

Practice Analysis Advisory Committee

Charge

Perform a practice analysis in order to create a detailed content outline and test specifications for use when developing the ABGC board certification examination.

A practice analysis (PA) is critical for credentialing organizations like ABGC because it provides the basis for identifying and validating elements of current practice that allows for the development of an examination that is comprised of content reflective of that practice. By ascertaining the tasks performed by a professional, and the necessary knowledge and/or skills associated with these tasks, a PA allows for the construction of a relevant and valid certification examination.

Membership

-) The committee will be comprised of 10 to 12 people appointed to the Practice Analysis Advisory Committee (PAAC).
-) The committee will include one board liaison and the CEC Chair.
-) The PAAC will be chaired either by the board liaison or by a committee member who will be appointed by the president.

Membership of this committee should reflect the membership of the National Society of Genetic Counselors as closely as possible for the following parameters: gender, years of experience, geographic region, practice setting, specialty, ethnicity/race, and training program. This should be done by using the results of the most recent NSGC Professional Status Survey (e.g. if 40% of the membership has 0-5 years of experience than 4 members of the 10 member committee should have 0-5 years' experience). See Appendix A for notes from the 2008 Practice Analysis Advisory Committee.

Term

-) PAAC member, board liaison, and chair term is one year. Previous committee members can serve on the following committee provided that these individuals still meet one or more of the composition criteria that is reflective of current practice.

Criteria and Restrictions

-) Must be an ABGC diplomate in good standing.
-) Program Directors are eligible to serve on the PAAC
-) The PAAC Chair should have prior experience serving on either the Certification Examination Committee or the PAAC.

Responsibilities

The members of the Practice Analysis Advisory Committee will have the following responsibilities:

-) Attend Practice Analysis development session (either in person or by virtual/electronic means)
-) Conduct review and revision of all items used on the most recently used practice analysis survey
 - o Review skills to ensure appropriateness, completeness, and the ability to write exam items for the skill.
-) Approve final items for the practice analysis survey and wording for the survey introduction and e-mail invitation

-) Pilot an on-line version of the practice analysis survey: review all items for wording, content appropriateness; submit comments electronically.
-) Distribute Practice Analysis survey to all NSGC members via email invitation
-) Encourage all genetic counselors to complete the practice analysis by stressing the importance of the process to friends and colleagues.
-) Review the results report prepared by the ABGC Practice Analysis vendor in preparation for the in person meeting.
-) Oversee and review construction of the detailed content outline and test specifications for the ABGC certification examination based on the results of the practice analysis.
 - o Vendor will help Committee to determine reasonable thresholds to use when deciding which tasks stay on the detailed content outline and which tasks will be removed from the detailed content outline.
 - o Vendor will help Committee determine the proportion of items in each area of the content outline should be comprised of recall, application and analysis type questions.
-) Assist in preparing, revising, and submitting a manuscript describing the practice analysis process and results for the Journal of Genetic Counseling.

Meeting Schedule

The PAAC will meet at a face-to-face committee meeting one to two times during their year term (usually at the beginning and end of the practice analysis over a 6 months period) and will meet on an as needed basis throughout the year via webcast or conference call to complete the remaining committee responsibilities. The time commitment for committee members will be approximately 50 hours a year. Each PAAC member is eligible for one (1.0) PAC (professional activity credit) for each year of service on this committee.

Reporting Structure

The ABGC Board liaison to the PAAC will submit reports for regularly scheduled ABGC board meetings regarding the status of the practice analysis.

Budget and Required Resources

Financial resources will be budgeted based upon the amounts indicated in the practice analysis contract with AMP. Additionally funding will be requested based on the number of meetings required to complete annual test development work.

Appendices

- Appendix A PAAC composition for 2008 with notes
- Appendix B Letter Inviting PAAC members to serve on the Committee – sent after phone call invitation by the ABGC president
- Appendix C 2008 Practice Analysis Instructions
- Appendix D Practice Analysis U.S. cover letter
- Appendix E Practice Analysis Canadian cover letter (must get approval from CAGC President and then they will send this out via their listserv)
- Appendix F Practice Analysis thank you e-mail sent to all genetic counselors (note that five \$50 Amazon.com gift cards were awarded based on random selection.)

Approved on August 19, 2-16 by the ABGC Board of Directors