

Job Analysis and Exam Committee Descriptions

Job Analysis Studies

A job analysis is a comprehensive definition of the tasks performed by professionals currently holding the credential. The purpose of the job analysis is to describe, in specific terms, the precise nature of the tasks performed by incumbent professionals who work in the field of nursing for which the examination is being developed.

The Board oversees job analysis studies which identify entry level or advanced competencies upon which a certification examination is legally based. The study process involves preliminary task identification, verification of these tasks using a statistically sound study methodology, and subsequent definition of the examination content based on the job analysis results. A cut score study is completed after each job analysis.

To ensure the examination programs continue to test knowledge and skills germane to current practice, the Board will generally conduct a job analysis study every five years. If the SMEs conducting examination development activities indicate that the examination specifications remain current, a job analysis may be conducted somewhat less frequently, but in no instance more than every eight years.

Examination Specifications

The content for the exam will be determined based on the recommended content outline and content area weights developed from the Job Analysis Study. The final content outline and corresponding content weights will be approved by the Board.

Examination time limits will be developed by the Board in consultation with a qualified psychometrician. Time limits will allow sufficient time for the vast majority of candidates to complete the exam, without providing unnecessary additional time.

Item Writing and Review

The development of all items for the exam will be directly linked to the approved content outline. SMEs trained by the testing vendor will write and review items for the examinations.

SME item writers and reviewers will:

- Complete mandatory training provided by the ABWM Executive Director and/or testing vendor on item writing/review for certification examinations.
- Submit a signed confidentiality form & conflict of interest form prior to participating in any item writing/review activities.
- Have an item writing/review style guide available for reference.

Once items have been written by trained SMEs, they will be stored in an item bank, and reviewed by the Exam Committee and the testing vendor/qualified psychometrician for potential revision and approval. Once an item has satisfactorily completed this review process, it will be approved within the item bank as available for pretesting. Items are reviewed again if they are included on a test form (see Test Assembly below).

Item writing activities may be conducted to build and maintain an item bank that is robust enough for exam development needs.

Item writing activities may occur during in-person meetings and/or at other times or via teleconference/screen sharing or other technologies that allow everyone present to participate fully, items to be seen by participants, and for all participants to be heard. Trained, experienced item writers and item reviewers may submit raw items via email or remote item writing authoring system.

The ABWM Executive Director and Board of Directors may consider incentives such as offering continuing education credit for participation in an Item Writing Workshop. A certificate of attendance may be issued to eligible item writers/reviewers for recordkeeping purposes.

Exam Form Assembly and Approval

A draft examination based on the current content outline will be assembled by the testing provider, while consulting with a psychometrician and be reviewed by the Exam Committee. Each draft will meet the requirements of the test specifications with respect to content and weighting.

The Exam Committee will review the exam in its entirety including both the scored portion of the examination and the pretest items. As needed, scored items may be replaced by other previously pretested items, and the non-scored pretest items may be edited. Representatives of the Exam Committee will be involved in final approval of the examination.

Items that are permanently retired from use may be modified and used for other purposes (e.g., sample questions or practice tests). Once an item has been retired and published it cannot be used on an exam.

Depending on the number of test takers per year and other factors, examination forms should be replaced periodically. Decisions regarding the number of test forms for each examination, the manner in which equivalence is established for the test forms, and the frequency for replacing the examination forms will be made each year by the Exam Committee in consultation with a qualified psychometrician.

Item Writer Workshop

Workshops are held at various dates and locations throughout the country and strive to obtain a broad geographic and professional mix. During Item Writer Workshops, wound care professionals are provided with an overview of test item construction and are then asked to write out questions on specific content areas as outlined in the Content Outlines for the CWCA®, CWS® and CWSP® examinations. Copies of the Content Outlines are provided to individuals participating on the committee. Individuals attending Item Writer Workshops should plan to bring with them reference texts, a laptop, and high-quality digital photographs of wounds that can be incorporated into test questions. During the workshop, participants write multiple choice questions and develop case scenarios with a series of associated questions. Item Writer Workshops last between one and two days.

Item Review Meeting

During Item Review Meetings, the Exam Committee, along with a small, diverse group of certified specialists, examine, edit, approve and code new items for addition to the data bank for either the CWS®, CWCA® or CWSP® exams. These items typically have been developed at an Item Writer Workshop. The Item Review group is led by a psychometrician from the exam provider. Each item is carefully scrutinized to make sure it is contemporary, properly written, has a single best answer and three plausible wrong, or less appropriate choices, termed “distractors”. Once edited and approved, the item is then coded to the appropriate test Content Outline and is then placed into the approved area of the data bank for use in an upcoming examination. It is helpful that persons attending the Item

Review Meeting bring with them several reference texts. Item Review Meetings generally last a day and a half.

Exam Review Meetings

At Exam Review Meetings, the Exam Committee and a small, diverse group of certified specialists meet to approve examinations for the CWS®, CWCA®, or CWSP® that will be administered during the calendar year. This typically involves the review of two forms of a test that are similar in content, but different in actual questions. The review group members work independently to examine every item that has been selected to represent the ABWM test specifications for content to be covered in the examination. Participants make sure the item is current, properly keyed for the correct answer, and that distractors are plausible. Any problems are discussed collectively by the group and the item appropriately edited. Once approved a cut score process is performed. This is a psychometric process that involves the setting of the passing score for each examination. These meetings are led by a psychometrician from the testing provider. It is helpful that participants bring several reference texts with them to this meeting should items need verification. Exam review meetings generally last a day and a half.

Establishing a Passing Point

The passing point for each exam is established using a criterion-referenced technique. Qualified and trained SMEs on the Cut Score Subcommittee will participate in recommending the passing point under the guidance of a qualified psychometrician. The passing point recommendation will be considered by the Board. The Board is responsible for final approval of the passing point for each examination.

The process used to determine the passing point will be documented as part of a qualified psychometrician's technical report. Any dialogue with regard to the recommended passing point from the Board must be consistent with generally accepted psychometric principles and will be documented in the technical report along with the rationale for any adjustments to the recommended passing point.

Specific methodologies for establishing the passing score for exams, and ensuring test forms are equivalent, will be selected by a qualified psychometrician based on compliance with national accreditation standards.

Reimbursement of Board and Committee Member Expenses

ABWM will reimburse necessary and reasonable travel expenses for Board and Committee members participating in ABWM meetings and industry related activities, provided that requests for reimbursement must be submitted timely as indicated below. Individuals representing ABWM should exercise discretion in incurring expenses.

To receive reimbursement, expenses must be submitted to ABWM headquarters on an ABWM Expense Reimbursement form within 14 days of the date the expense was incurred. **Reimbursement will not be made if the form and receipts are not received within 14 days.** IRS regulations require documentary evidence, such as a receipt or paid bill for all travel expenses of \$25.00 or more. Please attach receipts for all expenses to the Expense Reimbursement Form.

Policy on Specific Types of Expenses:

Food and Beverage: Meals (food and beverage) will be reimbursed on a daily flat per-diem rate. First

and last day of travel will receive a flat per-diem rate of \$55.50 per day. All other travel days will receive a flat per-diem rate of \$74.00 per day. Receipts are not required for food and beverage. The rates will be given to each member based on their travel dates regardless of any meal functions provided by the ABWM.

Example #1: May 1-4 ABWM Meeting

Reimbursement Rate:

- May 1 = \$55.50 (travel day)
- May 2 = \$74.00
- May 3 = \$74.00
- May 4 = \$55.50 (travel day)
- Total Food and Beverage reimbursement for May 1-4 ABWM meeting =
259

Example #2: September 2-4 ABWM Meeting

Reimbursement

Rate:

- September 2 = \$55.50 (travel day)
- September 3 = \$74.00
- September 4 = \$55.50 (travel day)
- Total Food & Beverage reimbursement for September 2-4 ABWM meeting = \$185

Air and Train: All airline and train reservations must be made through ABWM travel agent Jim O'Neill at 301-570-0800 x 151. Any travel not booked through Jim O'Neill is not reimbursable. All airline reservations are booked standard economy-class and should be made at least 21 days in advance of travel when possible. Travel booked after the 21-day window may not be reimbursed in full by ABWM. ABWM does not provide upgrades to First Class, Business Class or Preferred Coach Class. ABWM will reimburse for one checked bag per flight.

ABWM will not reimburse for airline change fees unless approved in advance by the Executive Director.

Auto: Board or Committee members who choose to drive to a meeting will be reimbursed for mileage up to the amount of the lowest airfare available at the time. Mileage will be reimbursed at the published IRS rate. Gasoline and other car expenses are included in the mileage reimbursement rate.

Rental Cars: Rental cars are not reimbursable for ABWM volunteers without prior approval from the Executive Director.

Hotels/Motels: Board and Committee members are expected to stay at the meeting hotel. Room and tax will be applied to the ABWM master account. Incidental expenses and room and tax over and above official ABWM room nights will be the responsibility of the Board or Committee member. A credit card

will be needed to check in (debit cards are not recommended).

Entertainment/Miscellaneous: Fees related to golf, tennis, other sports activities, sightseeing tours, in-room movies, movie theatres and shows are not reimbursable. ABWM will not reimburse personal expenses such as laundry/dry cleaning, toiletries/medications, magazines/newspapers and other non-essential items.

Transportation to/from Airport: ABWM Board and Committee members are expected to use the most cost-effective means of travel for ground transfers, for example, shuttle, Uber pool or XL, Lyft, or taxicab. If it is less expensive to drive to and from the home airport than to take a cab or shuttle, standard IRS mileage will be reimbursed, and airport parking paid (for length of official meeting).

Please Note:

1. Board and Committee members are only reimbursed for attending ABWM Board of Directors and Exam Committee meetings. Any other travel on behalf of ABWM must be approved in writing by the ABWM Executive Director.
2. Expenses are reimbursable for Board and Committee member travel expense only; spouse/guest travel is not reimbursable.
3. ABWM does not pay honoraria for attending an ABWM Board of Directors or Exam Committee meeting. Participation on the ABWM Exam Committee meeting can be used as the continuing education requirement for the ABWM annual renewal.

ABWM / Pearson VUE_Jan 2023 Exam Development Schedule

Proposed 2023 Schedule for ABWM review

Task Name	Start Date	End Date	Note
<u>ABWM / Pearson VUE_Jan 2023 Refresh (JTA year)_ Milestone dates</u>			
VIRTUAL WORKSHOP: JTA Development (2 days) – One meeting will address all three subjects	10/18/21	10/19/21	Virtual workshop; 2 days; 2 Pearson VUE psychometricians will facilitate, workshop to address all three exams - CWS, CWSA, CWSP
Draft Survey LIVE (limited participants)	11/17/21	11/24/21	
JTA Survey OPEN - assumes one month	12/06/21	01/14/22	Assumes 6 weeks for survey due to holidays
WORKSHOP: Test Specification - One meeting will address all three subjects	03/01/22	03/02/22	<i>In-Person workshop: 2 days; 2 Pearson VUE psychometricians will facilitate, workshop to address all three exams - CWS, CWSA, CWSP</i>
PV DELIVERABLE: Final blueprint	03/18/22	03/18/22	
VIRTUAL WORKSHOP: Item training prior to independent item writing window	04/08/22	04/08/22	Virtual training session, 2 hour trainings, two alternate time zones due to SME location, 1 Pearson VUE facilitator, training applicable for all three subjects CWS, CWSA, CWSP
Two sessions (estimated based on 2021): 10 AM EST to 12 PM EST 5 PM EST - 7 PM EST			
Independent Item Writing Window - CWS, CWCA, CWSP	04/11/22	04/22/22	
DELIVERABLE: Final JTA report - One report will include all three subjects - CWS, CWCA, CWSP	05/02/22	05/02/22	
CWSP WORKSHOP: Item Review/Approval	05/17/22	05/18/22	Assumes in person workshop; 2 days; 1 Pearson VUE content developer will facilitate per subject; assumes concurrent events for all 3 subjects
CWS WORKSHOP: Item Review/Approval	05/17/22	05/18/22	Assumes in person workshop; 2 days; 1 Pearson VUE content developer will facilitate per subject; assumes concurrent events for all 3 subjects
CWCA WORKSHOP: Item Review/Approval	05/17/22	05/18/22	Assumes in person workshop; 2 days; 1 Pearson VUE content developer will facilitate per subject; assumes concurrent events for all 3 subjects
COMMITTEE REVIEW: Independent form review (prior to workshop)	07/15/22	07/22/22	
CWSP WORKSHOP: Form review committee	08/02/22	08/03/22	Assumes in person workshop; 2 days; 1 Pearson VUE content developer will facilitate per subject; assumes concurrent events for all 3 subjects
CWS WORKSHOP: Form review committee	08/02/22	08/03/22	Assumes in person workshop; 2 days; 1 Pearson VUE content developer will facilitate per subject; assumes concurrent events for all 3 subjects
CWCA WORKSHOP: Form review committee	08/02/22	08/03/22	Assumes in person workshop; 2 days; 1 Pearson VUE content developer will facilitate per subject; assumes concurrent events for all 3 subjects
ABWM / Committee Review: Final Form Review/Approval - Round #1	08/10/22	08/16/22	
ABWM / Committee Review: Final Form Review/Approval - Round #2	08/22/22	08/24/22	
CWSP WORKSHOP: Standard Setting	09/27/22	09/27/22	
CWS WORKSHOP: Standard Setting	09/27/22	09/27/22	Assumes in person workshop, 1 day, 3 Pearson VUE psychometricians will facilitate, workshop to address all three exams - CWS, CWSA, CWSP
CWCA WORKSHOP: Standard Setting	09/27/22	09/27/22	
ABWM Review / Approve: Recommended cut scores - 3 exams	10/07/22	10/11/22	
ABWM Review / Approve: Score table - 3 exams	10/17/22	10/18/22	
ABWM Review: TSS round #1 review of compiled exam	11/18/22	11/30/22	
ABWM Review / Approve: TSS round #2 compiled exam to publish	12/06/22	12/08/22	
PV DELIVERABLE: Final Standard Setting Tech Report (one report to include CWS, CWCA, CWSP)	12/07/22	12/07/22	
ABWM_LIVE_2023 Refresh: CWSP	01/01/23	01/01/23	Exam form refresh / updated blueprint available to candidates
ABWM_LIVE_2023 Refresh: CWA	01/01/23	01/01/23	Exam form refresh / updated blueprint available to candidates
ABWM_LIVE_2023 Refresh: CWCA	01/01/23	01/01/23	Exam form refresh / updated blueprint available to candidates
PV DELIVERABLE: Tech Report Retired 2022 Form CWSP	02/22/23	02/22/23	One technical report per subject
PV DELIVERABLE: Tech Report Retired 2022 Form CWA	02/23/23	02/23/23	One technical report per subject
PV DELIVERABLE: Tech Report Retired 2022 Form CWCA	02/23/23	02/23/23	One technical report per subject

*Dates subject to change