



COA JOB TASK ANALYSIS EXECUTIVE SUMMARY/KEY FINDINGS

Every five years, the International Joint Commission on Allied Health Professional in Ophthalmology (IJCAHPO) conducts an industry-wide survey of the knowledge, skills, and abilities (KSAs) of job incumbents known as a Job Task Analysis (JTA). The purpose of conducting the JTA is to update the existing certification content to ensure that the certification exams are representative of the real-life KSAs that current job incumbents are expected to have. Beginning in 2022, a JTA was developed and administered to current Certified Ophthalmic Assistant (COA) certification holders and employing ophthalmologists. The survey administration was completed in 2023. The JTA results led to the recommendations for future COA certification exam versions. The purpose of this report is to detail the development, implementation, and analysis of the JTA.

The Certification Committee of 8 members supervised the study and made the decisions affecting the content for evaluation, including the selection of tasks in the detailed content outline and the questions to be examined. Committee members represented different settings across Canada and the United States. This survey-based study was conducted in phases including survey development, distribution, and response analysis. The Committee developed task statements, items, and demographic populations to collect background information about respondents. IJCAHPO developed the sampling plans for survey distribution and the appropriate analysis for the response data with the Committee's approval.

An invitation asking recipients to participate in the online survey was distributed by email to a total population of 15,000 COA credential holders. A volunteer sample of 2,526 gave complete responses, which was a 17% response rating. The survey consisted of 421 task statements and 7 demographic questions. Based on the demographic analysis, it was determined that the sample was a sufficient representation of the COA population of job incumbents. Rules about the data were created to flag the tasks needed for further review regarding whether to be removed from content areas or not. The perception of content importance from the responses was also examined and then rank-ordered to help in making recommendations to the Certification Committee. Study results were presented to the Certification Committee as a set of recommendations and assembling forms for the examination in August of 2023.

Number of included statements

421

of 421 (100%) **task/knowledge statements** from the job task analysis survey were included by Subject Matter Experts (SMEs) at the test specifications meeting. No additional task statements were eliminated by the SMEs at the test specifications meeting.

Task/Knowledge Statement Mean importance survey ratings

65.56%

- The task/knowledge statements resulted in a mean **importance** rating of at least 2.25 ("moderately important") out of 3.00 ("very important") for 65.56% of the tasks

Test Specifications

The Certification Committee met and determined to accept or revise the JTA outcomes. The primary JTA outcomes and recommended new test specifications are summarized below.

- A total of 23 domains was reduced to 22 domains. Prior to the survey, Diagnostic Ultrasound was extracted from Biometry to become its own domain. After the JTA results, SMEs decided to merge Photography and Videography to become a sub-domain of Ophthalmic Imaging.
- All 421 task/knowledge statements were kept as is.
- The number of questions in the following domains were reduced:
 - Microbiology, Surgical Assisting, Ophthalmic Patient Services and Education, General Medical Knowledge
- The number of questions in the following domains were increased:
 - History Taking, Visual Assessment, Visual Field Testing, Pupillary Assessment, Tonometry, Pharmacology

Domain	No. of Task/Knowledge Statements	No. of Examination Items	Percent of Examination Items
Medical Ethics, Legal and Regulatory Issues	4	8	4%
History Taking	10	17	9%
Visual Assessment	17	13	7%
Visual Field Testing	4	11	6%
Pupillary Assessment	4	13	7%
Tonometry	4	13	7%
Keratometry	2	4	2%
Ocular Motility	33	7	4%
Lensometry	8	6	3%
Refraction, Retinoscopy, and Refinement	11	9	5%
Biometry	3	6	3%
Diagnostic Ultrasound	3	4	2%
Supplemental Skills	24	6	3%
Microbiology	14	4	2%
Pharmacology	32	11	6%
Surgical Assisting	22	6	3%
Ophthalmic Patient Services and Education	55	15	8%
General Medical Knowledge	54	15	8%
Optics and Spectacles	44	4	2%
Contact Lenses	42	4	2%
Ophthalmic Imaging	25	10	5%
Equipment Maintenance and Repair	6	4	2%
Total (22)	421	190	100%