

Appendix A — Terms and Conditions for Membership in CNA Certification Exam Development

Competency Development Session

Mandate

Participants will help to develop and/or update the CNA certification exam's specialty competencies, based on national standards of practice, which will be used to develop the blueprint for the CNA certification examination.

Membership composition

- There are six to eight (6-8) participants per session.
- Membership will reflect all regions of the country (east, central, west and north) and the five domains of nursing (administration/management, research, education, policy and clinical practice).
- There should be both English- and French-speaking members (at least one member should be fluently bilingual).

Membership criteria

- Members must have a current CNA certification credential for the nursing specialty/area of nursing practice.
- Members must be practising in the nursing specialty/area of nursing practice for which they are volunteering.
- Members must be available during the time required to carry out the work.
- Members require some computer literacy.
- Each competency review session takes place in Ottawa over a three- to five-day period.

Committee selection

CNA is responsible for the final selection and approval of certification competency development committee members in collaboration with CNA's testing company, Assessment Strategies Inc. (ASI).

Committee term

The committee will be disbanded after the competencies and blueprint have been developed. Continuous learning hours will then be allocated for members' participation in the session.

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Item Writing Session

Mandate

Item writers will be responsible for the development of CNA certification examination items (questions), based on the national competencies for the respective nursing specialties/areas of nursing practice.

Membership composition

- There are six to eight (6-8) item writers per session.
- Membership will reflect all regions of the country (east, central, west and north) and the five domains of nursing (administration/management, research, education, policy and clinical practice).
- There should be both English- and French- speaking members (at least one member should be fluently bilingual).

Membership criteria

- Members must have a current CNA certification credential for the nursing specialty/area of nursing practice for which they are writing items.
- Members must be currently practising in their nursing specialty/area of nursing practice for which they are writing items.
- Members must be available during the time required to carry out the work.
- Members require some computer literacy to use item writing software (orientation provided).
- Each item writing session usually takes place in Ottawa over a three- to five-day period.
- Preparation work (one teleconference session) is required prior to the Ottawa meeting.

Committee selection

CNA is responsible for the final selection and approval of certification item writers in collaboration with its testing company, Assessment Strategies Inc. (ASI).

Committee term

The committee will be disbanded after completion of the item writing session. Continuous learning hours will then be allocated for members' participation in the session.

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Examination Committee Session

Mandate

Certification examination committee members function as nursing specialty content experts. Members review the final nursing specialty examination and *recommend* approval to CNA. In addition, they communicate with CNA Certification Program staff whenever issues or concerns arise that may impact the nursing specialty exam or program development and act as nursing specialty experts and advisors. Members also act as CNA ambassadors by promoting certification in their workplace and/or during professional development activities.

Membership composition

The committee is composed of a maximum of eight (8) members with regional representation as follows:

- Three members from the western provinces (B.C., Alta., Sask.), Yukon, N.W.T. and Nunavut
- Three members from the central provinces (Man., Ont., Que.)
- Two members from the Atlantic provinces (N.B., N.S., N.L., P.E.I.)
- At least one member of the committee will be fluently bilingual (French/English)
- Where possible, the committee will have representation from the five domains of nursing: administration/management, research, education, policy and clinical practice
- One member will be appointed as the official liaison between the national nursing specialty association and the examination committee
- Two members will volunteer as key contacts, to be consulted as necessary by ASI (CNA's testing company) and CNA certification staff, for issues related to the exam's content and the CNA Certification Program

Membership criteria

- All members of the committee must have a current CNA membership.
- All members of the committee must have a current membership with their national nursing specialty association.
- All members of the committee must have current CNA certification in the nursing specialty the committee represents, which will be maintained during their term of committee membership.
- All members of the committee must be currently and actively involved in the nursing specialty area the committee represents.
- Members must be available during the time required to carry out the work (both via teleconferences and at meetings in Ottawa).
- CNA certification staff, in collaboration with ASI staff responsible for the examination committee, will ensure that its membership respects all criteria of representation at all times.

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Committee selection

To be considered for selection to the examination committee, a c.v./resumé review is required. Please e-mail your c.v. or resumé to lvachon@cna-aiic.ca.

CNA will be responsible for the final selection and approval of CNA certification examination committee members.

Committee term

The duration of the committee will be five years and can be renewed for an extra three-year term).

Revised November 2013