

American College of Veterinary Radiology
Job Analysis Committee – Policies and Procedures
Last revised: March 2016

Description

The primary role of the Job Analysis committee is to periodically review the tasks performed by the membership of the ACVR. Specific attention is paid to the frequency and importance of each task in the daily workload of the veterinary radiologist and to their significance in residency training and ACVR Board certification. This information is then used to update the ACVR Preliminary (Qualifying) Exam and Certifying Exam Objectives. Council will provide a budget for meetings and for the engagement of a company or institution to help gather and analyze data for generation of the report. Applied Measurement Professionals (AMP) has been used in the past and we have been working consistently with Andrew Falcone.

The JA process is performed every 5 years. The last JA process occurred in 2015, with new objectives published in April, 2016. The next JA Committee should be charged in the Fall of 2019, with the process occurring as outlined below in the year 2020.

Composition

- Chair
- Committee members that are representative of the ACVR membership, including, but not limited to:
 - Teleradiology (corporate and/or privately owned)
 - Specialty practice (corporate and/or privately owned)
 - Academia

Schedule

January

- Become familiar with the current Objectives, the concepts of Major and Minor Content Domains and Task Statements (see Appendix)
- Contact committee members to agree on a meeting date no later than April 1 during which all members can travel to a specific location to begin the process of generating the task list
- It is highly recommended that this meeting is onsite and with the entire group
- This meeting has been at the headquarters of Applied Measurement Professionals (AMP) in Olathe, KS
- Organize accommodations, shuttles and food for this meeting, which can be done with the help of Andrew Falcone (AFalcone@goamp.com) and Tamara Woodrum (TWoodrum@goamp.com) at AMP and through the ACVR Treasurer
- Complete Job Log (or equivalent) from AMP

February-April

- Meet with AMP (or other consulting company) to review Job Logs of the committee members
- Generate complete list of tasks based on Job Log review with AMP
 - Modify Major and Minor Content Domains and associated Task Statements
 - This will be used to generate a survey for the ACVR membership
 - Tasks will be scored for frequency and importance by the ACVR membership
- Submit mid-year report to council documenting progress on survey development and proposed survey release date

May-June

- Coordinate the circulation and completion of the survey, which should be released no later than June 15
- Evaluation of results by AMP requires approximately 2 months

August

- Convene committee for review of survey results
 - This is typically convened using Go To Meeting or other online meeting software provided by ACVR
 - Use results and committee consensus to add or remove tasks from current objectives
 - Review/alter question distribution between and within Major and Minor Content Domains based on survey results (task frequency and importance, membership feedback)
- Generate year-end report for Council review to include information regarding:
 - Review of updated task list
 - Update question distribution
 - Update question complexity distribution
 - Review/modify Policies and Procedures Document

December-February

- Finalize objectives based on Council feedback
- Submit final objectives for publication on ACVR Website

Last updated by Matthew D. Winter, April 26, 2016