Prior involvement with educational assessment activities is preferred (e.g., developing assessment materials within a residency or fellowship program, serving on a question-writing committee)
- ACP membership (may join upon selection, with dues paid as above during MKSAP contribution years)

The American College of Physicians strives to embody a diverse, inclusive, and equitable organization that facilitates effective and respectful interaction among individuals who hold a broad range of views, and respect, empathy, and understanding of others. **We encourage candidates from diverse groups, backgrounds, and practice settings to apply.**

If you or someone you know would like to be considered for this opportunity, please ask the candidate to submit their curriculum vitae and a statement of interest to mksap_editors@acponline.org. The statement of interest should explain why they would like to serve on an ACP MKSAP writing committee, outline any experience or qualifications particularly relevant to the committee, and highlight any considerations that would support the College's goals of increasing engagement and inclusion of a diversity of physicians.

All applications must be received by January 14, 2021. Application does not guarantee committee appointment. Committee members will be selected in January and February of 2022. If there is someone else in your organization who would be an appropriate recipient of this information, please feel free to forward.

Best regards,

A handwritten signature in black ink that reads "Davoren Chick". The signature is written in a cursive, flowing style.

Davoren Chick, MD, FACP
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**ACP MKSAP
Responsibilities of a MKSAP Committee Member**

- Attends and fully participates in a virtual 1-day kick-off meeting, a virtual MCQ-writing webinar, and an on-location, 2-day multiple-choice question review meeting in Philadelphia.
- As assigned by the Section Editor in charge of the committee, updates (or writes, when necessary) portions of the ACP MKSAP text and bibliography. Writes new multiple-choice questions (MCQs) including teaching critiques for each MCQ using an ACP-assigned template.
- Submits all assignments according to instructions, on time, and within the constraints of the assigned word count.
- Submits illustrations and clinical images according to instructions and on time. A release form (ACP will provide) should be used for any photo in which the person could be identified, whether from facial features or from some other, unique, identifying feature.
- Creates original tables as needed to enhance the text.
- Provides complete citations for figures or tables derived from previously published material (when they are deemed essential) to enable ACP to facilitate permissions.
- Responds thoroughly to all feedback and queries posed by ACP's clinical content-development staff, Section Editor, and external peer reviewers throughout the content-development process.
- Prepares for all meetings beforehand by reading the material provided (including MCQs written by other committee members) and identifying problems with medical content, logic, structure, etc.; brings up any such issues for discussion at the meeting.
- Revises material as assigned and on time.
- Provides consultation to ACP staff on contributions following publication when content errors are identified.
- Completes a conflict disclosure form through CONVEY, a cloud-based, common system developed and managed by the Association of American Medical Colleges. Note that Accreditation Council for Continuing Medical Education rules preclude us from allowing any individuals who are employed by a pharmaceutical company to participate in the development of MKSAP content as committee members. (Note, however, that research grants, consultant contracts, stock holdings, and other such relationships do NOT

preclude participation.)

- Notifies ACP staff promptly of any changes in employment, contact information, licensure, certification status, or disqualifying relationships with companies that sell or distribute medical services to patients.