

Policy Name	<b>Practice Analysis</b>
Policy Number	61.05
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

### **Intent**

Practice analysis studies identify and validate the knowledge, skills, and abilities measured by each examination.

### **Scope**

All National Registry certification examinations are based on specifications that result from a practice analysis study.

### **Definitions**

Practice Analysis – also referred to as a job analysis or job task analysis, is a systematic and empirical review of the tasks conducted in a job or profession and the knowledge, skills, and abilities needed to successfully perform those tasks (ICE: The Certification Handbook, 2019).

### **Policy**

#### Frequency

Practice analysis studies are conducted every four years in order to respond to changes in the EMS community. The National EMS Scope of Practice Model and the National EMS Educational Standards are reviewed and modified by a consensus nationwide effort approximately every 10 years. Revisions to the American Heart Association evidence-based guidelines for emergency cardiovascular care have historically occurred on five-year intervals, and major revisions in other evidence-based guidelines occur with similar frequency. The four-year practice analysis schedule ensures that changes in these, and other, guidelines are reflected in the examinations along with changes in practice as reported by practitioners.

#### Process

Practice analysis studies are designed and conducted by a psychometrician in accordance with the *Standards for Educational and Psychological Testing* (AERA/APA/NCME) and the *NCCA Standards for Accreditation of Certification Programs*.

Practice analysis studies include, but are not limited to, review of clinical guidelines, practice standards, and guidelines for care as well as a national survey of practitioners.

Practice analysis methodology includes participation by a diverse panel of subject matter experts and a national validation survey to collect quantitative data on task frequency and criticality.

#### Outcome

Each practice analysis results in a recommended content outline for each credential included in the scope of the study. Each content outline includes, at a minimum, content domains, content weights, and tasks for each domain.

Content outlines are referred to the Standards and Exam Committee for review and recommendation to the National Registry Board of Directors for approval.

### Rationale

Practice analysis studies are conducted regularly to preserve content validity and incorporate changes in practice, guidelines, and standards of care into the examination content outlines. Practice analysis studies identify the essential components of each certified job role so that each examination directly reflects the knowledge, skills, and abilities required of practitioners for competent practice.

### Related Policies and Procedures

61.02 Examination Development Roles and Responsibilities

61.03 SME Qualifications and Selection

61.03.01 Selection of Practice Analysis Task Forces

61.05.01 Practice Analysis Procedures

61.05.02 Examination Specifications

### References

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	x.xx.xxxx	x.xx.xxxx	Policy created and approved