



**TCMPA CONSORTIUM MEMBERS
ITEM WRITING COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

The Item Writing Committee will write, review and revise items for the written and clinical case study examinations for all three disciplines: TCM Practitioners, TCM Acupuncturists and TCM Herbalists. Item writers will develop valid and reliable items to ensure that each item is properly classified. As well, there will be a one-time item mapping session for the written and clinical case study examinations to ensure that new items adequately support the revised examination blueprints.

2. MANDATE

The Item Writing Committee will develop items for the examinations based on the blueprint and the guidelines for writing quality items and scenarios for high-stakes credentialing examinations. Specifically, the item writer must:

- Follow the technical specifications provided in the blueprint;
- Create items to address specific competencies for beginning Traditional Chinese Medicine Practitioners and Acupuncturists; and
- Follow ASI guidelines for writing items.

3. MEMBERSHIP

6-8 members appointed by the Steering Committee, with the proportion of members distributed between the Consortium Colleges; one subject matter expert may be appointed by a regulatory college who has less than 10% candidates in the written or clinical study examinations.

Be licensed/registered in good standing with the regulatory College that the member represents.

4. CRITERIA FOR APPOINTMENT OF ITEM WRITERS

An item writer must:

- Be currently in practice;
- Possess Traditional Chinese Medicine and Acupuncture expertise beyond the basic level, acquired either through education preparation or clinical experience, appropriate to the examinee population for which items are being prepared;
- Have knowledge of current practice for Traditional Chinese Medicine Practitioners and Acupuncturists beginning to practice;
- Practices in the profession, engaging in clinical practice that involves Traditional Chinese Medicine and Acupuncture.
- Be able to think conceptually and to operationalize competencies into items;

- View the Traditional Chinese Medicine and Acupuncture process in broad, general terms;
- Possess flexibility in using different approaches to solving problems;
- Think critically and creatively, and express ideas effectively both orally and in writing;
- Work collaboratively in a group (e.g., achieving consensus, accepting feedback and constructive criticism); and
- Be able to write clearly in English and possess basic computer literacy.

5. TERM OF OFFICE

Members of the Item Writing Committee are appointed for a period of 3 years unless removed at the request of the Consortium colleges.

6. FREQUENCY OF MEETINGS

An item writer usually attends only one in-person session per year, but may be asked to attend more. Participate in 4-5 weeks of remote and in-person item writing sessions.

7. EXPENSES AND REMUNERATION OF MEMBERS

The work of the Item Writing Committee is voluntary. Members may receive an honorarium from the regulatory body in the province they represent, however the decision is entirely that of the provincial regulatory body.

Members of the Item Writing Committee who are required to travel in order to participate in meetings will be reimbursed for travel expenses according to the member's regulatory college approved policies on re-imbusement of travel expenses. The member's regulatory body will provide the details of expense guidelines and reimbursement.

8. CONFLICT OF INTEREST

Members of the Item Writing Committee cannot be affiliated with an institution offering training in Traditional Chinese Medicine and or Acupuncture in the past 3 years.

Members of the Item Writing Committee should not participate in administering any portion of the exam to anyone outside of the committee.

Members of the Item Writing Committee should not engage in any business activities involving potential candidates of the examination, including offering continuing education courses.

9. CONFIDENTIALITY

Members of the Item Writing Committee will have access to highly sensitive and confidential information. Each member of the committee is required to sign and adhere to a Confidentiality Agreement. Any breach of confidentiality will be addressed by the College.