

# 2024-2025 Boot Camp

## Roles and Responsibilities

Updated 12.6.24



### **Role of Live Session Subject Matter Experts/Moderators:**

*If you are interested, please sign up at [Association of Public Health Laboratories: Laboratory Director Board Examination Boot Camp Spring 2025 \(signupgenius.com\)](https://signupgenius.com) with the dates and topics you wish to cover as a SME/Moderator. Compensation will be provided based on a reference book credit model, determined by the number of live sessions supported (see Table 1 below).*

- Sign up through Sign Up Genius to moderate live sessions that align with your technical experience and specialty
- Attend live sessions, moderate questions, and explain to participants the reasoning behind correct and incorrect answer choices (see Table 2 below)
- Share the Sign-up Genius link with other potential moderators and SMEs
- Correspond with APHL regarding logistics and execution of live sessions
- Log into the Boot Camp via Zoom 15 minutes early to prepare for the session
- As needed, assist with updating [A Practical Guide to Board Certification and Laboratory Leadership Resources](#)
- Provide APHL with feedback about Boot Camp program

### **Role of Lead Subject Matter Expert for Session Content:**

*If you are interested, please email [Leadership@aphl.org](mailto:Leadership@aphl.org) with the dates and topics you wish to cover as the Lead Subject Matter Expert for Session Content. Include your supporting Curriculum Vitae (CV). Further details regarding compensation and onboarding will be provided upon APHL's approval.*

- Serves as the primary expert related to the session topic
- Reviews past question banks and camper-submitted questions for accuracy and completeness while completing any additional question development (see Table 2 below)
- Performs final selection of 75-100 questions and verifies the accuracy and completeness of the content (see Table 2 below)
  - No more than 120 characters per question and 75 characters per answer
  - Multiple choice or true/false
  - A question should only have one answer. However, per exam guidelines, a question may have multiple correct answer choices. In that instance, the answer you list below should be the "most correct" answer.
- Provides APHL with the final content (via Kahoot Excel Template) 2 weeks before the scheduled session (see Table 2 below)
- Provides APHL with feedback about Boot Camp program

## **Role of Boot Camp Participants (“Campers”):**

- Attend Boot Camp sessions based on your exam journey and topic needs
- Request to join Quizlet and CoLABorate sites by emailing Leadership@aphl.org
- Support Boot Camp sessions by writing and submitting up to 10 questions per topic <https://forms.office.com/r/2GGF1v4ELD>
- Participate in Kahoot! and use the same Kahoot! name throughout Boot Camp sessions. Email [Leadership@aphl.org](mailto:Leadership@aphl.org) your Kahoot username.
- Notify [Leadership@aphl.org](mailto:Leadership@aphl.org) if you identify information within any APHL resources that you do not believe is accurate
- Post questions, study resources, and comments in CoLABorate
- Share experiences and interact with other campers
- Participate in Boot Camp evaluations
- Provide APHL with feedback about Boot Camp program

## Appendix

**Table 1** indicates the proposed reference book credit towards the purchase of laboratory or professional development materials. APHL would purchase the book on behalf of the awardee and pay for shipping costs. All live session support would follow the same Reference Book Credit model.

Table 1: Reference Book Credit	
Attendance at Live Boot Camp Sessions	Amount Awarded at End of Boot Camp Iteration
1 Session	\$100
3 Sessions	\$200
5 Sessions	\$350
7 Sessions	\$400
All Sessions	\$500

**Table 2** indicates an overview of the Boot Camp Session timeline and responsibilities from the key roles.

Table 2: Boot Camp Session Process					
KEY Roles:	APHL	Content SME	Lead Member Lab Facilitators	Subject Matter Expert/Moderator	
3 Weeks Before Scheduled Session	2 Weeks Before Scheduled Session	1 Weeks Before Scheduled Session	Thursday Before Scheduled Session	Live Session	After Session
<ul style="list-style-type: none"> <li>• APHL emails past questions for the session topic to the <b>Content SME</b></li> <li>• <b>Content SME</b> reviews the questions for accuracy and completeness</li> <li>• <b>Content SME</b> finalizes 75-100 questions for the upcoming session:               <ul style="list-style-type: none"> <li>○ No more than 120 characters per question and 75 characters per answer</li> <li>○ Multiple choice or true/false</li> <li>○ Only one correct answer choice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Content SME</b> emails the finalized set of 75-100 questions for upcoming sessions to <b>APHL</b></li> <li>• <b>APHL</b> emails the final session content to Lead Member Lab Facilitators</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lead Member Lab Facilitators</b> review provided session content and notify <b>APHL</b> of any necessary edits</li> <li>• <b>APHL</b> creates Kahoot game with finalized questions for the session</li> </ul>	<ul style="list-style-type: none"> <li>• <b>APHL</b> emails the <b>Lead Member Lab Facilitators</b> and <b>Subject Matter Expert/Moderator</b> attending the upcoming live session with:               <ul style="list-style-type: none"> <li>○ Introductions</li> <li>○ Meeting details and access</li> <li>○ Copy of the session questions</li> <li>○ Any additional logistics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>APHL</b> arrives 15 minutes early and provides full logistical and technical support</li> <li>• <b>Lead Member Lab Facilitators</b> shares screen to facilitate the boot camp</li> <li>• <b>Subject Matter Expert/Moderator</b> will moderate and provide clarification on questions and answers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>APHL</b> shares post-session content to colLABorate:               <ul style="list-style-type: none"> <li>○ Recording</li> <li>○ Transcript</li> <li>○ Chat</li> <li>○ Resources</li> </ul> </li> <li>• <b>APHL</b> adds session questions to Quizlet</li> <li>• <b>APHL</b> Updates Metrics</li> </ul>

Email [Leadership@aphl.org](mailto:Leadership@aphl.org) with questions.