



Job Analysis Report

National Certification Corporation (NCC)

Women's Health Nurse Practitioner (WHNP)

June 2023

Submitted to:



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Executive Summary

This report describes the methodology and procedures used to conduct a job analysis and develop the exam specifications for the National Certification Corporation (NCC) Women's Health Nurse Practitioner (WHNP) 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 NCC 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 150-item examination with content distribution requirements at the competency area (content domain) level as well as topic (content subdomain) level. The six competency areas are:

1. Assessment and Diagnostic Testing, and Interpretation
2. Primary Care
3. Gynecologic and Reproductive Health
4. Obstetrics
5. Pharmacology
6. Professional Practice Issues

Introduction

This report describes the methodology and procedures used to conduct a job analysis and develop the exam specifications for the National Certification Corporation (NCC) Women's Health Nurse Practitioner (WHNP) certification examination.

The job analysis was conducted in accordance with principles and practices outlined in the *Standards for Educational and Psychological Testing*¹, which describe principles and guidelines for all aspects of test development, including content validation.

A job analysis (sometimes referred to as a practice analysis, job task analysis, role delineation study, work analysis, or competency profiling) is a scientific inquiry conducted to identify the tasks and work activities conducted, the context in which those tasks and activities are carried out, and the competencies (knowledge areas, skills, and abilities) required to perform a job role successfully². Different methods can be used which may differ in the levels of specificity in analyzing and describing different work elements, with the choice of method largely dependent on the intended purpose and use of the results. The methodology of the current analysis was tailored to the creation of exam specifications for test development.

When completed, 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 job analysis is typically performed every 5 to 7 years so that the content outline represents the current scope of practice. Because it serves as the primary basis for content validity evidence, as required by the aforementioned standards, the job analysis is a primary mechanism by which a certifying body or regulatory board can ensure the accuracy and defensibility of an exam. It serves as the foundation of the certification exam and is critical to the success of the entire exam development process. All necessary documentation verifying that the validation process has been implemented in accordance with professional standards is included in this report.

This report is divided into the major activities of the job analysis process, which are:

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 to 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

¹ American Educational Research Association, American Psychological Association, National Council on Measurement in Education (2014). *Standards for Educational and Psychological Testing*. Washington, DC: AERA.

² Sackett, P.R., Walmsley, P.T., Laczko, R.M. (2012). *Job and work analysis: Industrial and Organizational Psychology*. In N. Schmitt, S. Highhouse (Eds.), *Comprehensive Handbook of Psychology*, Volume 12. New York, NY: John Wiley and Sons.

Job Analysis Committee Meeting

NCC selected subject matter experts (SMEs) to represent a wide variety of work-related characteristics such as years of experience, work setting, geographic location, and areas of specialty to develop a scope of practice that is reflective of the roles and responsibilities of the job and is relatively free from bias. See Appendix A for a complete list of the SMEs and their qualifications.

Prior to the job analysis committee meeting, nine SMEs were interviewed to help provide background information on the job role, the history of the credential, and the anticipated future of the job role. These interviews were conducted between January 19, 2023 and January 26, 2023.

PSI Services LLC (PSI) conducted a job analysis committee meeting on February 6, 2023 with SMEs to discuss the scope of practice and develop a list of tasks and knowledge areas that reflect the job role. PSI led the SMEs in refining task and knowledge statements and organizing them into a domain and subdomain structure. The outgoing exam content outline was used as a resource when developing the knowledge and tasks. See Appendix B for the presentation used to orient the job analysis committee at the beginning of the meeting.

The job analysis committee developed 34 task statements, as follows:

1. Obtain health history.
2. Perform comprehensive physical exam.
3. Perform problem focused physical exam.
4. Perform prenatal assessment.
5. Perform postpartum assessment.
6. Provide prenatal care management.
7. Provide postpartum care management.
8. Perform gynecological exam.
9. Prescribe medications.
10. Provide vaccinations.
11. Manage medications.
12. Diagnose and manage primary care health conditions.
13. Manage or coordinate care of complex antenatal conditions.
14. Perform diagnostic study.
15. Interpret diagnostic study findings.
16. Perform cervical exam.
17. Perform cervical cancer screening.
18. Manage or provide referral for abnormal findings.
19. Refer for colposcopy exam.
20. Provide contraceptive implant counseling.
21. Provide contraceptive implant insertion.
22. Provide contraceptive implant removal.
23. Provide IUD counseling.
24. Provide IUD insertion.
25. Provide IUD removal.
26. Assess fetal well-being.
27. Perform endometrial biopsy.

28. Perform speculum exam.
29. Perform Leopold maneuvers.
30. Perform male reproductive exam.
31. Perform vulvar biopsy.
32. Provide education or counseling.
33. Perform mental health screening.
34. Perform basic fetal ultra sound.

The job analysis committee developed 16 knowledge statements across 6 content domains, as follows.

- 1. Assessment, Diagnostic Testing, and Interpretation**
 - a. Health History and Physical Examination
 - b. Diagnostic Studies
- 2. Primary Care**
 - a. Problem Recognition, Management and Referral
 - b. Health Screening, Education and Counseling
- 3. Gynecologic and Reproductive Health**
 - a. Reproductive Anatomy and Physiology
 - b. Gynecologic Disorders
 - c. Fertility Awareness and Contraception
 - d. Sexual and Reproductive Health for Males LGBTQ+ and Gender Non-forming Individuals
- 4. Obstetrics**
 - a. Anatomy and Physiology of Pregnancy
 - b. Prenatal Care
 - c. Assessment of Fetal Well Being
 - d. Medical and Obstetrical Complications of Pregnancy
 - e. Postpartum Care and Complications
- 5. Pharmacology**
 - a. Pharmacokinetics and Pharmacodynamics
 - b. Pharmacotherapeutics
- 6. Professional Practice Issues**
 - a. Application of Professional Issues (e.g., legal, ethics, safety, quality improvement)

Following the creation of the task and knowledge lists, the committee members were tasked with identifying linkages between the task and knowledge statements. This was done to provide evidence that the knowledge areas were indeed required to perform the tasks identified. This was also done to ensure that each task was covered by at least one relevant knowledge area and that each knowledge area had at least one relevant task identified. Table 1 shows a matrix of knowledge-task linkages identified.

Table 1.
Linkages Among Knowledge and Task Statements.

Tasks	Knowledge															
	K01	K02	K03	K04	K05	K06	K07	K08	K09	K10	K11	K12	K13	K14	K15	K16
T01	X		X	X	X	X	X	X		X	X	X	X	X	X	
T02	X	X	X		X	X	X	X		X	X	X	X			
T03	X	X	X		X	X	X	X		X	X	X	X		X	
T04	X	X	X	X	X				X	X	X	X		X	X	
T05	X	X	X	X			X					X	X	X	X	
T06	X	X	X	X	X				X	X	X	X		X	X	
T07	X	X	X	X			X					X	X	X	X	
T08	X	X	X	X	X	X	X	X						X	X	
T09	X	X	X			X	X	X		X		X	X	X	X	X
T10	X			X			X	X		X			X	X	X	X
T11	X	X	X	X			X	X		X		X	X	X	X	X
T12	X	X	X	X		X		X						X	X	
T13	X	X	X	X	X				X	X	X	X		X	X	
T14	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
T15	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
T16	X		X	X		X	X	X		X		X	X			
T17	X	X	X	X	X	X		X		X			X			
T18	X	X	X	X		X	X			X	X	X	X			
T19	X	X	X	X		X		X		X			X			
T20	X	X	X	X	X	X		X		X			X		X	X
T21	X	X	X	X			X	X		X			X	X	X	X
T22	X	X	X	X			X	X					X	X	X	X
T23	X	X	X	X			X	X					X	X	X	X
T24	X	X	X	X	X	X	X	X		X			X	X	X	X
T25	X	X	X	X	X	X	X	X					X	X	X	X
T26	X	X	X	X	X	X	X	X		X			X	X	X	X
T27	X	X	X		X					X	X	X				X
T28	X	X	X		X	X									X	
T29	X	X	X	X	X	X	X	X	X	X	X	X	X			
T30	X	X	X	X	X					X	X	X				
T31	X	X	X	X	X		X	X						X	X	
T32	X	X	X	X	X	X				X					X	X
T33	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
T34	X		X	X		X	X	X		X		X	X	X	X	X

Job Analysis Survey

PSI developed, administered, and monitored a survey to validate the tasks and knowledge areas developed by the job analysis committee and to help determine content weighting. To this end, the survey collected respondents' ratings of the importance and frequency for each task and knowledge area. The importance and frequency scale were used to evaluate the appropriateness of the inclusion of each knowledge statement and task.

Importance How important is this task to your role as a WHNP?

- 0 - Not Relevant
- 1 - Minimally Important
- 2 - Somewhat Important
- 3 - Moderately Important
- 4 - Very Important
- 5 - Critically Important

Frequency How frequently do you perform this task in your role as a WHNP?

- 0 - Not Relevant
- 1 - Rarely
- 2 - Seldom
- 3 - Occasionally
- 4 - Frequently
- 5 - Very Frequently

Between February 27, 2023 and March 3, 2023, a pilot survey was conducted with the job analysis committee to ensure that the survey was operating correctly, and any modifications or corrections were made address the pilot survey reviewers' comments. See Appendix C for a copy of the final job analysis survey.

The live survey was sent using online survey software to a list of 12,635 individuals that was obtained from NCC. The list consisted of Women's Health Nurse Practitioners. The number of individuals that responded to the survey (tasks and knowledge statements) was 1,301 (10.3%). The survey was opened on March 10, 2023 and closed on April 7, 2023. See Appendix D for the email sent to potential respondents.

Following the close of the survey, the data were analyzed to identify any respondents who did not complete the survey or provided responses lacking any variance (i.e., "straight-lining" or providing the same response to every task or knowledge). No responses were removed from the data set, yielding a usable number of 1,301 completed responses.

Table 2 shows the mean ratings provided for frequency and importance of the task statements. Table 3 shows the mean ratings provided for the frequency and importance of the knowledge statements.



Table 2.***Frequency and Importance Ratings for Task Statements.***

Task Statements	Importance	Frequency
1 Obtain health history	4.65	4.78
2 Perform comprehensive physical exam	4.09	4.11
3 Perform problem focused physical exam	4.51	4.56
4 Perform prenatal assessment	3.23	2.93
5 Perform postpartum assessment	3.12	2.70
6 Provide prenatal care management	3.20	2.89
7 Provide postpartum care management	3.11	2.70
8 Perform gynecological exam	4.36	4.48
9 Prescribe medications	4.53	4.69
10 Provide vaccinations	3.23	2.88
11 Manage medications	4.31	4.26
12 Diagnose and manage primary care health conditions	2.99	2.56
13 Manage or coordinate care of complex antenatal conditions	2.96	2.37
14 Perform diagnostic study	3.61	3.35
15 Interpret diagnostic study findings	4.15	3.98
16 Perform cervical exam	4.05	4.14
17 Perform cervical cancer screening	4.24	4.25
18 Manage or provide referral for abnormal findings	4.35	4.10
19 Refer for colposcopy exam	3.68	2.96
20 Provide contraceptive implant counseling	3.77	3.74
21 Provide contraceptive implant insertion	3.27	3.00
22 Provide contraceptive implant removal	3.24	2.95
23 Provide IUD counseling	3.87	3.90
24 Provide IUD insertion	3.51	3.29
25 Provide IUD removal	3.65	3.45
26 Assess fetal well being	3.14	2.67
27 Perform endometrial biopsy	3.22	2.36
28 Perform speculum exam	4.39	4.59
29 Perform Leopold maneuvers	2.19	2.03
30 Perform male reproductive exam	1.27	0.79
31 Perform vulvar biopsy	2.72	1.63
32 Provide education or counseling	4.65	4.85
33 Perform mental health screening	4.20	3.93
34 Perform basic fetal ultra sound	1.91	1.37

Table 3.***Frequency and Importance Ratings for Knowledge Statements.***

Knowledge Statements	Importance	Frequency
1 Health History and Physical Examination	4.64	4.80
2 Diagnostic Studies	4.35	4.27
3 Problem Recognition, Management and Referral	3.78	3.64
4 Health Screening, Education and Counseling	4.11	4.23
5 Reproductive Anatomy and Physiology	4.30	4.40
6 Gynecologic Disorders	4.29	4.30
7 Fertility Awareness and Contraception	4.15	4.14
8 Sexual and Reproductive Health for Males LGBTQ+ and Gender Non-forming Individuals	3.14	2.27
9 Anatomy and Physiology of Pregnancy	3.44	3.14
10 Prenatal Care	3.39	3.05
11 Assessment of Fetal Well Being	3.28	2.83
12 Medical and Obstetrical Complications of Pregnancy	3.34	2.78
13 Postpartum Care and Complications	3.30	2.79
14 Pharmacokinetics and Pharmacodynamics	4.20	4.10
15 Pharmacotherapeutics	4.24	4.20
16 Application of Professional Issues (e.g., legal, ethics, safety, quality improvement)	3.85	3.62

The survey included demographic questions regarding professional characteristics relevant to the job role. Table 4 shows a summary of the demographic questions in the survey.

Table 4.***Results of the Demographic Questions in the Job Analysis Survey.***

1. Which of the following best describes your PRIMARY practice setting as a WHNP?	n	%
Academic Clinical Setting	90	6.9
Family Practice/Primary Care Office	71	5.5
Inpatient Hospital Unit	34	2.6
GYN Oncology	25	1.9
OB/GYN Office	663	50.9
Outpatient Clinic/FQHC	191	14.7
Prenatal Clinic	16	1.2
Public Health Clinic	102	7.8
Telehealth	11	0.8
Reproductive Endocrinology and Infertility	41	3.1
Urogynecology	33	2.5
None	24	1.8
Total	1301	100

2. Which of the following best describes your basic WHNP training?	n	%
Certificate	277	21.3
Graduate	1023	78.6
Missing	1	0.1
Total	1301	100

3. What is your highest level of education?	<i>n</i>	%
Diploma	9	0.7
Associate	40	3.1
Baccalaureate	74	5.7
Masters	879	67.5
Post Masters	113	8.7
Doctorate - DNP	163	12.5
Doctorate - PhD	21	1.6
Doctorate - Other	2	0.2
Total	1301	100

4. On average, how many hours per week do you work as a WHNP?
Mean = 34.69 | Standard Deviation = 10.768 | Minimum = 1 | Maximum = 80

5. How many years of experience do you have as a WHNP?
Mean = 15.31 | Standard Deviation = 11.467 | Minimum = 0 | Maximum = 59

6. Which of the following best describes your PRIMARY practice location?	<i>n</i>	%
Northeast	271	20.8
Midwest	321	24.7
South	453	34.8
West	253	19.4
Canada	2	0.2
Missing	1	0.1
Total	1301	100

7. What percentage of you practice as a WHNP is devoted to Primary Care?
Mean = 11.81 | Standard Deviation = 19.041 | Minimum = 0 | Maximum = 100

8. What percentage of you practice as a WHNP is devoted to Gynecology?
Mean = 60.07 | Standard Deviation = 28.810 | Minimum = 0 | Maximum = 100

9. What percentage of you practice as a WHNP is devoted to Obstetrics?
Mean = 30.47 | Standard Deviation = 28.570 | Minimum = 0 | Maximum = 100

10. Does your WHNP practice include providing reproductive health care to men?	<i>n</i>	%
Yes	355	27.3
No	944	72.5
Missing	2	0.2
Total	1301	100

11. Do you precept, orient, or teach WHNPs?	<i>n</i>	%
Yes	854	65.6
No	447	34.3
Total	1301	100

12. Do you perform limited obstetric ultra sound?	<i>n</i>	%
Yes	473	36.3
No	825	63.4
Missing	3	0.3
Total	1301	100

13. Do you interpret EFM tracings?	<i>n</i>	%
Yes	588	45.2
No	712	54.7
Missing	1	0.1
Total	1301	100

14. Do you work in obstetric triage?	<i>n</i>	%
Yes	194	14.9
No	1107	85
Total	1301	100

Development of Exam Specifications

The Job Analysis Committee met on May 30, 2023 to review the results of the survey, finalize the tasks and knowledge that would comprise the next Examination Content Outline, and finalize the content weighting for the examination.

The committee reviewed the demographic results and confirmed that the results matched expectations and impressions of the practitioner population, suggesting that the respondent sample is reflective of the target population.

The committee then reviewed the draft content weighting, discussing any adjustments necessary to align the number of items per content area for adequate content coverage on the assessment. The draft content weighting was developed by calculating the criticality value (mean importance rating multiplied by the mean frequency rating) and then determining a percentage weight based on the relative weight of the criticality value for each content area. Weighting was adjusted in some areas to reflect a compromise with the current weights.

See Table 5 for a summary of the content weighting determination. The final Examination Content Outline can be found in Appendix E.

Table 5.
Content Weighting Determination.

Knowledge Statements	Criticality	Percentage	Draft # Items	Final # Items
1 Assessment, Diagnostic Testing, and Interpretation				
1A Health History and Physical Examination	22.272	9.6	14	8
1B Diagnostic Studies	18.575	8.0	12	10
2 Primary Care				
2A Problem Recognition, Management and Referral	13.759	5.9	9	12
2B Health Screening, Education and Counseling	17.385	7.5	11	7
3 Gynecologic and Reproductive Health				
3A Reproductive Anatomy and Physiology	18.920	8.2	12	10
3B Gynecologic Disorders	18.447	8.0	12	24
3C Fertility Awareness and Contraception	17.181	7.4	11	12
3D Sexual and Reproductive Health for Males LGBTQ+ and Gender Non-forming Individuals	7.128	3.1	5	3
4 Obstetrics				
4A Anatomy and Physiology of Pregnancy	10.802	4.7	7	7
4B Prenatal Care	10.340	4.5	7	12
4C Assessment of Fetal Well Being	9.282	4.0	6	7
4D Medical and Obstetrical Complications of Pregnancy	9.285	4.0	6	12
4E Postpartum Care and Complications	9.207	4.0	6	6
5 Pharmacology				
5A Pharmacokinetics and Pharmacodynamics	17.220	7.4	11	6
5B Pharmacotherapeutics	17.808	7.7	12	9
6 Professional Practice Issues				
6A Application of Professional Issues (e.g., legal, ethics, safety, quality improvement)	13.937	6.0	9	5

Appendix A

Subject Matter Experts

Job Analysis Committee

NAME	RELEVANT CREDENTIALS	YEARS OF EXPERIENCE	EMPLOYER/ AFFILIATION	JOB TITLE	GEOGRAPHIC LOCATION
Alexandra Sherman	MSN, WHNP-BC	13	Emory Saint Joseph's Women's Center	WHNP	Roswell, GA Region 3
Karen Buck	DNP, WHNP-BC, C-EFM, ALNC	25	Abington Jefferson Health, and Drexel University	Lead Inpatient OB/GYN Advanced Practice Provider and Clinical Faculty	West Grove, PA Region 1
Kelly Fitzgerald	DNP, WHNP-BC	14	Rush University Medical Center and Rush University College of Nursing	Family Planning Program Manager -Department of Obstetrics & Gynecology and Instructor - Department of Community Systems and Mental Health Nursing	Chicago, IL Region 2
Ludrena Rodriguez	DNP, WHNP-BC, RNC-OB, C-EFM, MAJ(R), AN, USA	17	Fayetteville Veteran's Affairs Clinic	WHNP	Fayetteville, NC Region 3
Maria Meyer	MSN, RN, WHNP-BC	3	Oklahoma University Health, Prenatal Diagnostic Center and Oklahoma Children's Hospital of OU Health	NP - Maternal Fetal Medicine and RN - High Risk Obstetrics, Charge Nurse and New Hire Preceptor	Oklahoma City, OK Regions 3
Shirley Scott	DNP, WHNP-BC, C-EFM, CLS, APRN	33	University of Illinois at Chicago	Research and Education Specialist, Nurse Manager	Evanston, IL Region 2
Stephanie Lee	DNP, WHNP-BC, RN	15	University of Colorado School of Medicine	Senior Instructor OB/GYN	Castle Rock, CO Region 4
Susan Angelicola	MSN, WHNP-BC, APN	26	Summit Health - Department of OB/GYN and Bayer Pharmaceuticals - Women's Health Care	WHNP and Senior Faculty Women's Health Care Advisory Board	Morris Plains, NJ Region 1

Interviewees

NAME	RELEVANT CREDENTIALS	YEARS OF EXPERIENCE	EMPLOYER/ AFFILIATION	JOB TITLE	GEOGRAPHIC LOCATION
Alexandra Sherman	MSN, WHNP-BC	13	Emory Saint Joseph's Women's Center	WHNP	Roswell, GA Region 3
Jennifer Harrison-Hauer	MSN, WHNP-BC, MPH, CLC	13	Indian Health Service (Tohono O'odham Nation Healthcare) and Grand Canyon University (Obstetric and Public Health)	WHNP, and Clinical Instructor	Tucson, AZ Region 4
Karen Buck	DNP, WHNP-BC, C-EFM, ALNC	25	Abington Jefferson Health, and Drexel University	Lead Inpatient OB/GYN Advanced Practice Provider and Clinical Faculty	West Grove, PA Region 1
Kelly Fitzgerald	DNP, WHNP-BC	14	Rush University Medical Center and Rush University College of Nursing	Family Planning Program Manager - Department of Obstetrics & Gynecology and Instructor - Department of Community Systems and Mental Health Nursing	Chicago, IL Region 2
Ludrena Rodriguez	DNP, WHNP-BC, RNC-OB, C-EFM, MAJ(R), AN, USA	17	Fayetteville Veteran's Affairs Clinic	WHNP	Fayetteville, NC Region 3
Maria Meyer	MSN, RN, WHNP-BC	3	Oklahoma University Health (Prenatal Diagnostic Center) and Oklahoma, Children'	NP - Maternal Fetal Medicine and RN - High Risk Obstetrics, Charge Nurse and New Hire Preceptor	Oklahoma City, OK Regions 3
Shirley Scott	DNP, WHNP-BC, C-EFM, CLS, APRN	33	University of Illinois at Chicago	Research and Education Specialist, Nurse Manager	Evanston, IL
Stephanie Lee	DNP, WHNP-BC, RN	15	University of Colorado School of Medicine	Senior Instructor OB/GYN	Castle Rock, CO Region 4
Susan Angelicola	MSN, WHNP-BC, APN	26	Summit Health (Department of OB/GYN) and Bayer Pharmaceuticals (Women's Health Care)	WHNP and Senior Faculty - Women's Health Care Advisory Board	Morris Plains, NJ

Appendix B

Job Analysis Presentation



Job Analysis

PSI Certification Psychometrics

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Objectives



Develop a description of the profession

- Define the relevant tasks
- Define the relevant knowledge



Develop all other elements for a survey

- Develop background information questions
- Review rating scales



Establish linkages

- Identify meaningful connections between the task and knowledge lists



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Job Analysis Process

1. Prepare Draft Materials
2. Conduct Job Analysis Meeting
3. Conduct Pilot Survey
4. Conduct Live Survey
5. Perform Data Analysis
6. Create Exam Specifications
7. Develop Summary Report



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Introduction



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Purpose of Credentialing Examinations

- To protect the public from harm caused by incompetent professional practice
- To assess professional competence in terms of the knowledge and skills required to successfully perform the tasks associated with the job role
- To establish and apply a consistent standard that reflects the competency level required of practitioners who meet the eligibility requirements
- To provide a valid and reliable means of identifying those who are competent to practice in the profession



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What is a Job Analysis?

“ Procedure to identify the content of a job in terms of activities involved and attributes or requirements needed to perform the activities. ”

This is the primary source of content validity for a credentialing assessment

This is the process by which the Examination Specifications are created

A representative list of knowledge and tasks associated with the job is developed

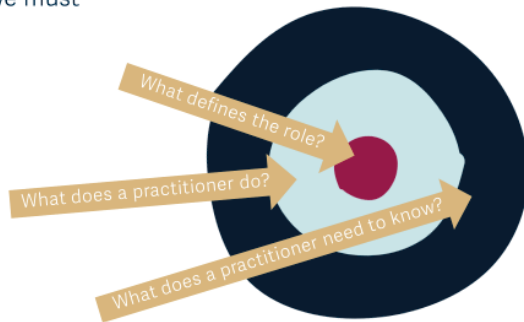


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Multiple Levels of Analysis

To create a comprehensive and accurate representation of the job role, we must identify:

- Target Population
- Tasks Performed
- Knowledge Required



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Terminology

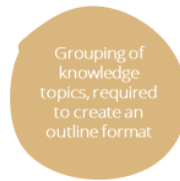
Tasks



Knowledge

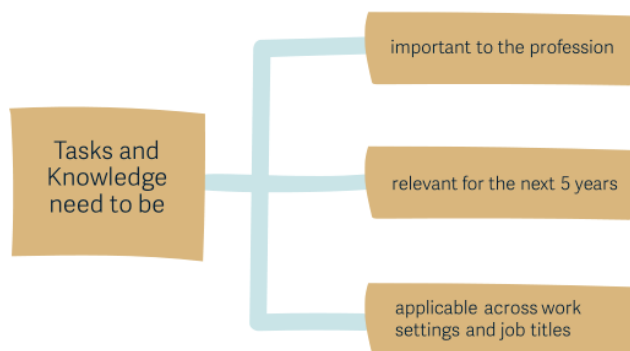


Content Domains (and subdomains)



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Requirements for Tasks and Knowledge



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Rating Scales

Importance

How important is this
[task / knowledge]
to the job role?

0 - Not Relevant
1 - Minimally Important
2 - Somewhat Important
3 - Moderately Important
4 - Very Important
5 - Critically Important

Frequency

How frequently is this
[task performed /
knowledge used]
in the job role?

0 - Not Relevant
1 - Rarely
2 - Seldom
3 - Occasionally
4 - Frequently
5 - Very Frequently



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Why Are You Here?

Subject Matter Experts (SMEs)

You are here to provide your content expertise and your professional experience

Facilitators

We are here to guide you through the process

Client Representatives

You are here to provide additional background information and the certifying body's perspective



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Questions?



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Linkage Process



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Linkage Analysis

Knowledge vs. Task

- The list of Knowledge areas is used to delineate what content will be directly assessed by the exam
- Tasks provide additional context for the application of those knowledge and skills

Purpose of Linkage Analysis

- To establish evidence that the Knowledge areas are applicable to the Tasks
- To determine any potential gaps in either inventory



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Linkage Matrix

- We will identify connections among tasks and knowledge

The Outcome Looks Something Like This

Each linkage represents that the knowledge is required in order to complete the task

	T1	T2	T3	T4	T5
1A1	X				
1A2		X			
1A3		X		X	
1B1			X		
1B2			X		X
1C1				X	
1C2				X	
2A1	X		X		
2A2		X			
2B1			X	X	
2B2		X			
2B3			X	X	X
2B4		X	X		



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Linkage Thought Process

Doesn't everything apply to everything?
- Not exactly

	Grilling	Baking
Knife Techniques	X	-

Consider this example:

- I need knowledge of Knife Techniques to Prepare Ingredients For Grilling
- I don't need knowledge of Knife Techniques to Mix Baking Ingredients



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Appendix C

Survey Text

NCC Women's Health Nurse Practitioner (WHNP) Job Analysis Survey

Welcome

The purpose of this survey is to identify tasks and knowledge reflective of the Women's Health Nurse Practitioner (WHNP) role. The results of this survey will be used to help develop the specifications for the WHNP certification exam. Those who complete it will have a chance to win an Amazon gift card.

The survey will likely require 15 to 20 minutes to complete. You can complete each part of the survey in separate sittings at the same computer. Please be aware that you must completely finish a page before clicking on "Next" to save your responses up to that point. If you need to review your responses, you can use the 'Prev' button to move back through the survey. There is no limit on the number of times you can use the link to go back to the survey before clicking on "Done" to submit your survey.

Your individual responses will be kept confidential and will be combined with those of other respondents. Only staff persons from PSI Services and NCC will have access to the data collected. Aggregated data from this survey will be published in a report that summarizes the process used to develop the specifications for the WHNP certification exam.

Please direct all inquiries to: info@nccnet.org

The deadline for completion of the survey is April 7, 2023.

Do you agree to participate in the survey?

- Yes
 No

Do you currently work as a Women's Health Nurse Practitioner (WHNP)?

- Yes
 No

Which of the following best describes your PRIMARY practice setting as a WHNP?

- Academic Clinical Setting
- Family Practice/Primary Care Office
- Inpatient Hospital Unit
- GYN Oncology
- OB/GYN Office
- Outpatient Clinic/FQHC
- Prenatal Clinic
- Public Health Clinic
- Telehealth
- Reproductive Endocrinology and Infertility
- Urogynecology
- None

Which of the following best describes your basic WHNP training?

- Certificate Program
- Graduate Program

What is your highest level of education?

- Diploma
- Associate
- Baccalaureate
- Masters
- Post Masters
- Doctorate - DNP
- Doctorate - PhD
- Doctorate - Other

On average, how many hours per week do you work as a WHNP?

How many years of experience do you have as a WHNP? (Select 0 for less than 1 year)

Which of the following best describes your PRIMARY practice location?

- Region 1: Northeast (ME, NH, VT, MA, RI, CT, NY, NJ, PA)
- Region 2: Midwest (WI, IL, MI, IN, OH, ND, SD, NE, KS, MN, IA, MO)
- Region 3: South (KY, TN, MS, AL, FL, GA, SC, NC, VA, WV, DC, MD, DE, TX, OK, AR, LA)
- Region 4: West (MT, ID, WY, NV, UT, CO, AZ, NM, WA, OR, CA, AK, HI)
- Canada

What percentage of you practice as a WHNP is devoted to each of the following categories?
(Enter whole numbers, without a percent sign, that total 100)

Primary Care	<input type="text"/>
Gynecology	<input type="text"/>
Obstetrics	<input type="text"/>

Does your WHNP practice include providing reproductive health care to men?

- Yes
- No

Do you precept, orient, or teach WHNPs?

- Yes
- No

Do you perform limited obstetric ultra sound?

- Yes
- No

Do you interpret EFM tracings?

- Yes
- No

Do you work in obstetric triage?

- Yes
- No

NCC Women's Health Nurse Practitioner (WHNP) Job Analysis Survey

Tasks

Please use the following rating scales to indicate how frequently you perform each task and how important it is to your professional role as a WHNP.

Frequency: How frequently do you perform this task in your role as a WHNP?

- 0 - Not Relevant
- 1 - Rarely
- 2 - Seldom
- 3 - Occasionally
- 4 - Frequently
- 5 - Very Frequently

Importance: How important is this task to your role as a WHNP?

- 0 - Not Relevant
- 1 - Minimally Important
- 2 - Somewhat Important
- 3 - Moderately Important
- 4 - Very Important
- 5 - Critically Important

Task Ratings

	Frequency	Importance
Obtain health history	<input type="text"/>	<input type="text"/>
Perform comprehensive physical exam	<input type="text"/>	<input type="text"/>
Perform problem focused physical exam	<input type="text"/>	<input type="text"/>
Perform prenatal assessment	<input type="text"/>	<input type="text"/>
Perform postpartum assessment	<input type="text"/>	<input type="text"/>
Provide prenatal care management	<input type="text"/>	<input type="text"/>
Provide postpartum care management	<input type="text"/>	<input type="text"/>
Perform gynecological exam	<input type="text"/>	<input type="text"/>
Prescribe medications	<input type="text"/>	<input type="text"/>
Provide vaccinations	<input type="text"/>	<input type="text"/>
Manage medications	<input type="text"/>	<input type="text"/>

Diagnose and manage primary care health conditions	<input type="text"/>	<input type="text"/>
Manage or coordinate care of complex antenatal conditions	<input type="text"/>	<input type="text"/>
Perform diagnostic study	<input type="text"/>	<input type="text"/>
Interpret diagnostic study findings	<input type="text"/>	<input type="text"/>
Perform cervical exam	<input type="text"/>	<input type="text"/>
Perform cervical cancer screening	<input type="text"/>	<input type="text"/>
Manage or provide referral for abnormal findings	<input type="text"/>	<input type="text"/>
Refer for colposcopy exam	<input type="text"/>	<input type="text"/>
Provide contraceptive implant counseling	<input type="text"/>	<input type="text"/>
Provide contraceptive implant insertion	<input type="text"/>	<input type="text"/>
Provide contraceptive implant removal	<input type="text"/>	<input type="text"/>
Provide IUD counseling	<input type="text"/>	<input type="text"/>
Provide IUD insertion	<input type="text"/>	<input type="text"/>
Provide IUD removal	<input type="text"/>	<input type="text"/>
Assess fetal well being	<input type="text"/>	<input type="text"/>
Perform endometrial biopsy	<input type="text"/>	<input type="text"/>
Perform speculum exam	<input type="text"/>	<input type="text"/>
Perform Leopold maneuvers	<input type="text"/>	<input type="text"/>
Perform male reproductive exam	<input type="text"/>	<input type="text"/>
Perform vulvar biopsy	<input type="text"/>	<input type="text"/>
Provide education or counseling	<input type="text"/>	<input type="text"/>
Perform mental health screening	<input type="text"/>	<input type="text"/>
Perform basic fetal ultra sound	<input type="text"/>	<input type="text"/>

What critical task, if any, do you think is missing from this list?

NCC Women's Health Nurse Practitioner (WHNP) Job Analysis Survey

Knowledge

Please use the following rating scales to indicate how frequently you use each knowledge area and how important it is to your professional role as a WHNP.

Frequency: How frequently do you perform this task in your role as a WHNP?

- 0 - Not Relevant
- 1 - Rarely
- 2 - Seldom
- 3 - Occasionally
- 4 - Frequently
- 5 - Very Frequently

Importance: How important is this task to your role as a WHNP?

- 0 - Not Relevant
- 1 - Minimally Important
- 2 - Somewhat Important
- 3 - Moderately Important
- 4 - Very Important
- 5 - Critically Important

Physical Assessment and Diagnostic Testing

	Frequency	Importance
Health History and Physical Examination	<input type="text"/>	<input type="text"/>
Diagnostic Studies	<input type="text"/>	<input type="text"/>

Primary Care

	Frequency	Importance
Problem Recognition, Management and Referral	<input type="text"/>	<input type="text"/>
Health Screening, Education and Counseling	<input type="text"/>	<input type="text"/>

Gynecologic and Reproductive Health

	Frequency	Importance
Reproductive Anatomy and Physiology	<input type="text"/>	<input type="text"/>
Gynecologic Disorders	<input type="text"/>	<input type="text"/>
Fertility Awareness and Contraception	<input type="text"/>	<input type="text"/>
Sexual and Reproductive Health for Males LGBTQ+ and Gender Non-forming Individuals	<input type="text"/>	<input type="text"/>

Obstetrics

	Frequency	Importance
Anatomy and Physiology of Pregnancy	<input type="text"/>	<input type="text"/>
Prenatal Care	<input type="text"/>	<input type="text"/>
Assessment of Fetal Well Being	<input type="text"/>	<input type="text"/>
Medical and Obstetrical Complications of Pregnancy	<input type="text"/>	<input type="text"/>
Postpartum Care and Complications	<input type="text"/>	<input type="text"/>

Pharmacology

	Frequency	Importance
Pharmacokinetics and Pharmacodynamics	<input type="text"/>	<input type="text"/>
Pharmacotherapeutics	<input type="text"/>	<input type="text"/>

Professional Practice Issues

	Frequency	Importance
Application of Professional Issues (e.g., legal, ethics, safety, quality improvement)	<input type="text"/>	<input type="text"/>

What critical knowledge area, if any, do you think is missing from this list?

Thank You!

Thank you for completing the 2023 NCC WHNP job analysis survey!

If you need to review your answers, you can use the 'Prev' button below to move back through the survey.

Those who complete the survey can enter a drawing for a chance to win a \$100 Amazon gift card. Your name and email address are requested for this drawing and will be used for this purpose only.

Do you agree to provide your name and email address in order to enter the drawing?

- Yes
- No

NCC Women's Health Nurse Practitioner (WHNP) Job Analysis Survey

Comment Box

Thank you very much for your responses.


Please provide any additional comments in the text box below.

Please click on **Done** to complete the survey and submit your responses.

Please provide any additional comments here.

Appendix D

Survey Invitation Email

DATE:	Friday, March 10, 2023 12:00 PM
FROM:	frank.williams@psionline.com via SurveyMonkey
SUBJECT:	2023 NCC WHNP Job Analysis Survey
BODY:	<div data-bbox="699 533 1099 741">The logo for the National Certification Corporation (NCC) features the letters 'NCC' in a stylized, bold, purple font. To the right of the letters, the words 'National Certification Corporation' are written in a smaller, black, sans-serif font. Below the text, there is a graphic element consisting of several curved, overlapping lines in shades of blue, green, and purple, resembling a stylized wave or a swoosh.</div> <p data-bbox="427 779 1369 972">NCC Women’s Health Nurse Practitioner (WHNP) Job Analysis Survey</p> <p data-bbox="349 1106 1437 1256">NCC is conducting a survey regarding the knowledge and tasks needed for the Women’s Health Nurse Practitioner (WHNP) credentialing program and your input is vital. Share your expertise of the job role by clicking the button below to start the survey. Thank you for your participation!</p>

Appendix E

Exam Content Outline

1	Physical Assessment and Diagnostic Testing	18
A	Health History and Physical Examination	8
B	Diagnostic Studies	10
2	Primary Care	19
A	Problem Recognition, Management and Referral	12
B	Health Screening, Education and Counselling	7
3	Gynecologic and Reproductive Health	49
A	Reproductive Anatomy and Physiology	10
B	Gynecologic Disorders	24
C	Fertility Awareness and Contraception	12
D	Sexual and Reproductive Health for Males LGBTQ+ and Gender Non-forming Individuals	3
4	Obstetrics	44
A	Anatomy and Physiology of Pregnancy	7
B	Prenatal Care	12
C	Assessment of Fetal Well Being	7
D	Medical and Obstetrical Complications of Pregnancy	12
E	Postpartum Care and Complications	6
5	Pharmacology	15
A	Pharmacokinetics and Pharmacodynamics	6
B	Pharmacotherapeutics	9
6	Professional Practice Issues	5
A	Application of Professional Issues (e.g., legal, ethics, safety, quality improvement)	5



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