



POSITION DESCRIPTION: EXTERNAL CME REVIEWER

POSITION TITLE

SDMS External CME Reviewer (“Reviewers”)

POSITION SUMMARY

Reviewers evaluate Society of Diagnostic Medical Sonography (SDMS) and SDMS CME Providers’ diagnostic medical sonography-related educational content to ensure it is current, accurate, relevant, and aligned with clinical practice, patient care, sonography education, and practice management. The evaluation includes review of the associated post-tests, if applicable, for clarity, accuracy, and alignment with learning objectives.

POSITION CLASSIFICATION

Volunteer – Reviewers are appointed volunteers serving in an advisory capacity to the SDMS. Reviewers do not receive payment or an honorarium for their time and expertise but may receive Continuing Medical Education (CME) credits (pending CME credit value of activity under review).

POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Upon appointment, Reviewers are expected to:

- **Complete Training:** Undergo SDMS External CME Reviewer training and stay up-to-date as new training is released;
- **Evaluate CME Activities:** Regularly volunteer for and complete activity reviews and meet associated deadlines;
- **Follow Policies and Processes:** Adhere to SDMS CME policies and procedures, and uphold the professional standards of the review process.

POSITION WORKLOAD/TIME REQUIREMENTS

Reviewers can expect to spend a number of hours comparable to the CME credit value per activity (e.g., one CME credit equates to approximately one hour of review time).

POSITION QUALIFICATIONS

Reviewers should have:

- An active interest in reviewing diagnostic medical sonography-related content;
- At least one year of experience working in the diagnostic medical sonography profession;
- Appropriate specialty-specific certification, expertise, training, and experience to review diagnostic medical sonography-related content;
- A strong command of the English language, including grammar and syntax; and
- Be an SDMS member throughout their term.

Ideal candidates are experienced sonography professionals with a strong commitment to educational quality, attention to detail, and a willingness to contribute time and expertise to uphold professional standards in continuing medical education.

POSITION TERM

Reviewers serve at the discretion of the SDMS President and staff and are assessed annually based on organizational needs, staff feedback, and performance in the Reviewer role, including:

1. Alignment with SDMS needs;
2. Volume of activities reviewed;
3. Timeliness of review completion; and
4. Quality and constructiveness of feedback provided.

The SDMS President and staff reserves the right to remove a Reviewer at any time if they fail to meet expectations, exhibit unethical behavior, or otherwise compromise the integrity of the external review process.

Reviewers who do not want to continue as a Reviewer may remove themselves from the list of Reviewers at any time by emailing: learning@sdms.org

TRAVEL

Reviewers are not required to travel on behalf of the SDMS, and any expense associated with travel will not be reimbursed unless written approval is obtained in advance from the SDMS CEO.

REPORTS TO

SDMS Learning Staff