

American Board of Internal Medicine

Copy Editor / Senior Copy Editor

The Copy Editor is a full-time exempt staff member of the Test Development Department who assists Examination Editors in the development and production of computer-based examinations and examination-related material. The Copy Editor reports to a Senior Managing Editor.

Although the ABIM Copy Editor performs duties commonly assigned to medical copy editors in other professional venues, the Copy Editor at the ABIM has expertise in medical editing and the requisite skills to support the Examination Editors in the development and production of both secure and take-home examinations. The Copy Editor is a regulator of the flow of work between the Examination Editor and the Test Development Production Section.

PRINCIPAL DUTIES and RESPONSIBILITIES:

- Editing examination questions, including restructuring questions according to style guidelines and exam-specific criteria, verifying medical terminology, querying missing or ambiguous information for review by the Examination Editor, maintaining records of changes to questions, and proofreading questions and related examination material
- Keeping all information about the test questions and related material confidential and secure from unauthorized access
- Providing high-level support to the Examination Editor for examination development, including classifying, coding, retrieving, and generating reports on examination questions; supporting examination blueprint development and coding; and assisting the Examination Editor before and after Examination Committee meetings with Committee question assignments and meeting drafts
- Attending Examination Committee meetings held in the ABIM offices and maintaining a record of notes and changes separate from the “official” record of the Examination Editor
- Regulating the flow of work between the Examination Editor and the Test Development Production Section by overseeing preparation of exams, answer keys, and material related to examination administration
- Developing and maintaining documentation of examination development and production procedures
- Participating in projects requiring expertise in new technologies
- Assisting other Test Development staff members in various tasks as needed during busy periods and in other ongoing activities related to examination development

The title Senior Copy Editor denotes mastery of the job. The Senior Copy Editor is qualified to take expanded responsibilities to support the Examination Editor and to train new Copy Editors. There are no quantifiable criteria for this progression, nor is progression expected or required.

KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to edit and to write clearly and concisely
- Good interpersonal and communication skills with colleagues and medical content experts
- Ability to pay meticulous attention to detail, to assess priorities, and to adjust work schedules appropriately in order to meet deadlines
- Ability to work well without close supervision and to accept full responsibility for quality and timeliness of work
- Familiarity with medical terminology
- Willingness to work extra hours and on weekends when necessary
- Commitment to maintain confidentiality of examination material

TRAINING & EXPERIENCE:

Undergraduate degree.

Previous medical editing experience is strongly preferred.

Since the ABIM uses a computerized system for storing, editing, and updating its questions, the Copy Editor candidate must have experience with PC-/Windows-based computer systems and familiarity with basic word processing and database applications.