



# Executive Director, Professional and Clinical Affairs

LEADERSHIP PROFILE

January 2024

*WittKieffer*

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# The Opportunity

The American Board of Emergency Medicine (ABEM), a leading health care certification organization that grants Board Certification in Emergency Medicine (EM) to physicians who meet its educational, professional standing, and examination standards, invites nominations, inquiries, and applications for the position of Executive Director, Professional and Clinical Affairs (EDPCA). ABEM is a world class leader in EM assessment and certification and is seen as an important voice for the role Board Certification plays in health care.

This opportunity is open due to current Executive Director, Earl J. Reisdorff, M.D., stepping down after almost fifteen years of service. The next EDPCA reports to the ABEM Board of Directors and serves in a recently created dyad model with the Executive Director for Administrative Affairs (EDAA). The EDPCA will oversee a large portfolio of initiatives including initial and continuing certification requirements, professionalism, research, program evaluation, new program creation, diplomate engagement, and medical affairs for ABEM. The new leader will also play a critical role in the important relationship ABEM maintains with the house of medicine (ACGME, ABMS, etc.) and specifically, the house of EM (ACEP, AAEM, SAEM, etc.). Challenging times for EM will call for forward-thinking leadership from ABEM, and the new EDPCA, in collaboration with the EDAA, will play a strong role in shaping the future of both ABEM and the profession of EM.

The new EDPCA joins ABEM at an exciting time and after a time of transformation of the Board and governance. ABEM continues to lead the nation in innovation in EM assessment and certification. The value and importance of ABEM certification has never been more important, and the new leader will be a strong voice and advocate for the EM profession. ABEM is supported by hundreds of volunteer leaders from across the specialty who contribute to the certification process and are key allies in the important role of assuring Board Certification in Emergency Medicine remains a key to high quality ED care. The new EDPCA will be the leading voice for these ABEM-certified physicians and assure their engagement moving forward.

ABEM ensures the highest standards in the specialty of EM. They are one of twenty-four medical specialty certification boards recognized by the American Board of Medical Specialties (ABMS). Certification by ABEM is viewed as the gold standard for emergency physicians. It indicates a physician is dedicated to delivering high-quality care and has demonstrated the skills and ongoing expertise needed to meet the highest professional credential in EM. It also signals a physician's commitment to staying up to date with the latest medical advances. As of June 30, 2023, there were over 44,000 ABEM certified physicians, eight percent are ABEM subspecialty certified, and ninety-six percent are EM residency trained.

The EDPCA will be a dynamic, visionary, and innovative leader, with a successful record of achievement in EM management. The successful candidate to serve as the next EDPCA will be an M.D., or D.O., be ABEM certified in EM. They will have served a minimum of ten years of full-time work experience as an EM physician with a track record of outstanding mentorship and leadership qualities, strong and successful experience in program building, policy development, external relations and engagement, advancing diversity, equity, and inclusion initiatives, and integration across programs and institutions.

# Organization Overview

ABEM plays a significant role in the certification and the continuing certification for EM physicians. The organization was established to ensure that physicians who specialize in EM meet certain standards of knowledge and competence. In September 1979, EM became the twenty-third recognized medical specialty through the American Board of Medical Specialties (ABMS). ABEM offered the first EM certification examinations in 1980 and certified its first diplomates in the same year. The organization is one of twenty-four medical specialty certification boards recognized by The [American Board of Medical Specialties](#) (ABMS). As of June 30, 2023, there were 44,195 ABEM certified physicians. Eight percent are ABEM subspecialty certified and ninety-six percent are EM residency trained.

The main priority of ABEM is to help physicians achieve and maintain their ABEM certification. Certification is sought and earned on a voluntary basis. They take a qualifying exam and an oral exam which assesses not only their medical knowledge, but their skills and abilities as outlined in *The Model of Clinical Practice of Emergency Medicine* (EM Model). Once they pass their exams and become certified, they maintain their certification status with ongoing requirements.

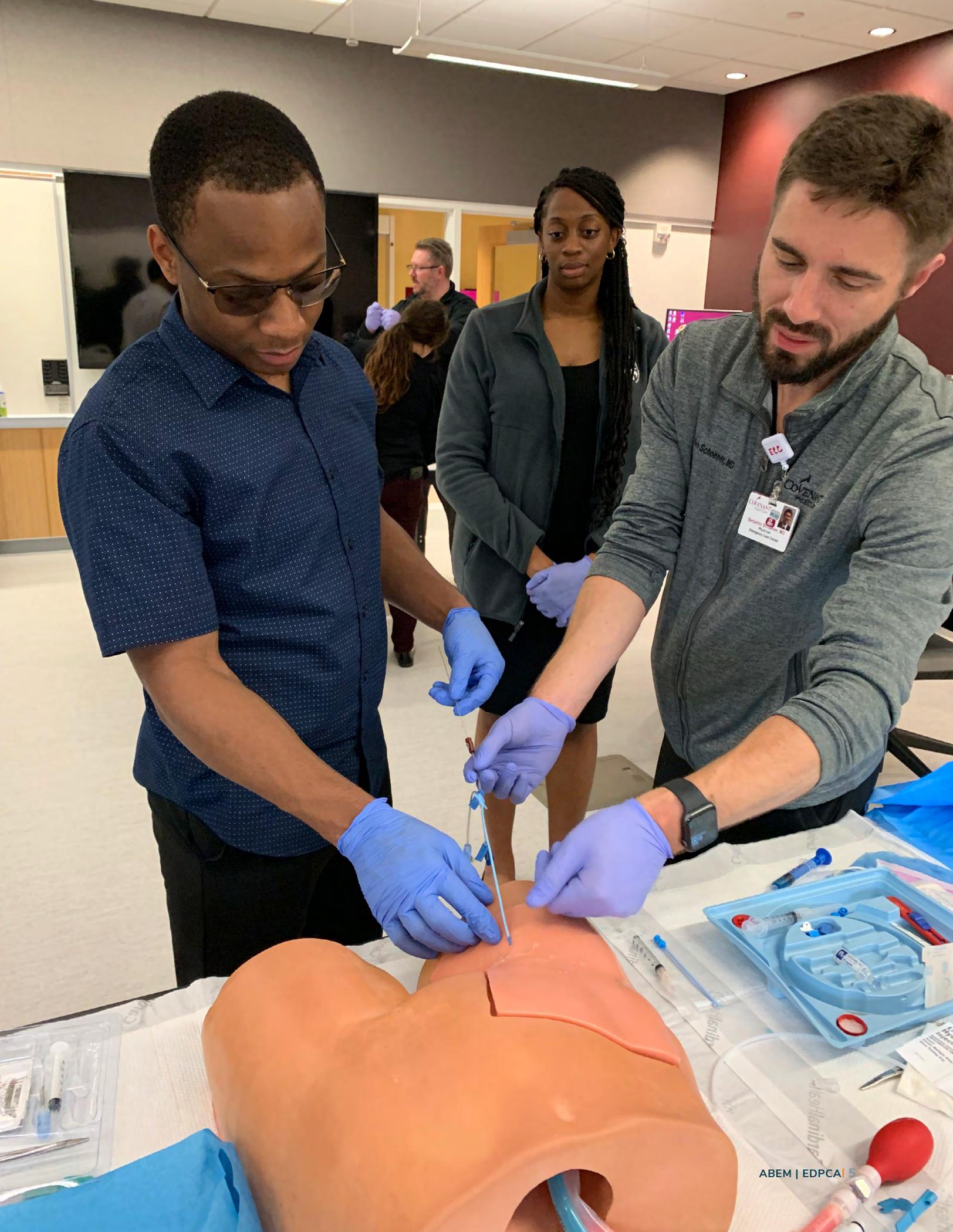
ABEM certification is an accomplishment in which emergency physicians can take pride. It represents their highest professional credential, reflecting that they have met an externally developed national gold standard. Those who participate in continuing certification demonstrate to the public that they are actively engaged in a program of continuous professional development that helps them deliver the highest quality and most current patient care.

Over the years, the organization has evolved to meet the changing needs of the field of EM by refining the certification process, ensuring ongoing competency is demonstrated by clinicians, and promoting high-quality emergency care for patients. ABEM has actively collaborated with other medical organizations to advance the field of EM and influence healthcare policies related to emergency care. ABEM certification process and assessments are continuously evaluated and are updated to align with current best practices in medical education and assessment.

EM research and knowledge transfer has also been impacted by the work of ABEM through strategic collaborations, data-sharing agreements, and their contribution to the development of evidenced-based synopses of current guidelines and practices. A critical theme throughout the ABEM tenure is the commitment to patient safety and a commitment to ensuring that EM physicians are well-trained and capable of providing high quality care in emergency situations.

## **OTHER FUNCTIONS OF ABEM:**

- Initial and continuing certification activities
- Additional credential opportunities such as subspecialties and focused practice designations
- Residency training interactions
- Research and publications
- State outreach
- DEI Initiatives
- Quality measure development and review
- ABMS activities
- Inter-organizational relationships



## **ABEM'S MISSION**

To ensure the highest standards in the specialty of Emergency Medicine.

## **ABEM'S GUIDING PRINCIPLES**

The following overarching principles guide ABEM strategy and work going forward:

- Serve the public and the specialty
- Strengthen a culture of innovation in certification
- Embrace and integrate diversity, equity, and inclusion in all professional activities and throughout the organization
- Advance the values of trust, integrity, resilience, collaboration, empathy, and wisdom
- Collaborate with stakeholders
- Communicate the value of certification
- Use research to inform and validate certification and processes

## **ABEM'S PURPOSES**

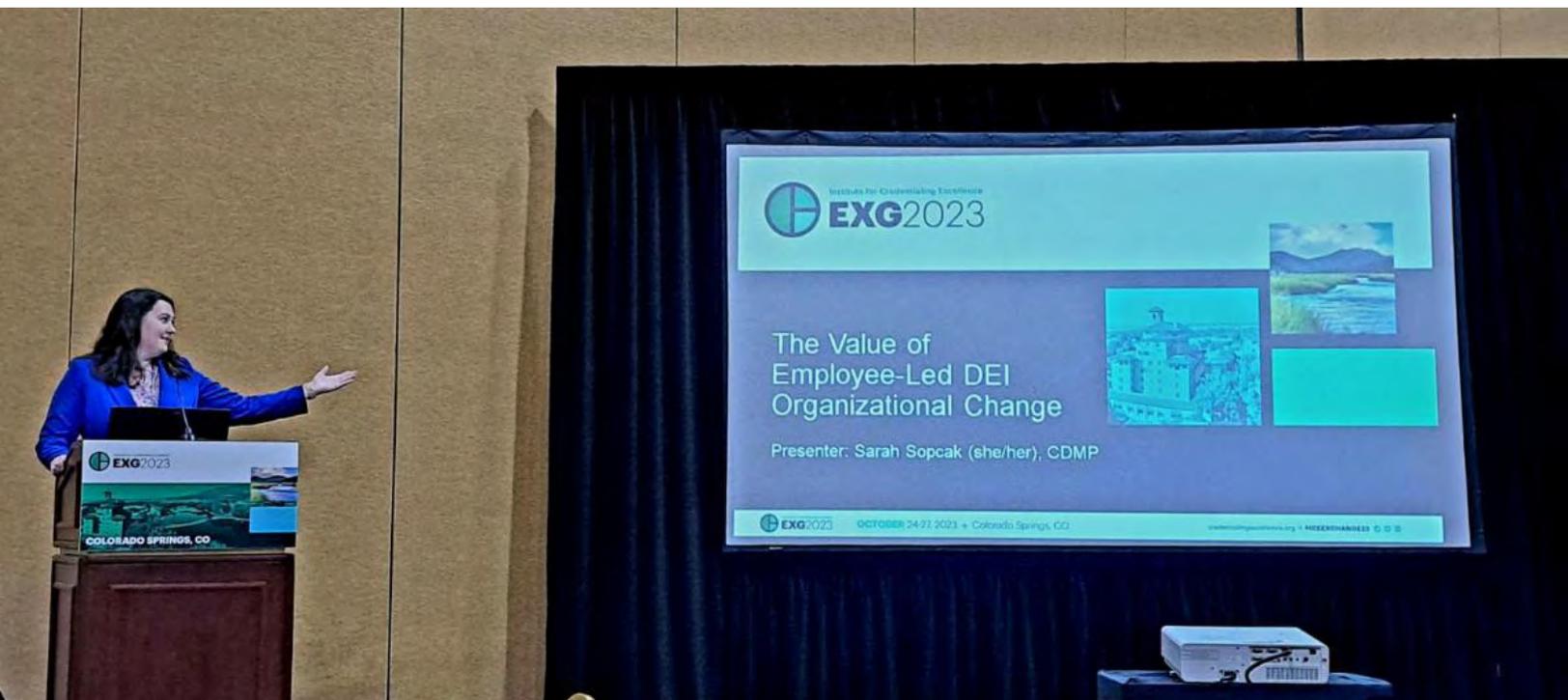
- To improve the quality of emergency medical care
- To establish and maintain high standards of excellence in EM and its subspecialties
- To enhance medical education in the specialty of EM and related subspecialties
- To evaluate physicians and promote professional development through initial and continuing certification in Emergency Medicine and its subspecialties
- To certify physicians who have demonstrated special knowledge and skills in Emergency Medicine and its subspecialties
- To enhance the value of certification for ABEM diplomates
- To serve the public and medical profession by reporting the certification status of the diplomates of the ABEM
- To ensure that the public knows ABEM's deep commitment to achieve the highest standards of patient care and safety

ABEM holds the interests of patients and their families in the highest standing, particularly with regard to the provision of the safest and highest-quality emergency care. ABEM addresses its commitment to patients by supporting the physicians who provide care to the acutely ill and injured, and by working to transform the specialty of Emergency Medicine.

# EM DEI Vision Statement

Emergency Medicine (EM) is committed to creating an atmosphere of cultural awareness, diversity, inclusion, and belonging within our specialty, our workplaces, and the communities we serve. EM will promote and cultivate a diverse, equitable, and inclusive environment for patients, physicians, practitioners, healthcare teams, and learners. EM commits to include varied perspectives, experiences, and interests in our community and to embrace the full spectrum of gender, race, ethnicity, national origin, religion, spirituality, sexual orientation, gender identity, age, ability, socioeconomic background, marital and familial status, and other characteristics. Through education, collaboration, advocacy, and research, EM strives to train and develop emergency physicians who embody cultural awareness, professionalism, respect, and sensitivity towards all people. EM values all individuals who are different from ourselves, to understand their unique histories, and to be an advocate and ally for our patients, learners, and colleagues.

Emergency Medicine is the safety net for society's health needs. Therefore, we have a unique duty to advance health equity and dismantle systemic barriers to equality. All EM pledges, with a renewed sense of purpose, to champion equitable and compassionate emergency care and to fight for a society that condemns social inequity, racism, discrimination, systemic oppression of all kinds and cherishes our rich diversity.



## ABEM'S ENVIRONMENT

ABEM puts people first and believes that taking care of others is a priority. They take pride in their team and strive to create a rewarding, supportive, and innovative environment for all. The employed team is a collaborative community of around 50 talented individuals who are guided by the shared values of:

Collaboration | Integrity | Innovation | Trust | Wisdom | Empathy | Resilience

## STRATEGIC COMMITMENTS

- ABEM's certification processes and programs are high quality and clinically relevant.
- ABEM is focused on upholding the standards for the specialty of EM and creating value for ABEM-certified physicians through developing and administering high-quality certification processes. ABEM responds to emerging trends in the training and practice of EM, in the needs of various stakeholders, and in certification standards.
- The organization recognizes that traditional models of examination delivery may be outdated in the future. Balancing summative decisions, formative learning assessments, and physician accountability is necessary to ensure the quality and value of board certification. ABEM also strives to continuously enhance the physician experience in certification processes as well as to be good stewards of physicians' resources.
- ABEM enhances the value of its certification by creating strong, trusting, engaged relationships with its multiple stakeholders.
- ABEM works in a complex system of organizations in health care delivery, education and training, and certification. It is through meaningful engagement with its stakeholders that ABEM can best understand the needs of physicians, residency programs, employers, and the public. Importantly, ABEM needs to continue to engage physicians over the course of their careers and communicate with them in ways that provide clarity and add value. ABEM will strengthen its partnerships with Emergency Medicine organizations of all types. ABEM will also involve the broader public in its work. ABEM will be strategic about these relationships and this engagement and will maintain focus and energy on its mission.
- ABEM board and staff structures, processes, and culture are aligned to advance strategic work through people, relationships, and resources.
- ABEM continuously reviews, improves, and evolves its processes, operations, board and staff competence, and overall organization. ABEM draws on the skills and knowledge both inside of the discipline and in adjacent fields that will support learning from others, see opportunities as they become visible, and invest in people, technologies and systems for high-quality assessment and delivery.
- The [ABEM 2022-2023 Annual Report](#) provides additional information regarding the excellent work that the team has performed during the indicated timeframe.

## STRATEGIC PLANNING PROCESS 2020

ABEM embarked on a strategic planning process in 2020 to serve as a roadmap for the following five years. The organization established a Strategic Planning Steering Group comprised of several Executive Committee members, directors, and key staff to work with their consulting partner, CFAR, to help guide the process. The group researched national trends in EM, health care and certification, interviewing a range of stakeholders in EM and related fields, and engaging with members of the ABEM Board of Directors (BOD) to conduct a current state analysis to understand the challenges ABEM faced and the opportunities it had.

Multiple scenarios were created from the output of that analysis, designed to push the Board's thinking in considering future directions for ABEM. A strategy was envisioned that built on ABEM's previous approach with a deeper of focus on, and investment in, digital delivery and technological sophistication, including AI. Implications of each scenario were explored during a retreat with the BOD, and key elements were identified for a strategic framework, articulating three key strategic commitments with specific strategies under each. The framework went through multiple iterations with the steering group and board to refine and sharpen each strategic commitment and build strategies and potential initiatives to advance the commitments. Each year, the framework is revisited to measure accomplishments versus goals and plan for continued progress.

## STRATEGIC FRAMEWORK INITIATIVES

Three key priorities for ABEM are: Quality Certification, External Engagement and Operational Alignment. The table below provides additional detail regarding current initiatives that are in progress.

AMERICAN BOARD OF EMERGENCY MEDICINE  
Strategic Framework Initiatives Update: January 2023

 <b>#1 Quality Certification</b>	 <b>#2 External Engagement</b>	 <b>#3 Operational Alignment</b>
<ul style="list-style-type: none"> <li>● Maintain Clinically Relevant Assessments</li> <li>● Enhance the Physician Experience</li> <li>● Rapidly Deploy Key Advances</li> <li>● Implement New VOE Models</li> <li>● Launch MyEMSCert</li> <li>● Launch MyToxCert</li> <li>● Develop Space Medicine Strategy</li> <li>● Develop HALM</li> <li>● Develop other subspecialties/FPDs</li> <li>● Support Co-Sponsored Subspecialties</li> <li>● Implement AEMUS</li> <li>● Implement Becoming Certified Initiative</li> <li>● Enhance the VOE and SI Case</li> <li>● Improve the Stimuli Acquisition and Maintenance Process</li> </ul>	<ul style="list-style-type: none"> <li>● Launch Multi-channel PR Campaigns</li> <li>● Promote the Value of Certification</li> <li>● Listen to Stakeholders</li> <li>● Strengthen All Volunteers' Capabilities</li> <li>● Expand Resident and Program Engagement</li> <li>● Research the Value of Certification</li> <li>● Initiate DEI Assessment and Plan</li> </ul>	<ul style="list-style-type: none"> <li>● Build Remote Culture</li> <li>● Align Resources and Structures to Strategy</li> <li>● Explore AI and Automation</li> <li>● Build diversity in Board, Staff, and Volunteers</li> <li>● Align Policies to Strategies</li> <li>● Implement IT Governance and New Systems</li> <li>● Maintain NCCA Accreditation</li> </ul>

## ADDITIONAL ABEM INFORMATION AND RESOURCES

Please visit the following sites for additional information regarding ABEM:

### IMPORTANT STATEMENTS / PRESS RELEASES

- [ABEM News](#)

### MOST RECENT NEWSLETTER

- [ABEM Summer 2023](#)

### VALUE CAMPAIGN

- [The American Public Supports Board Certification and Continuous Learning for Emergency Physicians](#)
- [Value of ABEM-Certified Physicians](#)

**Expect the  
gold standard.**  
Expect board-certified  
emergency physicians.



**American Board of  
Emergency Medicine**



# Position Summary

## REPORTING RELATIONSHIPS

The next EDPCA reports to the ABEM Board of Directors and serves in a recently created dyad model with the Executive Director for Administrative Affairs (EDAA). The EDPCA and EDAA share responsibilities to set future strategy and to support and enhance all aspects of program development and professionalism within the specialty of Emergency Medicine. See appendix for further information.

## RESPONSIBILITIES

The successful EDPCA, Professional and Clinical Affairs candidate will work synergistically with the EDAA and will have oversight for the Research and Program Evaluation areas of ABEM in addition to Medical Affairs. The following responsibilities are included under the EDPCA portfolio:

- MyEMCert and Key Advance Development and Management
- Certifying Exam Development of Case & New Case Frameworks
- CBME Development & Facilitation
- Research and Publications
- Certification Program Evaluation
- New Subspecialty and FPD Development
- Managing New and Enhanced Assessments
- Physician Professionalism and Credentialing Issues
- Initial & Continuing Certification Requirement Oversight & Management
- Managing Legislative Activities and External Policies Impacting Certification
- Specialty Society and ABMS Community Leadership and Collaboration
- Board of Directors Leadership and Meeting Content Development
- Physician Engagement and Communications
- Physician Staff Management

# Goals and Objectives

The following goals and objectives have been identified as priorities for ABEM in 2024 and 2025. The EDPCA will play a key role in the development of and implementation of the following:

## **CREATING A NEW CERTIFYING EXAMINATION**

ABEM will be moving forward with a new exam, called the Certifying Exam, that will replace the current virtual oral exam. This decision was made after reviewing the extensive stakeholder feedback from the community that identified the competencies and skills that ABEM should assess.

**Role of the EDPCA:** While the Executive Director, Administrative Affairs (EDAA) will oversee the implementation of the Certifying Exam, the EDPCA will work with key leaders on the BOD to develop the case frameworks, clinical scenarios, content outlines, examiner development and training, and scoring schemas for the new examination. The EDPCA is critical to helping to define what an emergency medicine candidate should be able to do and whether scenarios are relevant to clinical practice. In addition, the EDPCA will lead the research and evaluation efforts for the new examination working with the Director of Research and the BOD. These efforts will help the exam improve over time and create linkages to residency and relevance to clinical practice. Finally, the EDPCA, along with the President, will lead communications to all stakeholders, especially the specialty societies and ABMS, regarding the decision behind ABEM implementing a new Certifying Exam.

## **FACILITATE THE COMPETENCY-BASED MEDICAL EDUCATION (CBME) IN EMERGENCY MEDICINE**

ABEM is working with the program directors and other emergency medicine societies to create a shared model and strategic direction for the development of competency based medical education (CBME) for EM. CBME will help define the training expectations for residency programs. Additionally, ABEM defines the requirements for Board Eligibility for EM, the expected outcomes of CBME is to closely mirror the requirements for Board Eligibility.

**Role of the EDPCA:** The EDPCA will play a leadership role in facilitating discussions among the emergency medicine leaders to ensure there are defined outcomes to each step. The EDPCA will help define the framework for CBME in collaboration with the Director of Medical Affairs. The EDPCA will also provide leadership and work with the BOD on any changes to the requirements for Board Eligibility.

## **IMPLEMENT SYSTEMS INFRASTRUCTURE**

ABEM is currently replacing all major systems, including the physician portal, the item bank, customer service management system, financial system, and public website. These systems will go live over the next 18 months (through the end of 2024).

**Role of the EDPCA:** The EDPCA focuses on work in the item bank, primarily in determining and implementing stimulus schema. The EDPCA also assesses item development processes including item performance, exam performance, and case effectiveness. The EDPCA will also be engaged in the enhancement of the physician experience with ABEM systems including the portal and public website.

## **DEVELOP NEW SUBSPECIALTIES AND FOCUSED PRACTICE DESIGNATIONS**

ABEM is considering the development of new subspecialties or focused practice designations in Emergency Behavioral Health, Disaster Medicine, and other areas.

**Role of the EDPCA:** The EDPCA, working with the Director of Medical Affairs, provides leadership for the development of these new programs. The EDPCA engages with external stakeholders including the ABMS, other ABMS Boards, industry leaders, physician leaders, and specialty societies to develop the framework for any new program. The EDPCA reviews and helps develop core content and manages content that might overlap with existing programs. The EDPCA negotiates with external stakeholders to provide ABEM with the best advantage and provide these programs with the strongest opportunity for success.

## MANAGE NEW AND ENHANCED ASSESSMENTS

Several new assessments will be developed, including the initial certification exam for the Health Care Administration, Leadership, and Management (HALM) and the new, continuing certification activity for Advanced Emergency Medicine Ultrasonography (AEMUS) called MySonoCert. Another area of focus will be the integration of diversity, equity, and inclusion (DEI) principles in assessments, including the development of items in health equity, social determinants of health, and in other related DEI areas.

**Role of the EDPCA:** The EDPCA provides guidance to ABEM staff developing the new exams, including making decisions on development and content. The EDPCA will work with BOD leadership to help identify new content and activities and provide direction on development principles.

## OVERSEE THE CONTINUED DEVELOPMENT OF MYEMCERT

MyEMCert is the continuing certification assessment for emergency medicine. There are eight presentation modules that contain core content and Key Advances questions:

- Abdominopelvic
- Abnormal Vital Signs and Shock
- Head and Neck
- Neurology
- Nontraumatic Musculoskeletal
- Social and Behavioral Health
- Thoracorespiratory
- Trauma and Bleeding

### Key Advances

- Facilitate learning
- Amplify medical discoveries so physicians can use them to improve patient care
- Leverage the most popular aspects of the current LLSA tests
- Highlight some of the most clinically relevant emerging literature

There is a Key Advances Panel (KAP) comprised of ABEM volunteers who help develop the synopses that are used as the basis of the questions on Key Advances in the modules. Currently, there are eighteen Key Advances with the intent that there will be twenty-five Key Advances active at one time.

**Role of the EDPCA:** The EDPCA is responsible, working with the MyEMCert Editors, to manage the content and development of the MyEMCert modules. The EDPCA makes decisions on implementation of the modules based on BOD feedback. The EDPCA monitors physician feedback for module improvement. The EDPCA generates potential Key Advance topics and works with the Editors and the KAP on the development and implementation of new synopses. The EDPCA also develops metrics and evaluation methods to measure the outcomes of MyEMCert and Key Advances.

## OTHER FOCUS AREAS FOR THE EDPCA

### MANAGE PHYSICIAN PROFESSIONALISM ISSUES AND CREDENTIALING

As part of ABEM certification, EM physicians are required to maintain their medical license and attest to the Code of Professionalism. ABEM has encountered board-certified physicians who have professionalism issues, some of which impact their medical licenses. Additionally, when new certificates are launched, physicians seeking certification must be credentialed for board eligibility.

**Role of the EDPCA:** The EDPCA serves as the physician leader who works with the BOD to adjudicate physician professionalism issues. The EDPCA works with outside counsel to prepare documentation and communications with physicians. The EDPCA also guides and makes decisions to help staff when working with physicians seeking eligibility for new subspecialties and focused practice designations.

### OVERSEE CHANGES TO INITIAL AND CONTINUING CERTIFICATION REQUIREMENTS

ABEM reviews initial and continuing certification programs, including examining new requirements. ABEM is also required to comply with ABMS initial and continuing certification standards.

**Role of the EDPCA:** The EDPCA reviews current programs and brings to the BOD recommended changes to these programs. These recommendations could be based on ABMS standards as well as new information from the specialty. The EDPCA works with staff to implement BOD approved changes and helps adjudicate when implementation components conflict.



## LEAD RESEARCH AND EVALUATION EFFORTS

ABEM has revitalized research efforts and increased its publication record. The Director of Research and several staff members support the research portfolio. Research is tracked in four areas:

- ABEM Assessment and Evaluation
- Value of Certification
- Physician Practice
- Affiliated Research

ABEM has completed 15 research projects since 2021 and has 20 projects currently in progress.

**Role of the EDPCA:** The EDPCA, working with the Director of Research, generates and leads ABEM research projects. The EDPCA works with staff on analyses and is responsible for writing and submitting publications. The EDPCA helps manage projects that are conceived by other researchers outside of ABEM (i.e., affiliated research) and is a primary point of contact for these projects. The EDPCA also authorizes data sharing agreements for use of ABEM data by external parties.

## OVERSEES LEGISLATIVE ACTIONS AND EXTERNAL POLICIES IMPACTING CERTIFICATION

ABEM monitors state and federal legislation that may have an impact on certification and EM. ABEM also monitors society actions such as from state medical societies and the American Medical Association (AMA) that may also have an impact on certification. ABEM works with the ABMS on these activities.

**Role of the EDPCA:** The EDPCA takes leadership on addressing these actions and provides written content including legislative summaries and submitted testimony when needed. The EDPCA works with legal counsel and the ABMS Health Policy team on mitigating these risks and creating outcomes that are favorable to ABEM.

## ENGAGE WITH SPECIALTY SOCIETIES AND ABMS COMMUNITY

ABEM exists within a medical specialty ecosystem and works with EM specialty societies including:

- American College of Emergency Physicians (ACEP)
- Council of Residency Directors in Emergency Medicine (CORD)
- American Academy of Emergency Medicine – Resident and Student Association (AAEM-RSA)
- Emergency Medicine Residents' Association (EMRA)
- American Academy of Emergency Medicine (AAEM)
- Association of Academic Chairs of Emergency Medicine (AACEM)
- Society for Academic Emergency Medicine (SAEM)

ABEM is a member of ABMS. The ABMS is the membership organization that sets standards for and advocates on behalf of the twenty-four Member Boards of which ABEM is one.

**Role of the EDPCA:** The EDPCA serves as a primary point of contact for many of the medical societies, such as ACEP, AACEM, and SAEM. The EDPCA attends their scientific assemblies, regularly meets with leadership, and facilitates and helps to define the main talking points for board conversations. The EDPCA reviews society actions such as those from the ACEP Council and provides written testimony when appropriate. The EDPCA serves as a leader in the emergency medicine community and is an active member and leader of the ABMS community, attending BOD meetings and Member Board Executive Caucus meetings.



# Candidate Qualifications

The successful candidate will be a dynamic and innovative leader who embraces complexity and uncertainty with a forward-facing vision for ABEM. They will be able to read the current local and national environments and lead change in a collaborative and strategic manner.

## EDUCATION/CERTIFICATION

- M.D., or D.O.
- ABEM Certified in Emergency Medicine.
- Progressive and broad administrative leadership experience within an academic or similarly complex institution.

## KNOWLEDGE AND WORK EXPERIENCE

- Minimum of ten years of full-time work experience as an EM physician.
- Successful track record of innovative and effective administrative experience. Experience in a leadership position in EM is strongly preferred.
- Evident passion for patient care and service.
- Established record of working collaboratively across clinical disciplines and with administrative leaders.
- Established record of research and publications.
- Demonstrated success in elevating clinical programs, education and/or research. Proven ability to grow programs, measure and improve outcomes, and take appropriate risks to achieve goals.
- A strong record as a respected clinician.



## LEADERSHIP SKILLS AND COMPETENCIES

- Nationally recognized innovative EM physician leader with a strong history of interprofessional leadership excellence and continuous focus on integrating diversity, equity, and inclusion in all of their work.
- Highly approachable and compassionate; a record of promoting a culture of innovation, collaboration, teamwork, respect, and honesty; a professional and personal demeanor characterized by integrity, graciousness, humility, genuineness, empathy, and sincerity; and a passion for the organization's mission and objectives.
- Dynamic, strong leadership skills with the ability to work effectively within an organization and to build effective professional relationships to achieve goals balancing his or her own strengths and opportunities with complementary team members.
- Ability to work in synergy with the EDAA within a new dyad model of leadership.
- An effective communicator with strong interpersonal skills who is an empathetic, respectful listener and who can create an atmosphere that allows individuals to be proactive within the context of the goals of the organization.
- A builder of organizations and programs; a developer and promoter of the strengths of colleagues who convenes stakeholders to align efforts toward common goals.
- Strong written communicator with an interest in writing documents that support research publications, program development, and policy development.
- Decisive; understands the value of being both an inclusive but timely decision-maker.
- An approachable, collaborative, and enthusiastic leader with the ability to engage with people, both internally and externally.
- Strong communication skills; accomplished listener.
- Charismatic leader with strength of presence, conviction, strong influencing and negotiation skills, able to manage complex and shifting dynamics both internally and externally.



# The Community

## EAST LANSING, MI

ABEM headquarters is located in [East Lansing](#) a vibrant community with a population of over 46,000 just three miles from Michigan's capital, Lansing, often expressed as the hard-working heart of Michigan. The urban-suburban area offers countless activities and things to see and experience - from art galleries, concerts and restaurants to gardens, parks, and trails. [The Lansing Chamber of Commerce 2022 Annual Report](#) includes highlights of the region's commitment to a variety of development and infrastructure projects.

Additional information about Lansing can be found [here](#).

Discover more about the state of Michigan [here](#).



# Timeline

Potential interview dates for this position have been outlined as follows:

- Paper presentation of qualified candidates to Search Committee: Week of March 18, 2024
- Round One interview dates: March and April 2024
- Round Two interview dates: May, 2024
- Round Three interview dates: July, 2024

## Procedure for Candidacy

Please direct all confidential inquiries, nominations, and applications (including a letter of interest and CV) to the WittKieffer consultants assisting ABEM with this recruitment, preferably via email, to Joyce De Leo, Ph.D., Michael Anderson, M.D., and Jillian Williams at: [ABEM\\_ExecDirector@wittkieffer.com](mailto:ABEM_ExecDirector@wittkieffer.com).

Review of applications will continue until the position is filled. All applications will be handled in a secure, sensitive, and confidential manner.

***The American Board of Emergency Medicine values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.***

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# Appendix

Functional Responsibilities of the ABEM Executive Directors are listed below.

## Executive Directors Functional Responsibilities

The EDPCA and EDAA work together on strategy formation, DEI initiatives, and stakeholder engagement.

### Professional and Clinical Affairs

- MyEMCert and Key Advance Development and Management
- Certifying Exam Development of Cases & New Case Frameworks
- CBME Development & Facilitation
- Research and Publications
- Certification Program Evaluation
- New Subspecialty and FPD Development
- Managing New and Enhanced Assessments
- Physician Professionalism and Credentialing Issues
- Initial & Continuing Certification Requirement Oversight & Management
- Specialty Society and ABMS Community Leadership and Collaboration
- Board of Directors Leadership and Meeting Content Development
- Physician Engagement and Communications
- Physician Staff Management

### Administrative Affairs

- Non-Physician Staff Management
- Operations
- Human Resources
- Finance and Budgeting
- DEI Initiatives
- Communications and Marketing
- Systems and Technology
- Exam Development and Administration
- New Program Development and Implementation
- Strategic Framework
- Board of Directors Committees and Governance
- Meeting Planning and Services
- Certifying Exam Development and Implementation



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