

Test Development Team (TDT)

Reporting to the Healthcare Quality Certification Commission (HQCC), the TDT is tasked each year with reviewing the current Certified Professional in Healthcare Quality® (CPHQ) exam, analyzing the questions, and ensuring that the test fully encompasses the knowledge and skills needed to become a CPHQ.

Charge

The TDT is responsible for writing, reviewing, editing and approving items (questions) for inclusion in the CPHQ test item bank and for developing new test forms. The team also assists with other duties as needed such as developing/revising the CPHQ Practice Exam and participating in activities related to periodic job analyses and exam content updates.

Structure

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

In addition to its own work, the TDT oversees the work of the Item Writing Work Group, which is a part of its structure and is separately chartered.

The TDT Chair is also a member of the Healthcare Quality Certification Commission (HQCC)

Responsibilities

Team members must:

- Participate in in-person meetings.
- Participate in reviewing examination items prior to the test administration.
- Review examination items, in conjunction with psychometrics services staff, from the item bank after test administration.
- Review/develop potential new questions for inclusion in the examination, which are consistent with the job analysis.
- Assist with review/refinement of the practice examination.
- Communicate with the TDT chair if unable to attend a meeting or complete an assignment in a timely manner.

Qualifications

Team Members:

- Must be an active CPHQ.
- Must have experience working in healthcare quality.

- Should have advanced expertise in the healthcare quality field and an interest in item writing and test development (no item writing experience is required).
- Must comply with the NAHQ Code of Ethics in spirit and action.
- Must agree to participate and collaborate as a “team player”.
- Must commit to attending all meetings and to complete assignments in a timely and diligent manner.
- Must maintain full confidentiality of all test questions written and reviewed and Test Development Team meetings.
- Cannot sit for the examination for three years after service.
- Cannot 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.
- Cannot sit on NAHQ education teams for three years after service.

Chair:

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 have experience with research and publication.

Terms

- *Chair*: The TDT Chair will be appointed to a two-year term as Chair, with the option to renew for a second two-year term
- *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 Test Development Team are six, exclusive of any time served as an HQCC commissioner or ad hoc item writer.

Leadership

The TDT Chair is a member of the HQCC. Working closely with NAHQ staff, the Chair is responsible for tasks including:

- Planning and facilitating all Test Development Team meetings in collaboration with certification staff and psychometrics services staff.
- Leading team meetings and assure that members stay on task and meet goals
- Review summary of team meetings, including decisions and recommendations made by members, as documented by staff liaison(s).
- Assuring the examination is prepared in concert with staff and psychometrics services staff.
- Communicating with the HQCC about team activities and any specific matters of concern.
- Orienting new members of the committee and providing mentorship with regards to all aspects of test development.
- Appointing committee, subcommittee, and task force chairs and members, with the approval of the HQCC.
- Soliciting potential questions for the CPHQ examination from item writers.
- If requested by the NAHQ Board or HQCC and as schedules allow, participating in special NAHQ and/or other Association meetings or events.

- Developing an annual calendar in collaboration with certification/psychometrics services staff and the HQCC Chair, as needed.

Staff Support

The primary staff liaison to the TDT is the Director of Certification. The staff liaison works closely with the TDT 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 TDT 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 TDT 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 TDT informed in between meetings as required.
- Supporting the member selection process and orientation of new members.
- Drafting updates to the HQCC on behalf of the Chair.
- Providing administrative support for the work of the TDT.
- Providing statistical analysis and writing support for research reports.

Estimated Number of Meetings & Time Commitment

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

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.