

Policy Name	SME Qualifications and Selection
Policy Number	61.03
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

Establish demographic and diversity guidelines for selecting SMEs for Task Forces, Councils, and Workshops responsible for examination development activities.

Task Force, Council, and Workshop composition, terms, and qualifications are established in policy 61.01 Examination Development Task Force, Council, and Workshop Structure.

Task Force, Council, and Workshop roles and responsibilities are established in policy 61.02 SME Task Force, Council, and Workshop Roles and Responsibilities.

Scope

This policy applies to the following Task Force, Council, and Workshop groups:

- Practice Analysis Task Forces for basic (BLS) and advanced (ALS) certifications
- Standard Setting Task Forces for each certification
- Test Development Councils for BLS and ALS certifications
- Item Writing Workshops for each certification

Definitions

Federal EMS: Providers who are federal employees not affiliated with a branch of the US military.

NASEMSO Regions:

- East Region: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, US Virgin Islands, Vermont, Virginia, Washington DC, and West Virginia.
- South Region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.
- Great Lakes Region: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.
- Western Plains Region: Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.
- West Region: Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Nevada, Northern Mariana Islands, Oregon, and Washington.

Policy

Each group of SMEs, to the extent reasonably possible, will represent a balanced and diverse range of qualities that are representative of practitioners at the level of the Task Force, Council, or Workshop in terms of:

- Sex
- Ethnicity
- Urban and rural settings
- NASEMSO regions

- Years of experience
 - New practitioners with up to 3 years of experience
 - Intermediate practitioners with 3-9 years of experience
 - Long-term practitioners with 10 or more years of experience

When Medical Directors are selected for a Task Force, Council, or Workshop they are selected for diversity in terms of:

- Practitioner type (i.e., MD, DO, Nurse Practitioner, Physician's Assistant)
- Employment type, including military, federal EMS, and state EMS officials

For Practice Analysis Task Forces, Educators will be selected for diversity in terms of:

- Level of certification they teach
- Years of experience as EMS educators (not necessarily EMS practitioners)
- Size of education program (small, medium large)
- Type of program in which they teach (community college, fire department, etc.)

Additional Guidelines for Standard Setting Task Forces

In addition to the demographic requirements above, years of experience will be carefully considered for Standard Setting Task Forces to ensure that these task forces include representation at the amount of job experience accepted for certification eligibility.

Rationale

Item development is essential to ensuring examinations are accurate, relevant, and consistent with examination specifications. SMEs are critical to the item writing, review, and examination development process. SMEs must represent relevant demographic characteristics of each certified population.

Related Policies and Procedures

61.01 Examination Development Task Force, Council, and Workshop Structure

61.04 Volunteer Database

References

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved