

Item Writing Work Group (IWWG)

Reporting to the Test Development Team (TDT), the IWWG is responsible for maintaining and updating the content of the Certified Professional in Healthcare Quality (CPHQ) test item (question) bank through the writing of new items to coincide with the most up to date CPHQ exam content outline.

Charge

The IWWG is responsible for writing items for inclusion in the CPHQ test item bank.

Structure

The IWWG shall be comprised of the Chair and a minimum of ten other members. To achieve an optimal cross-representation of the healthcare quality profession, the IWWG shall include members from different healthcare settings. A rotation schedule for IWWG membership may be enforced through giving members limited terms.

Responsibilities

Team members must:

- Participate in up to two in-person meetings to write examination items. Write items, as assigned, for a specific content area (and cognitive level) based on their areas of expertise.
- Attend a virtual training session at the beginning of the term to learn how to use the item submission portal and up to three additional virtual meetings annually.
- Complete virtual item writing assignments as directed.
- Communicate with the IWWG chair if unable to attend a meeting or complete an assignment in a timely manner.

Qualifications

Team Members:

- Must be an active CPHQ.
- Should have advanced expertise in the healthcare quality field and an interest in item writing and test development (item writing experience is not required).
- May not be a current CPHQ Review Course instructor or participate in the development of CPHQ preparation materials outside of the practice examination during service on the team or for three years after.
- May not be writing examination items for other healthcare quality certification examinations.
- Must commit to attend all meetings and to complete assignments in a timely and diligent manner.

- Must maintain full confidentiality of all items written, reviewed, and discussed at IWWG meetings.

In addition to meeting the qualifications of team members, the chair shall:

- Have good team management skills.
- Have prior experience with item writing and test development.
- Preferably Experience with research and publication.

Terms

- *Chair:* The IWWG Chair will be appointed to a two-year term as Chair, with the option to renew for up to two additional terms.
- *Team Members:* Team members must commit to a three-year term, with the understanding that the needs of the team are evaluated on an annual basis. The maximum lifetime years an individual may serve on the Item Writing Work Group are nine, exclusive of any time served as an HQCC commissioner or ad hoc item writer.

Leadership

Working closely with NAHQ staff, the IWWG Chair is responsible for tasks including:

- Planning and facilitating all IWWG meetings in collaboration with certification staff and psychometrics services staff.
- Leading team meetings and assure that members stay on task and meet goals.
- Documenting summary of team meetings, including decisions and recommendations made by members.
- Communicating with the TDT Chair about team activities any specific matters of concern.
- Orienting new members of the team and providing mentorship with regards to all aspects of item writing.
- Appointing members with the approval of the TDT Chair.
- Developing an annual calendar, in collaboration with the TDT Chair and certification/psychometrics services staff.

Staff Support

The primary staff liaison to the IWWG is the Director of Certification. The staff liaison works closely with the IWWG Chair to ensure that Team has the information and support it requires to fulfill its duties.

Specifically, the staff liaison is responsible for:

- Working closely with the IWWG chair to develop a meeting schedule and meeting agendas.
- Ensuring Team members have the information they need to be well prepared for meetings.
- Ensuring that the IWWG and all teams and commissions under its structure have a clear understanding of their charge and the information and staff support required to fulfill their responsibilities to the association.
- Keeping the IWWG informed in between meetings as required.

- Supporting the member selection process and orientation of new members..
- Drafting updates to the TDT on behalf of the Chair.
- Providing administrative support for the work of the IWWG.
- Providing statistical analysis and writing support for research reports.

Estimated Number of Meetings & Time Commitment

It is recommended that in-person meetings of the IWWG will be held up to twice each year. Phone calls or virtual meetings may also be necessary throughout the year. Additional meetings may be convened at the determination of the Chair based on needs.

Time commitment required will be an average of 2 hours per month, with additional hours needed during months when meetings are conducted and/or there are additional item tasks to complete.

Confidentiality & Conflict of Interest

- All volunteers are required to complete and sign copyright assignment and confidentiality agreements, and conflict of interest disclosure forms prior to beginning work on any NAHQ projects and/or commissions and teams.
- Conflict of interest will be disclosed at the beginning of each year, and subsequently should be disclosed throughout the year if additional conflicts arise.
- All work conducted on behalf of NAHQ through a project and/or work on a commission or team, shall be deemed “work made for hire” (as defined by the federal Copyright Act, 17 U.S.C. Section 101 et seq.) and therefore NAHQ shall be the author of the work product and shall be the exclusive owner of all copyright, title, and interest in and to the work.
- A variety of confidential information will be shared with volunteers throughout the course of their engagement with NAHQ. All information, data, meetings, discussion, deliberations and decisions, and all materials provided in connection with the volunteer engagements that is known to be or reasonably should be known to be confidential, shall be maintained confidentially.