



## **Certified Electronic Health Record Specialist (CEHRS) Job Analysis Study EXECUTIVE SUMMARY**

The job analysis described in this report was performed in 2011 for the National Healthcareer Association's (NHA) Certified Electronic Health Record Specialist (CEHRS) examination. The purpose of the job analysis is to describe the job activities of the electronic health record specialist in sufficient detail to provide a basis for the development of a professional, job-related certification examination.

Ascend Learning, the parent company of NHA, facilitated the selection of a Job Analysis Committee (JAC) to conduct the activities necessary to identify the responsibilities of a Certified Electronic Health Record Specialist (CEHRS), and to develop the detailed test plan. The diversity of this group was reflective of the electronic health record specialist's job. All JAC members demonstrated expertise in the duties and activities associated with this profession.

The study involved the development of a job analysis survey, distribution of the survey to current electronic health record specialists, and an analysis of the responses. The detailed test plan for the Certified Electronic Health Record Specialist was developed on the basis of these data. The JAC was responsible for the following six tasks:

1. developing a definition of the electronic health record specialist,
2. identifying tasks for the survey instrument,
3. determining an appropriate rating scale,
4. determining the relevant demographic variables of interest,
5. integrating the definitions, tasks, rating scale, and demographics into a survey instrument, and
6. developing the detailed test plan based on the data from the survey.

The draft job analysis survey was distributed via an emailed website link to the JAC for pilot testing. Modifications were made and the final survey was prepared for distribution.

Four hundred eighty-seven (487) patient care technicians/assistants were invited by email to respond to the survey. Of these, 42 individuals submitted responses in time for analysis. Since this number of responses was low, a paper-pencil version of the same survey was created and mailed to another sample of seven hundred fourteen (714) additional electronic health record specialists. Of these, 54 individuals returned a completed survey. Therefore, of the one thousand, two hundred one (1,201) surveys sent, ninety-six (96) responses were received. Since this is a fairly new professional certification, and everyone who holds the current NHA CEHRS certification was contacted (if contact information was valid), this sample size was considered sufficient by the JAC and Ascend Learning's director of psychometrics to progress with the creation of a test plan.

Of those who responded, 69.8% of the group indicated that the survey instrument either adequately or completely addressed the important elements of an electronic health record specialist's job. Additionally, the respondents' ratings displayed a high level of inter-rater reliability (0.854) for the survey.

After the survey data were analyzed, the results were reviewed with the JAC and decision rules were established. These rules were used to determine which tasks were appropriate for assessment and therefore inclusion in the final detailed test plan. Application of the decision rules resulted in the retention of 52 of the original 54 tasks. A review of the respondents' comments did not result in the addition of any tasks. Each multiple-choice test will be comprised of 100 scored items and 10 un-scored pretest items. The resulting detailed test plan for NHA's CEHRS will be used by Ascend Learning to assemble examinations.