



Subject Matter Expert Job Description

I. **Position Title:** Subject Matter Expert (SME)

II. **Summary of Role:** A subject matter expert (SME) plays an essential part in BOC's ongoing examination development and maintenance processes. An SME has proficiency in his or her subject; the proficiency generally comes from education and experience. SMEs come from academic, technical, and vocational fields. They may work on different certification development- and maintenance-related committees and have slightly different duties, but their role is essentially to contribute to the integrity of the BOC exam development and maintenance processes.

III. **Qualifications:**

BOC certificants in good standing, working and certified in the certification area being developed

BOC certified for a minimum of 2 years

For Orthotist/Prosthetist committees only: Bachelor's Degree or higher in Orthotics/Prosthetics or within similar scopes of practice (e.g. MD, PT) preferred

Extensive knowledge in the scope of practice for the assigned certification

Ability to bring day-to-day experience to the subject matter– both content and its context

Capacity and/or time commitment to fulfill all obligations

IV. **Scope of Authority:** A variety of committees require SMEs, including but not limited to the Job Task Analysis, Item Writing, Score Setting and Video Review committees. These are volunteer positions, although Video Reviewers are compensated for their review of Video Practical Exams (VPEs).

Job Task Analysis: The Job Task Analysis (JTA) committee member actively creates the JTA for each certification type. A JTA is a systematic process for analyzing the functions and tasks performed on a job as well as the knowledge, skills, and abilities required to perform those tasks. The JTA, also known as job analysis or practice analysis, is the first step in the test development process and provides the foundation for all subsequent test development activities. The results of the JTA describe the breadth and depth of knowledge and skills that must be covered by the certification examination and clinical simulation in order for it to be deemed valid, credible, and useful. The results of the JTA provide the material for the test blueprint and the detailed content outline (DCO).

Item Writer: Under the guidance of BOC's testing vendor and the supervision of the Chief Credentialing Officer and/or Credentialing Manager, Item Writers create items (e.g., questions) and scenarios for BOC's assessment instruments.

Standard Setter: Standard Setters work under the guidance of BOC's testing vendor and the supervision of the Chief Credentialing Officer and/or Credentialing Manager to set the minimal

levels of competence on assessment instruments. Standard Setting is a method of determining cut scores that correspond to performance levels. The standard setting process is implemented with a committee of certificants who understand the assessment content standards and the performance of candidates. During the standard setting process, participants set cut scores by engaging in a structured conversation that includes discussion of content standards, performance levels, the test, and expectations for Certificants.

Video Reviewer: Video Reviewers evaluate video practical examinations that are part of the Orthotist and Prosthetist assessment process and apply assessment rubrics to the activities performed in a candidate's video submission.

Key Responsibilities:

SMEs will:

- Fully participate on the assigned committee team from the start of the exam development phase until the final score setting.
- Have the knowledge, skills, and abilities required of certificants to perform given responsibilities and tasks as related to the scope of practice.
- Contribute core content and supply source materials, reference items, and supplemental resources used to validate answers to written items in the exams.
- Add richness to the content by offering first-hand field knowledge (anecdotal stories, case studies, best practices, tips and/or “tricks-of-the-trade”) that can be shared with others to improve knowledge exchange and transfer.
- Consult with committee members on issues that occur during review of exam content.
- Meet all agreed-upon turnaround times for deliverables and deliverable reviews.

V. Training/support provided: Applied Measurement Professional, Inc. (AMP), BOC's testing vendor, will conduct appropriate training. For example, item writing workshops will cover the anatomy of an item, rules for writing complete distractors, the need for a specific citation for a correct answer, and the importance of security. AMP will provide guidance through the exam development process via WebEx and online resources. In most cases, there will be one face-to-face meeting held every other year for item writing and every 3-5 years for Job Task Analysis. Meeting locations may vary, but generally the meetings are held on a Friday and Saturday at the AMP headquarters in Olathe, KS. BOC will cover costs of travel, food, and lodging.

VI. Selection Method and Term of Service: The Credentialing Manager appoints up to eight SMEs per phase of examination. The length of service can be up to five years. BOC will select a diverse group of SMEs for each phase of exam development utilizing the following benchmarks:

- Demographics
- Education
- Employment
- Experience
- Geography

SMEs may participate in more than one phase of exam development, however BOC will ensure to replace some portion of SMEs for each new activity.

VII. **Benefits:**

Opportunity to define and validate the profession

Knowledge and insights gained by networking with other Subject Matter Experts (SMEs)

Recognition from sharing your expertise and taking your place among our profession's experts

Appreciation for the thought and effort that goes into the examination development process