An ETS Company

Job Analysis Report

Certification Board for Professionals in Patient Safety (CBPPS)

Human Factors in Health Care

November 2024

Submitted to:

CBPPS Certification Board for Professionals in Patient Safety

Executive Summary

This report describes the methodology and procedures used to conduct a job analysis and develop the exam specifications for the Certification Board for Professionals in Patient Safety (CBPPS) in Human Factors in Health Care certification examination.

The three major activities that comprise the job analysis process described in this report are as follows:

1. **Job Analysis Committee Meeting** – A gathering of subject matter experts (SMEs) to discuss and develop a description of the scope of practice
2. **Job Analysis Survey** – A large-scale survey of practitioners not involved with the SME panel to validate the task and knowledge statements developed by the committee
3. **Development of Examination Specifications** – The development of an Examination Content Outline by the committee based on the results of the survey

Several practitioners were assembled by Institute for Healthcare Improvement (IHI) to serve as subject matter experts (SMEs). The individuals selected represent a wide variety of work-related characteristics such as years of experience, work setting, geographic location, and areas of specialty. This helps in developing a scope of practice that is reflective of the roles and responsibilities of the job role and is relatively free from bias. By analyzing the experiences and expertise of current practitioners, the results from the job analysis become the basis of a validated assessment that reflects the competencies required for competent job performance.

The job analysis process utilized in this study yields exam specifications that accurately reflect the scope of practice, allowing for the development of fair, accurate, and realistic assessments of candidates' readiness for certification. The resultant Examination Content Outline (Appendix E) indicates a 100-item examination with content distribution requirements at the competency area (content domain) level as well as topic (content subdomain) level. The three competency areas are:

1. Assess and Analyze
2. Design
3. Improve and Monitor