

Purpose

The Examination Committee (Exam Committee) is responsible for using psychometrically sound practices to develop and maintain the certification examination and ensure that it reflects the content blueprint as determined by the most recent practice analysis.

Appointment and Qualifications

The Exam Committee shall consist of at least 8 but no more than 10 individuals, including a Committee Chair and one member selected from the members of the Board of Directors, for staggered two-year terms.

Once the program is established, it is expected that all committee members are certified hospice medical directors. In addition, it is recommended that committee members:

- currently hold the position of hospice medical director and have served in this role for a minimum of 8 years
- represent the diversity of the field in geographic location, practice setting (e.g., tax status, size, location and academic affiliation), and training and certification
- are subject matter experts in the content areas of the examination blueprint, with the ability to think broadly about the multi-faceted field
- have previous experience teaching or planning formal education for hospice medical directors
- demonstrate good oral and written communication skills, and
- have proven ability to work effectively in a team environment as well as independently.

Expectations

Responsible for oversight of the development and maintenance of the certification exam, the Exam Committee:

- provides content expertise and maintains the confidentiality and integrity of the exam
- reviews the psychometrics of test items and examinations with the expert guidance of the testing company
- ensures an adequate pool of exam items for potential inclusion in the exam, and if necessary revise or write items providing item references or rationales
- reviews all test items for accuracy and relevance, and approves, rejects, and retires as appropriate
- categorizes questions by content domain, and
- determines the passing score.

Participation in item writing training is strongly recommended. Attendance at Exam Committee meetings, either in person or by other means is required for all members. In addition, members may be asked independently to review items and the examination form.

Terms

Each member of the Exam Committee shall be appointed to a two year term. Terms will be staggered, with approximately one-third expiring each term. Individuals may serve no more than three consecutive full terms.

Certification of Committee Members

Members of the 2013-2014 Exam Committee are not eligible to take any form of the certification examination during their term or for two (2) years following the completion of their term. Committee members may be considered to have met the requirements for certification and receive the designation for certification under the following terms:

1. met all other eligibility requirements for certification
2. attended all committee meetings and contributed to the advancement of the certification program during their term
3. adhered to the HMDCB Conflict of Interest Policy during their term, and
4. received approval for certification from the HMDCB.

To maintain the credential, Exam Committee members who are granted certification through this grandfathering process are expected to satisfy all of the requirements that apply to other certificants.

Should an examination committee member's certification expire during their term on the Examination Committee, they may not renew certification by taking the maintenance of certification examination, but must renew by completing all other applicable requirements for renewal of certification (e.g., practice hours, continuing education, etc).