

EXECUTIVE SUMMARY

2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION (CPC) JOB ANALYSIS SURVEY

INTRODUCTION/RATIONALE

A valued and legally defensible credentialing examination is built upon a well designed, current job analysis. The job analysis process begins with a properly documented, accurate, broadly agreed upon delineation of the body of knowledge essential to competent practice and practitioner roles and functions. The process of job analysis results in identification of the major domains of practice; the accompanying task statements identify the knowledge, skills, and abilities needed for competent performance. Careful documentation of the process allows for subsequent linkages to the examination content outline and even to specific test items when necessary. Broad agreement is necessary to assure the accuracy and reliability of the process.

Certification is a voluntary process instituted by a nongovernmental agency in which individuals are recognized for advanced knowledge, competence and skill. Certification requires assessment, testing, and evaluation of education and/or experience. A certification organization conducts a program to evaluate the competence of practitioners. The competent practitioner performs work accurately and interacts with other professionals and patients effectively. Competence must be demonstrated and maintained. Commission on Paraoptometric Certification policy indicates that a job analysis will be conducted every three years to make certain that the examinations are current and represent the vast majority of certified personnel tasks, and that the level of candidate performance is valid pertaining to the appropriate examination.

There are many opportunities for qualified individuals that can provide valuable service for the increasing population. ¹The Department of Labor indicates that the employment of health care assistants is expected to increase by 27% or more between 2004 and 2014. This is due to the increased aging population and the demand for skilled personnel to meet the needs of technological advancements. Additionally, this growth is driven by the increase in the number of practices, clinics, and other health care facilities. The Department of Labor also states that "those with formal training or experience, particularly for those with certification, will be the preference of those health care employers hiring."

The need for lifelong education is validated and enhanced by information that attributes long-term value to participants in this program. Research indicates the economic, social and personal value of "investing" in training for personnel is a positive and constructive manner to avoid costly staff turnover. To meet this need, the CPC offers an experience that serves as a value and benefit to optometry. These important benefits continue to validate the purpose of the CPC examinations.

Certified paraoptometrics practice in a variety of settings including private optometric practices, health maintenance organizations (HMO's), medical offices, community health agencies, armed forces, students, and other settings. As certification is a voluntary process instituted by a nongovernmental agency, there are no legal jurisdictions that govern their duties.

In preparation for the 2007 examinations, the Commission on Paraoptometric Certification surveyed approximately 4,500 certified and non-certified Paraoptometrics. The survey offered respondents a

¹ *Occupational Outlook Handbook (OOH), 2006-07 Edition*

comprehensive list of tasks that might be considered components of each appropriate certification level. Respondents were asked to rate the criticality of each task according to their appropriate certification level. Analyses of the data received from CPO, CPOA, and CPOT responses were used to update the three distinct sets of test specifications.

The objective of the 2006 job analysis survey was twofold: to update the findings of the 2003 job analysis survey and to provide a comprehensive picture of the duties and responsibilities of each level of certified assistants.

SURVEY DESIGN

The model used for this task analysis for CPC Certification was the development and distribution of a survey to certified paraoptometric throughout the United States, Canada, and Europe. The survey offered respondents a comprehensive list of tasks that might be considered components of each appropriate certification level. Respondents were asked to rate the criticality of each task according to their appropriate certification level.

Subject matter experts were recruited to design this survey. They represented a demographically representational panel who demonstrated various education backgrounds, employment settings, and areas of expertise.

DEVELOPMENT

The survey development began with compiling a list of the statements of knowledge, skills, and competencies of optometric assistants. Additionally, the survey included background, general information, and a comment area. A committee of eight subject matter experts (SMEs) held a conference call and examined the survey statements for currency and adequacy of coverage for the paraoptometric, paraoptometric assistant, and paraoptometric technician. The committee members were selected by the CPC to represent the three paraoptometric certification levels. In addition, the major divisions of practice were represented such as different areas of academic training, years of experience, and employment setting.

A draft survey was developed based on the committee discussion at the meeting and their comments from a later mail review. The draft survey was sent to approximately 25 SMEs who did not serve on the committee as a pilot test to evaluate clarity of the statements and to identify possible omissions of content. They were asked to complete and rate the survey as well as offer suggestions. According to this committee, the survey took an average of one hour to complete. Having received no further suggestions, the task analysis survey was mailed to approximately 4,500 (4,469) certified paraoptometrics.

Surveys were mailed with a postage paid return envelope. Respondents had the option to remain anonymous as divulging their identity was optional. Respondents were asked to indicate their appropriate level of certification, if any, and the state in which they were employed.

RESULTS

Of the 4,469 surveys disseminated to certified and non-certified paraoptometrics, 1,018 surveys (22.8%) were returned completed.

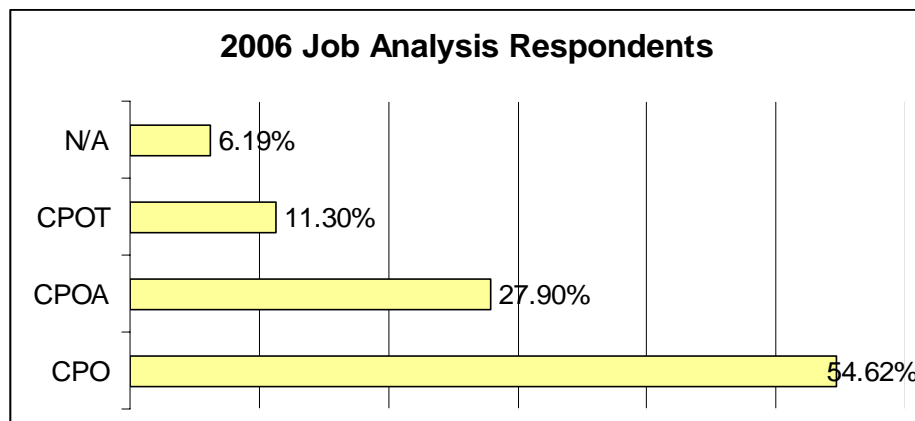


The results of the survey were linked to the test content areas yielding a set of test content specifications. These specifications listed major areas of test content covered by the survey statements with suggested percentages for each area on the CPC examinations. Recommendations for a test content outline and for coverage of the major areas in each examination were included in the final report. The final report was distributed to the same committee to make recommendations or decisions concerning possible actions following the study results. This committee held a conference call and discussed the survey findings and possible changes to the test specifications or to the certification program.

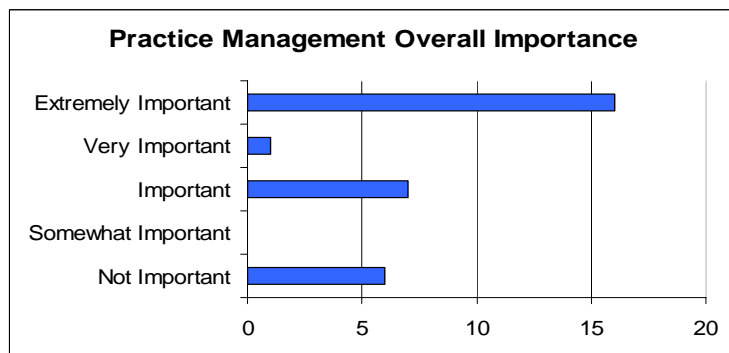
The nature of the survey instrument and ensuing results support the fact that the survey provided an accurate profile and the necessary information required to define the current responsibilities of each appropriate certification level. Additionally the job analysis facilitated the process of identifying the most relevant tasks and responsibilities for each of the three areas and provided useful data to assess the need for appropriate changes in the content of each examination. This supports the fact that the survey provided an accurate profile of the important tasks associated with the role of Certified Paraoptometric, Certified Paraoptometric Assistants, and Certified Paraoptometric Technicians.

Respondents rated 92 job tasks as Extremely Important, Very Important, Important, Somewhat Important or Not Important in their role as certified or non-certified paraoptometric. The core of the 92 job tasks crossed five areas of job duties as follows: Practice Management, Ophthalmic Optics and Dispensing, Basic Procedures, Special Procedures, and Contact Lenses.

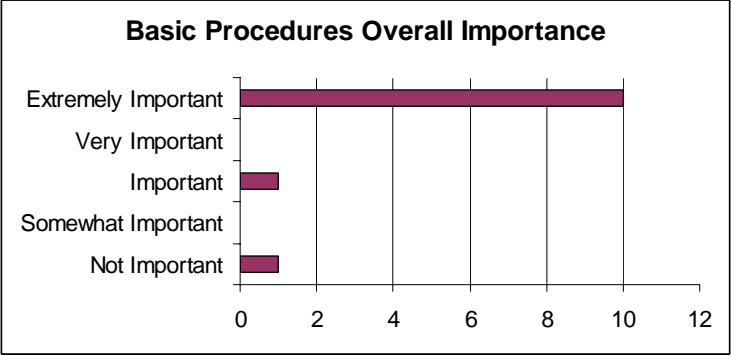
Overall, a 22.8% response was received. The respondents represented the following populations:



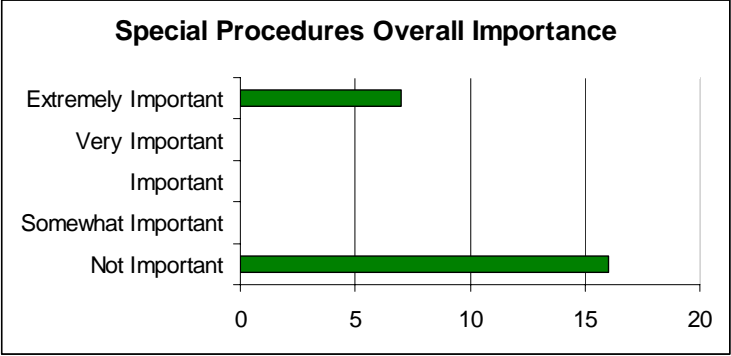
There were 30 questions relating to the area of Practice Management. 16 of the 30 questions contained the highest percentage responses indicating that the task was an essential part of their role as a certified or non-certified paraoptometric; 1 was rated very important, 7 were important, 0 were rated somewhat important, and 6 were rated not important.



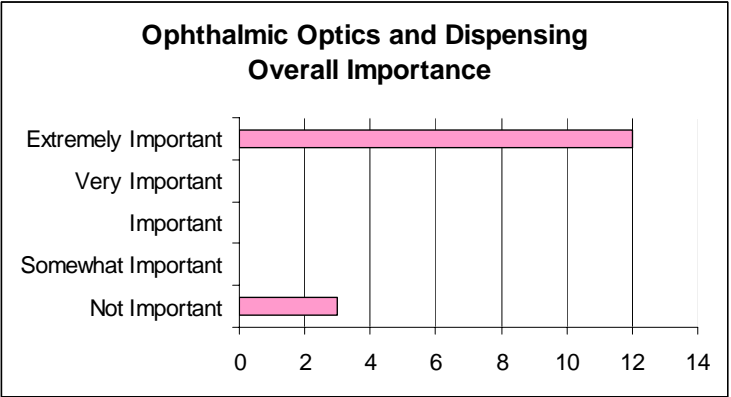
Basic Procedure subject matter tasks contained 12 questions. The highest percentage response was in the extremely important category where 10 of the 12 questions were rated. 1 task was rated as important and 1 task as not important.



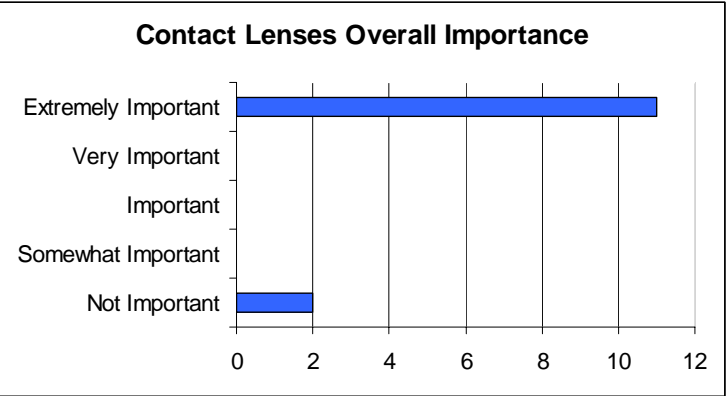
Special Procedure tasks contained 25 questions. Of the 25, the highest number responded that 16 of the tasks were not important. 7 tasks were indicated as extremely important and essential to the job.



The Ophthalmic Optics and Dispensing subject matter contained 12 tasks. Of the 12, the highest percentage resulted in essential to the job (9). 0 tasks were rated as very important, important, and somewhat important. 3 tasks were rated not important.



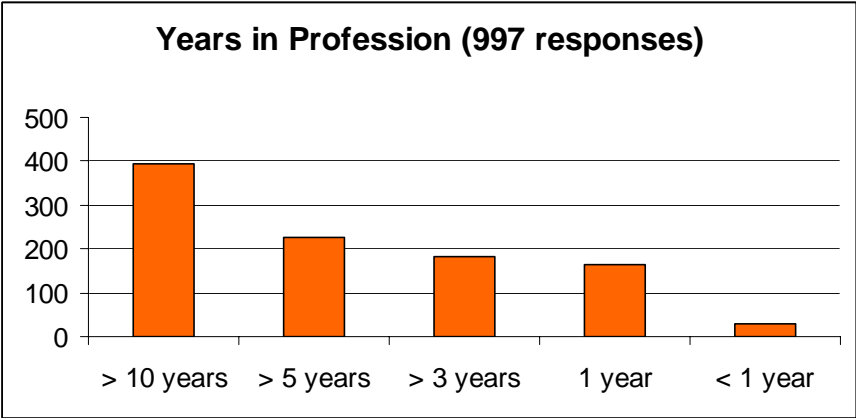
The Contact Lens subject matter contained 13 questions. 11 were rated as essential tasks and extremely important to the job while 2 tasks were rated not important.



PROFILE OF THE SURVEY RESPONDENTS

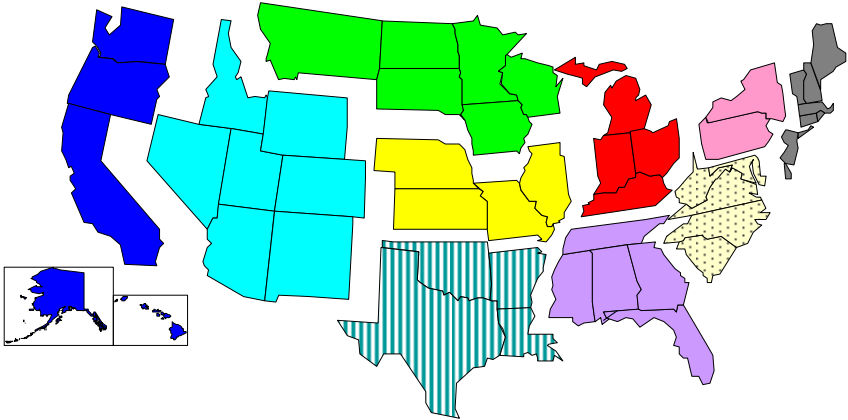
Practice Setting - Nearly all of the respondents reported that they work in private practice (88.6%) or at an HMO/Clinical Practice (3.3%). These two categories represent the most frequently selected response categories. Over one-half (63.3%) of the respondents are employed in a multi-doctor practice.

Years in Profession - Of the 997 respondents, the majority (40%) indicated that they have worked in the paraoptometric profession for more than 10 years.



Geographic Location - The greatest number of respondents are from area 6 which includes Montana, North Dakota, South Dakota, Minnesota, Iowa, and Wisconsin.

Area 10	8.72%
Area 5	9.42%
Area 6	15.04%
Area 3	12.03%
Area 4	7.22%
Area 9	9.22%
Area 2	5.01%
Area 7	9.72%
Area 1	7.42%
Area 8	9.82%
Canada	0.80%
NA	5.51%



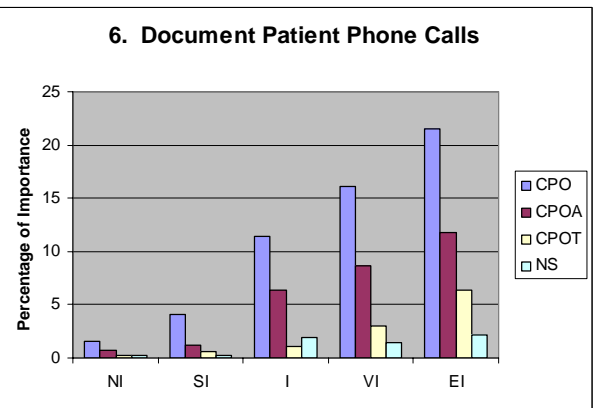
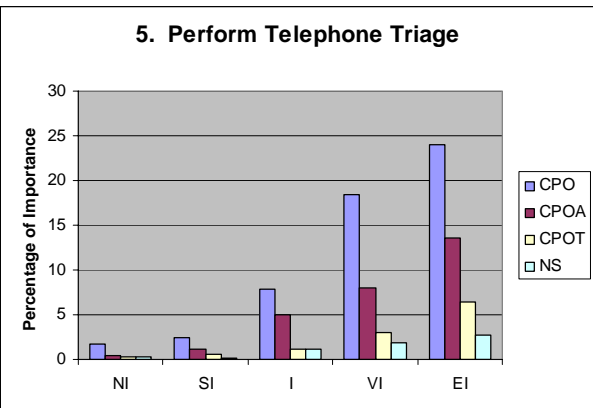
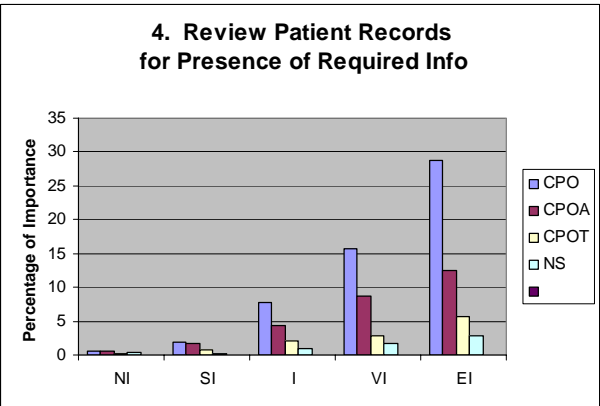
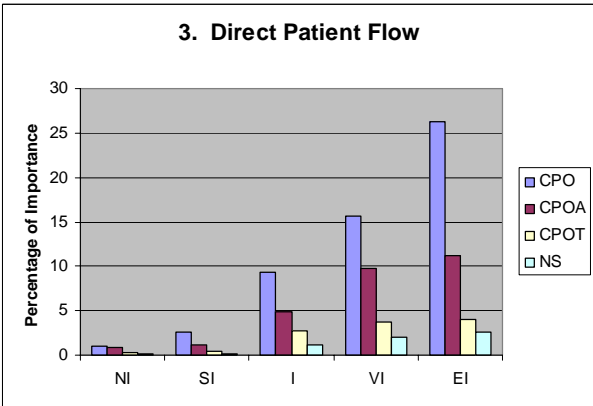
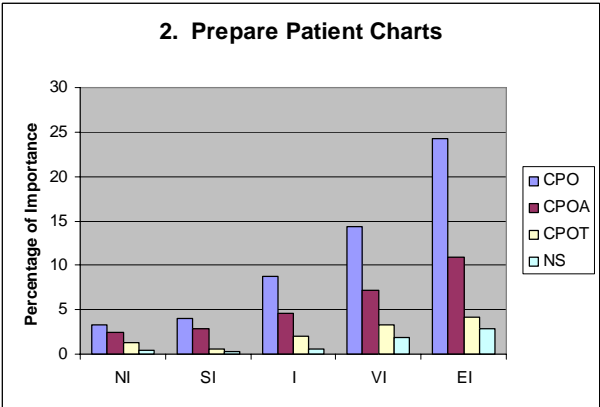
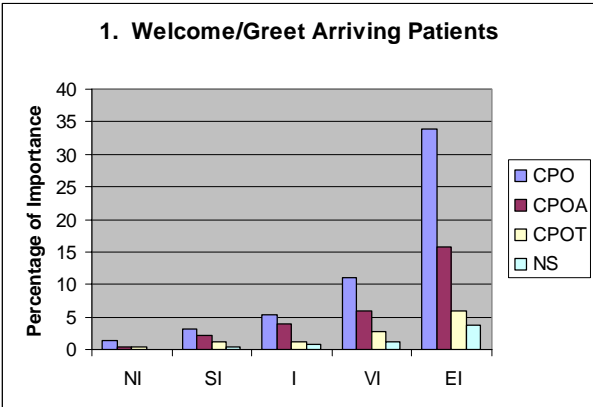
*NA indicates those responses who did not state geographic location

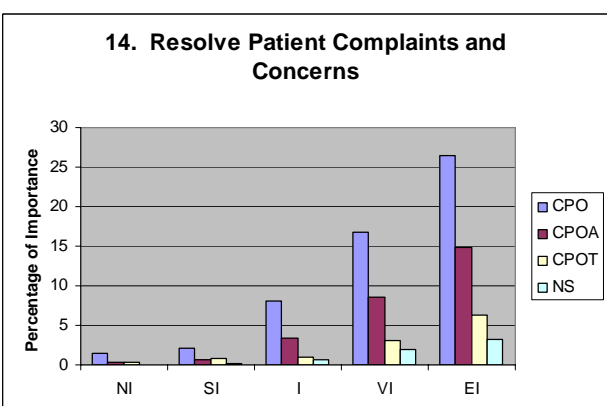
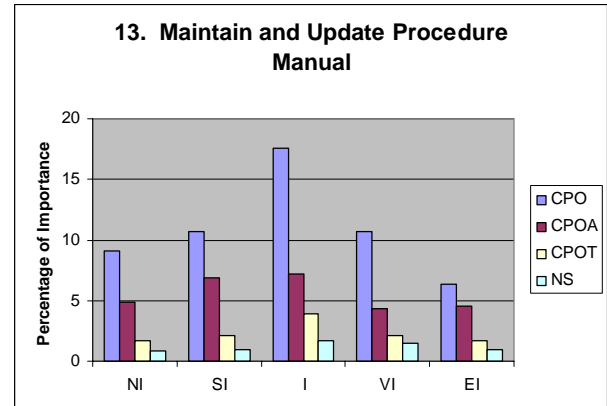
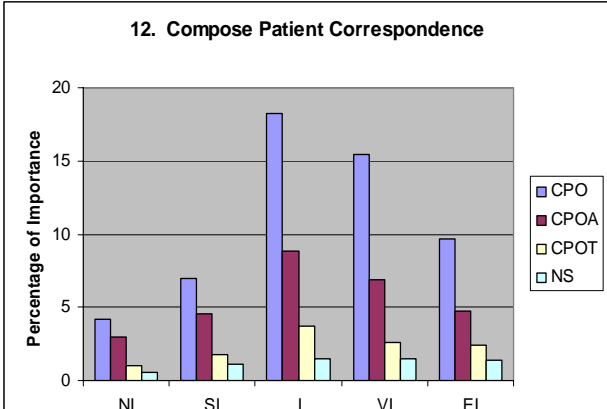
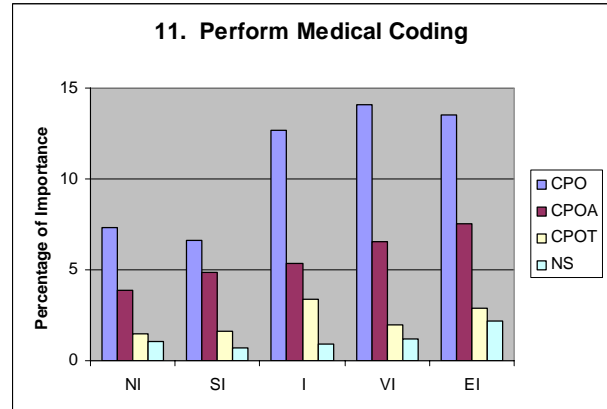
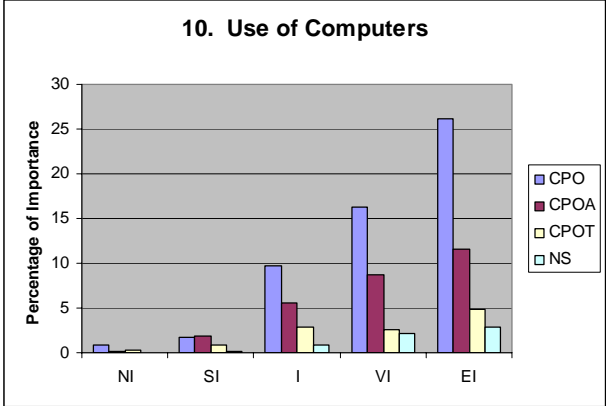
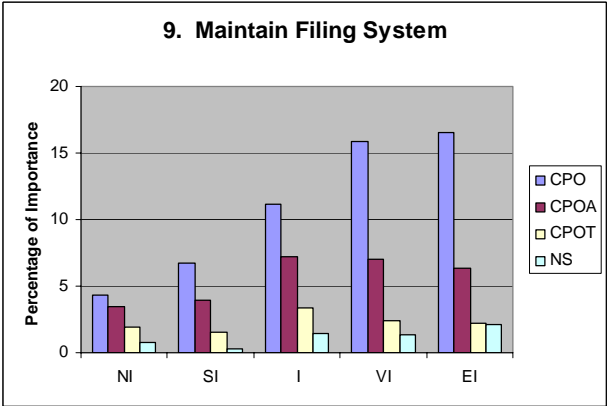
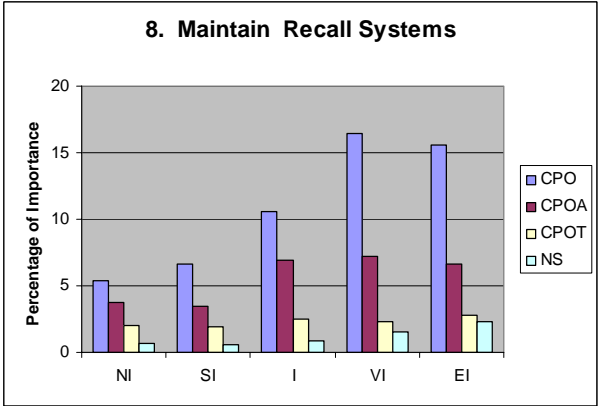
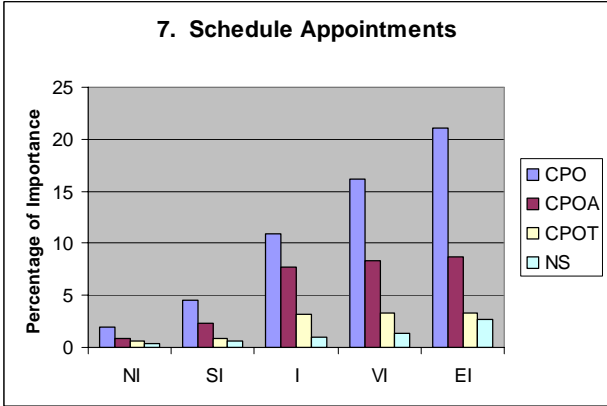
SURVEY RESULTS BY QUESTION

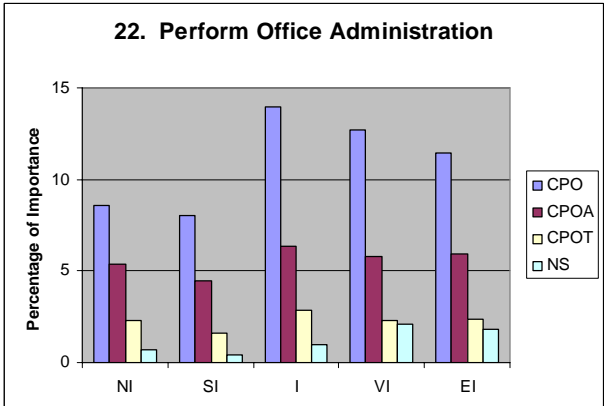
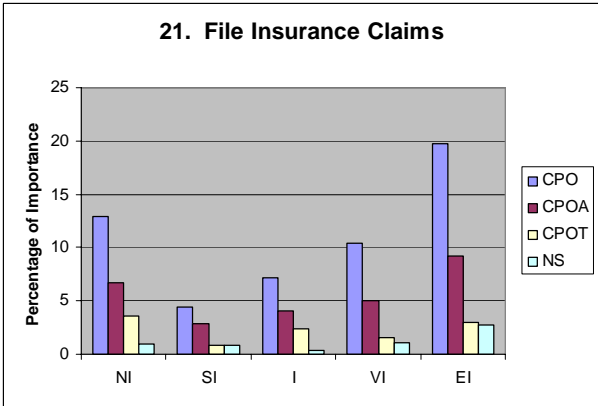
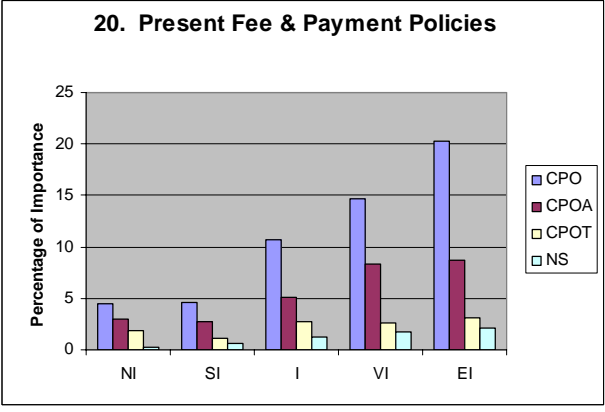
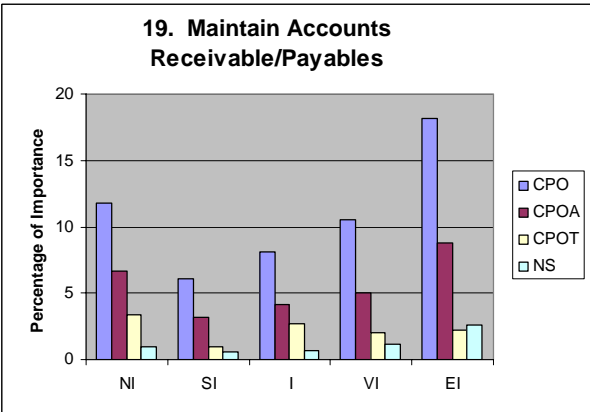
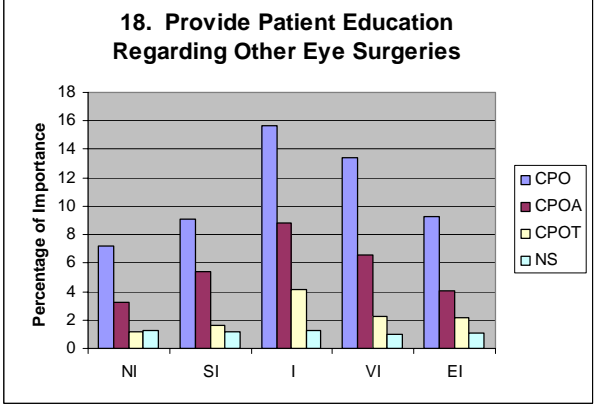
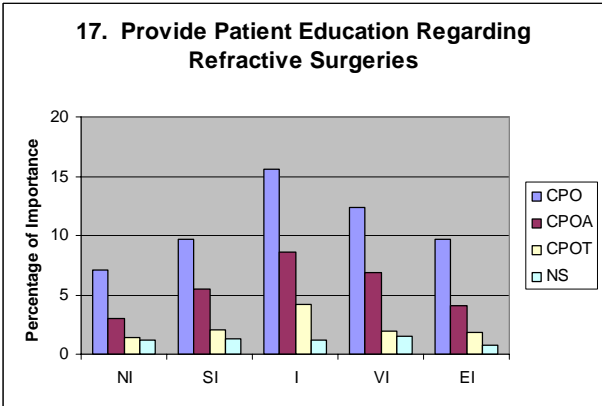
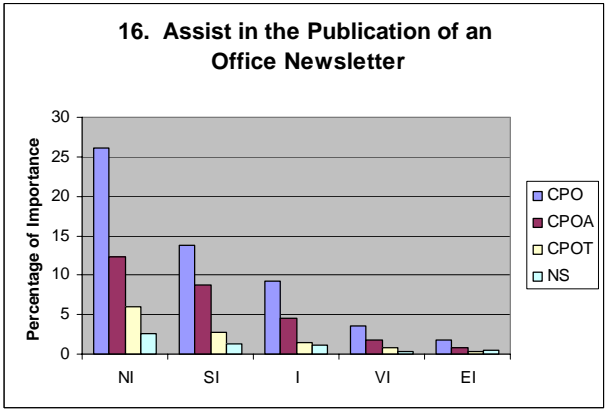
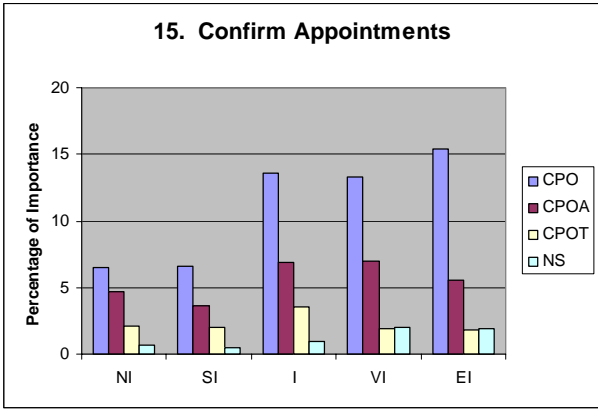
Each question was analyzed according to the certification designation. For example, each question was rated according to the Appropriateness of the responding level.

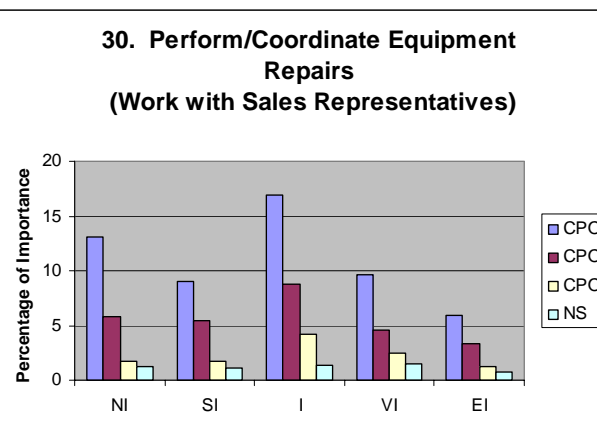
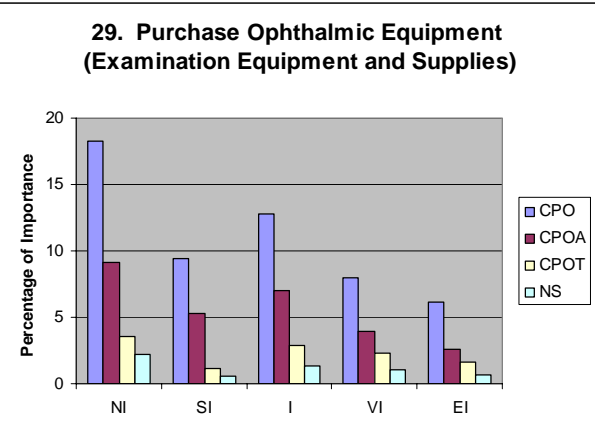
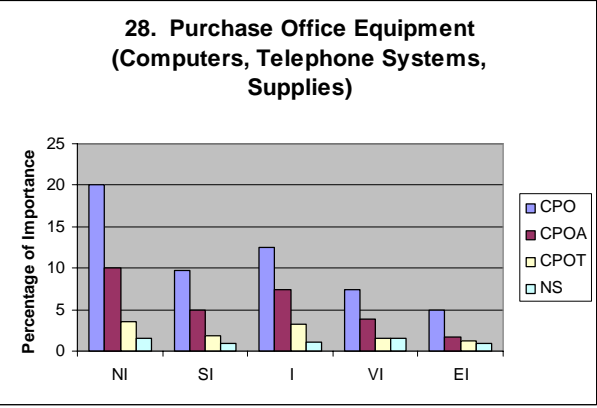
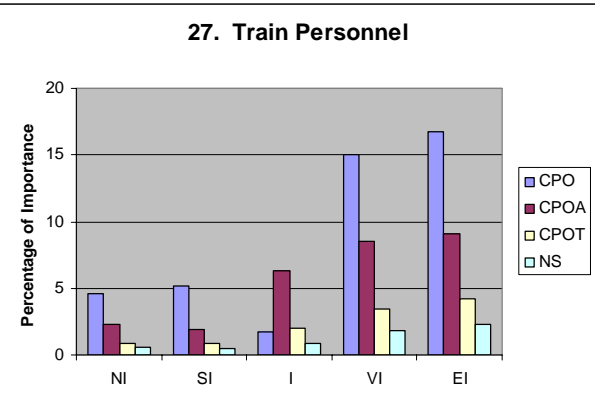
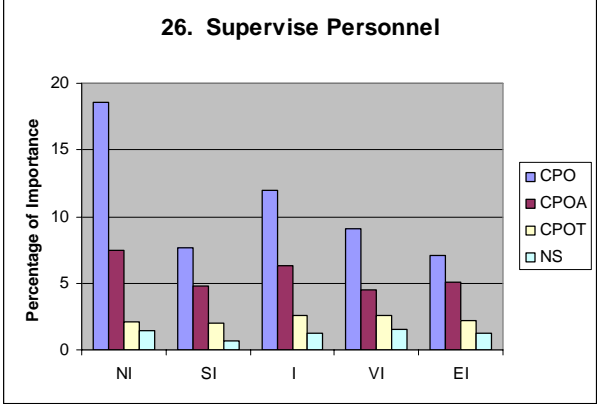
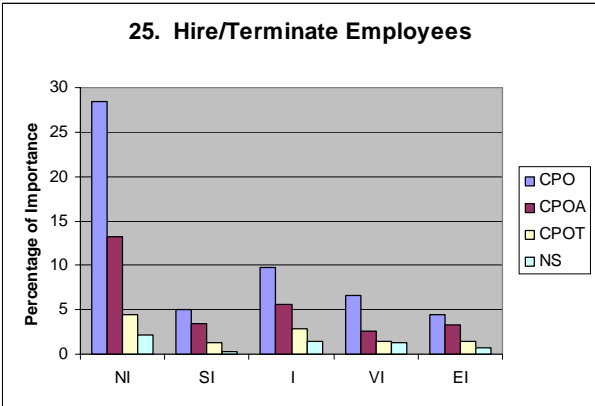
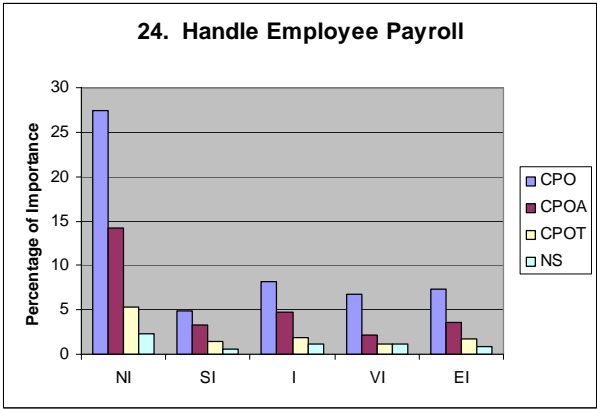
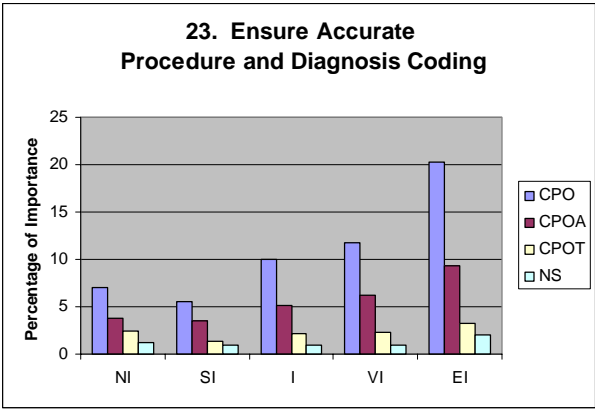


**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
 JOB ANALYSIS SURVEY RESULTS BY QUESTION
 SUBJECT MATTER: PRACTICE MANAGEMENT (30 TASKS)**

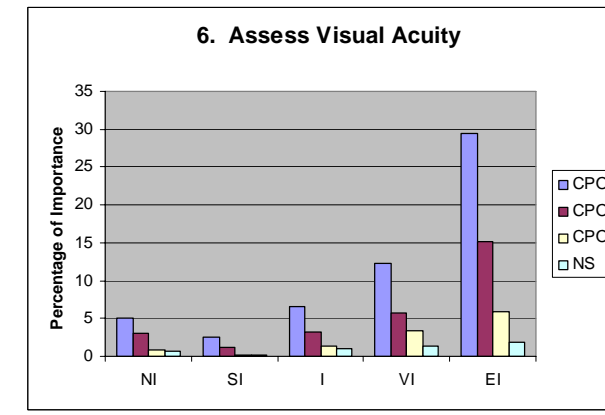
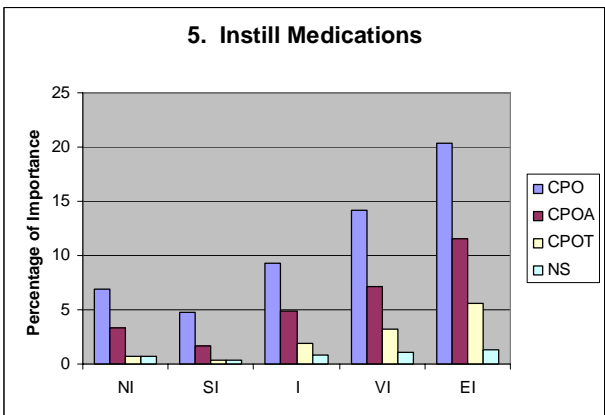
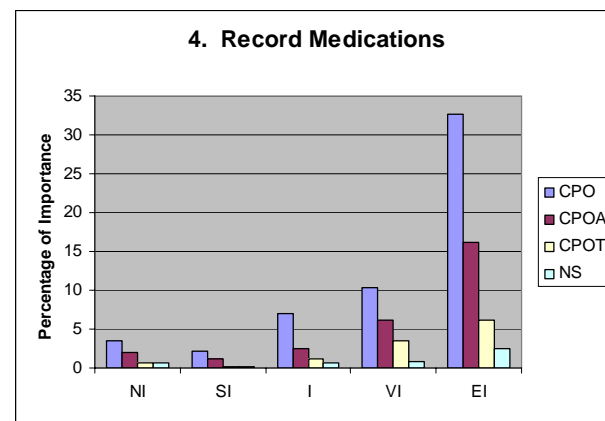
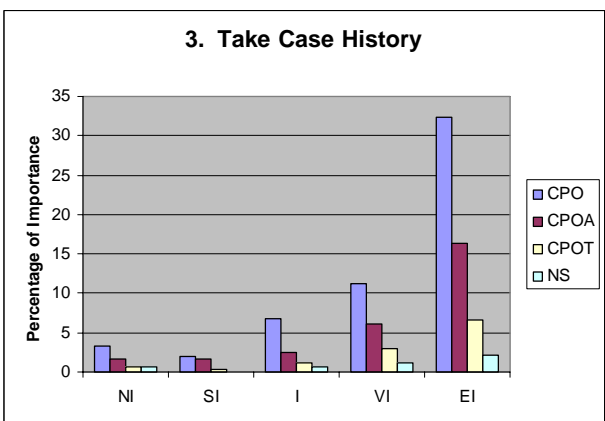
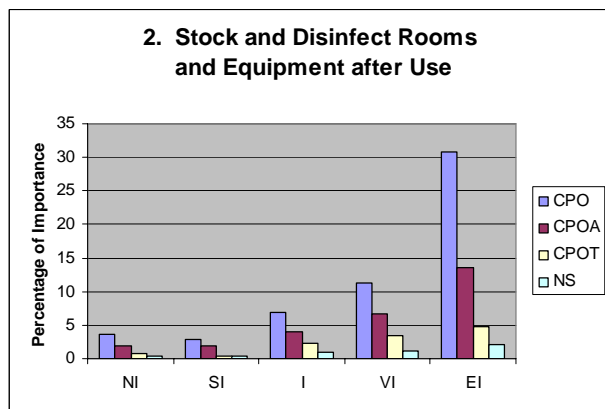
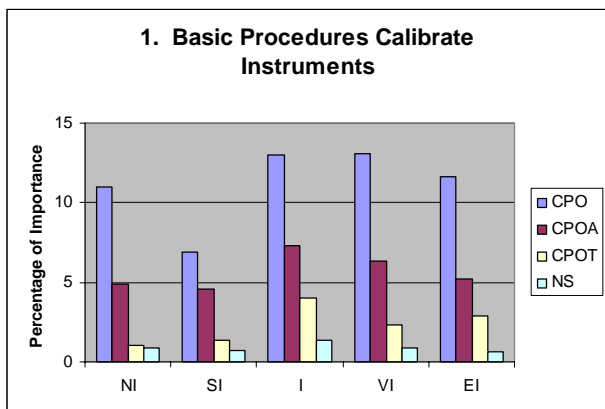


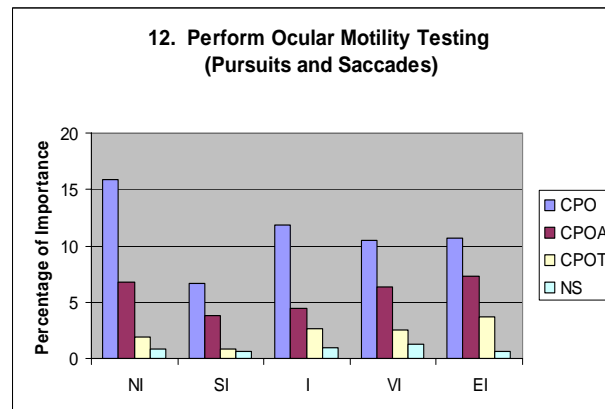
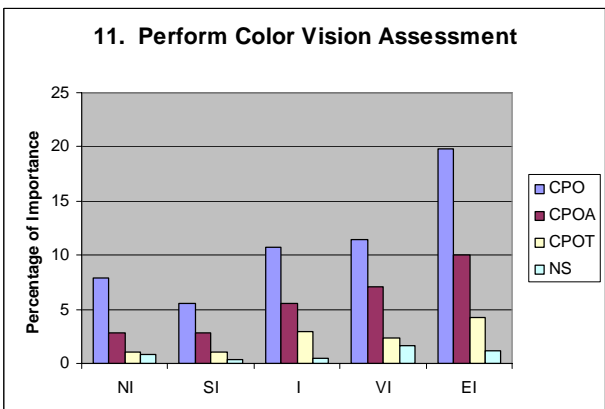
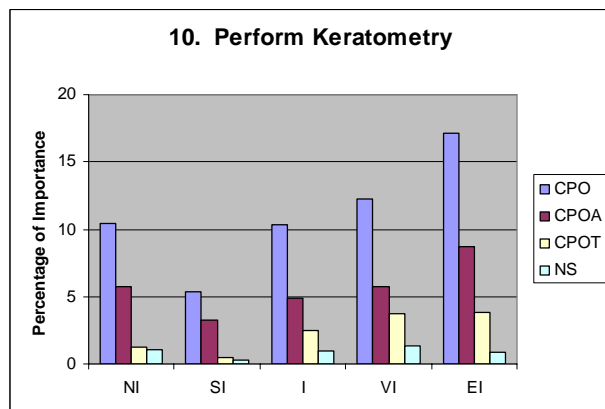
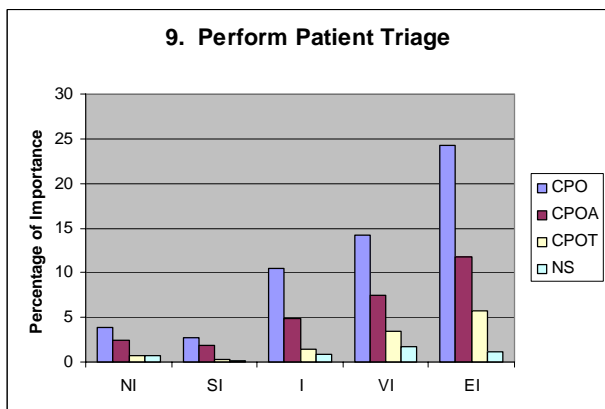
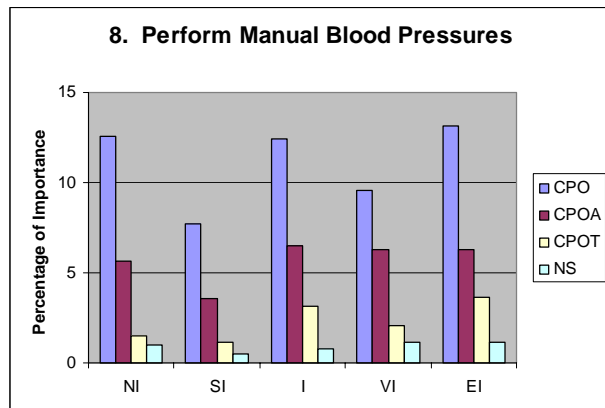
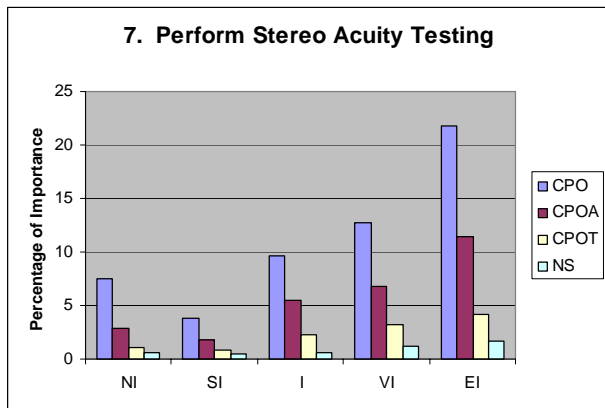




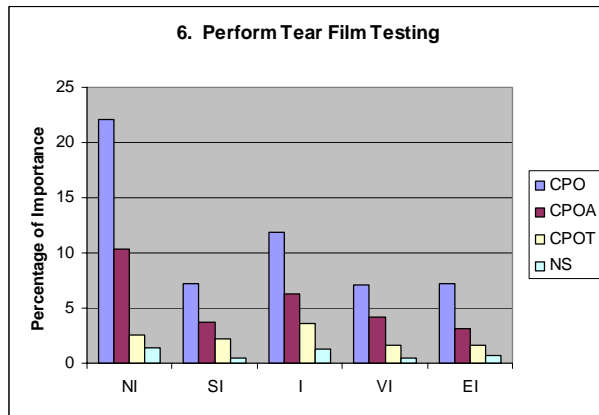
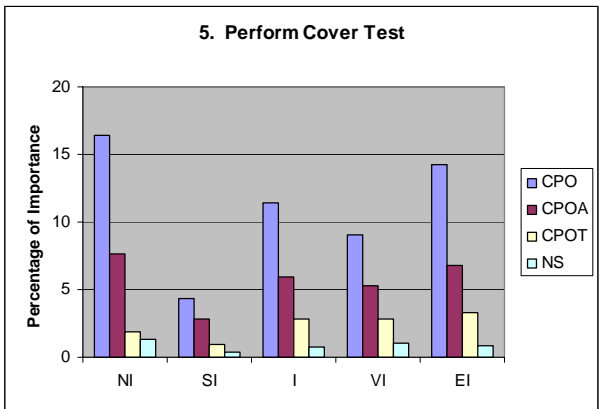
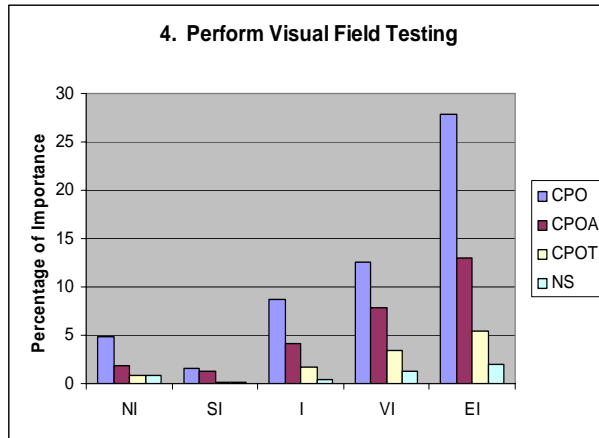
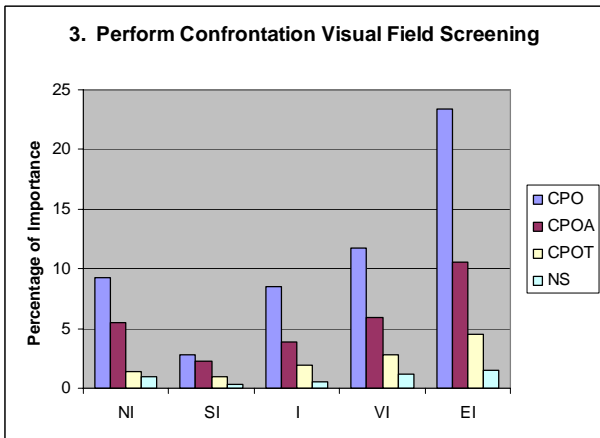
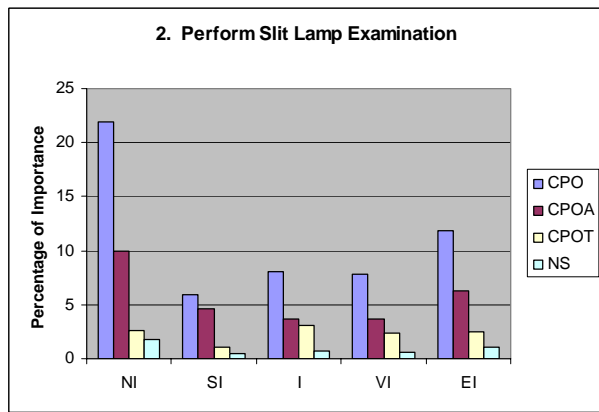
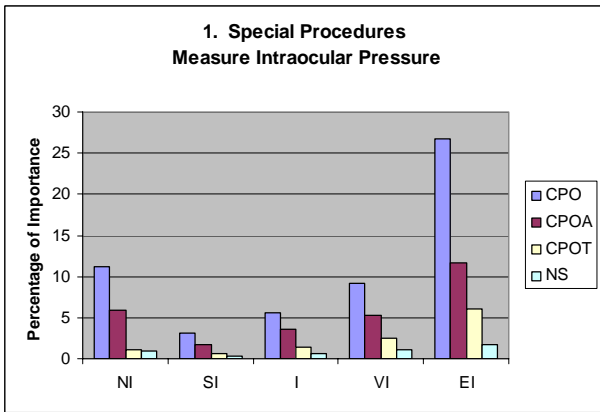


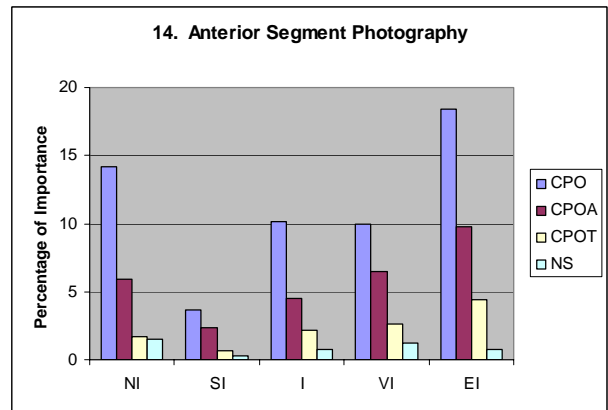
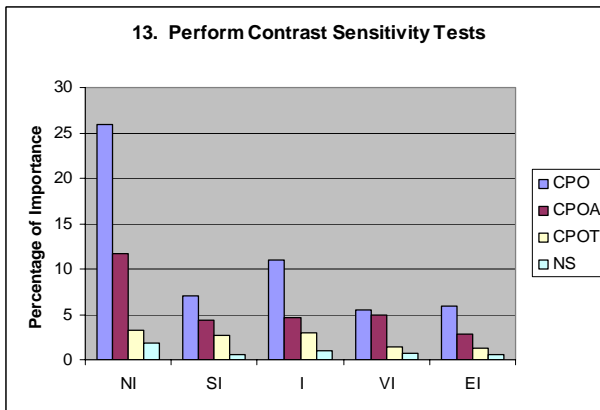
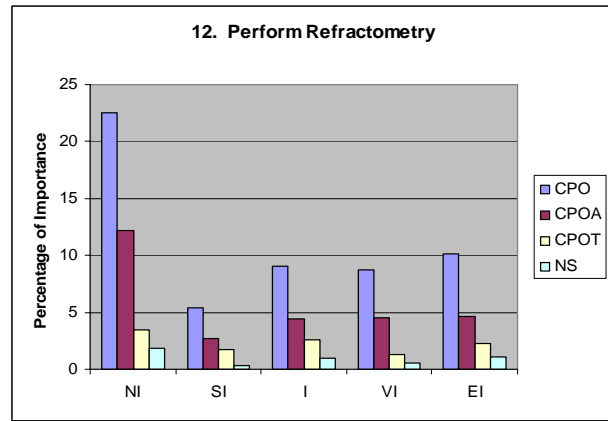
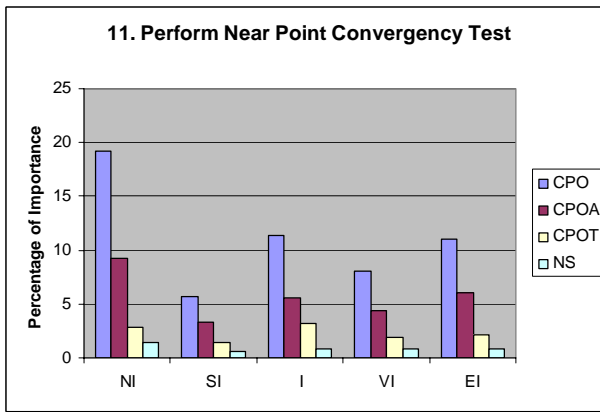
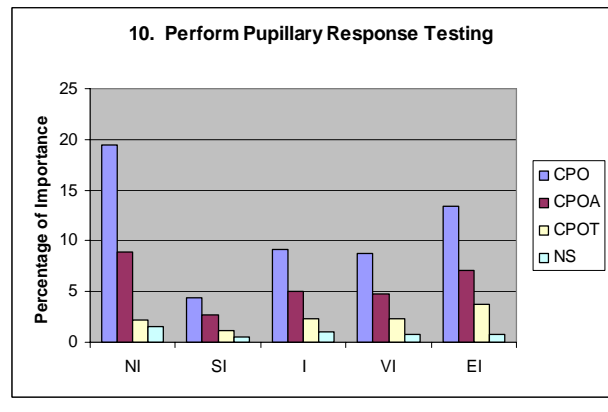
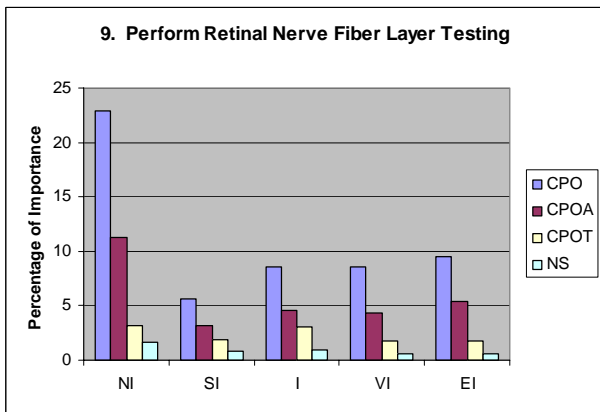
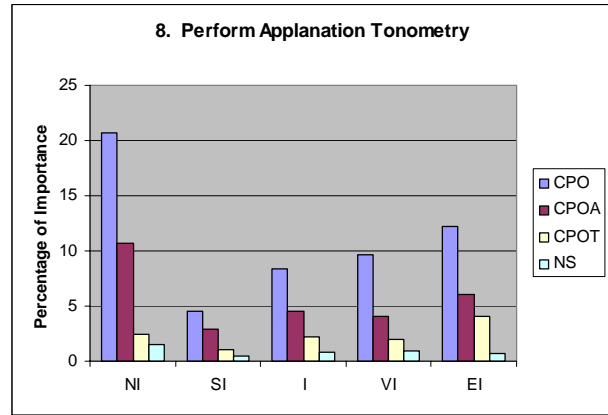
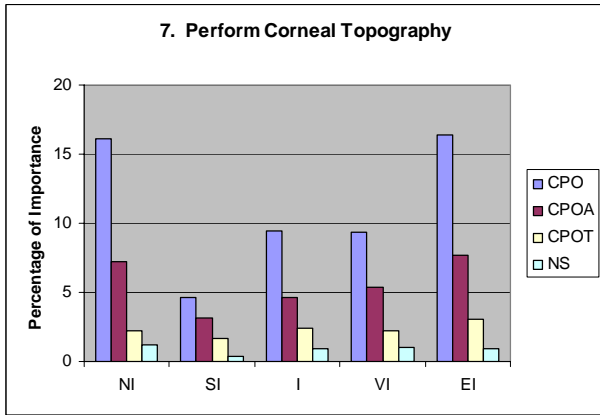
**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
JOB ANALYSIS SURVEY RESULTS BY QUESTION
SUBJECT MATTER: BASIC PROCEDURES (12 TASKS)**

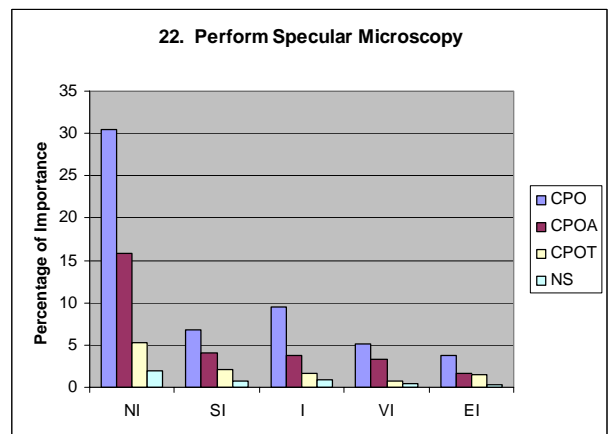
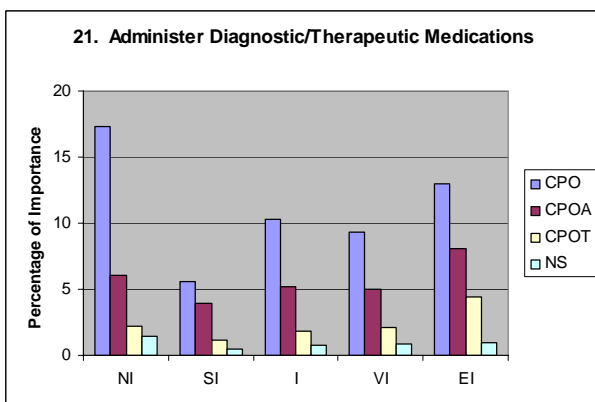
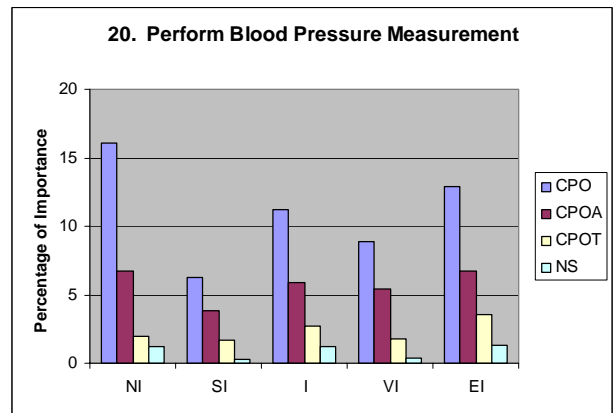
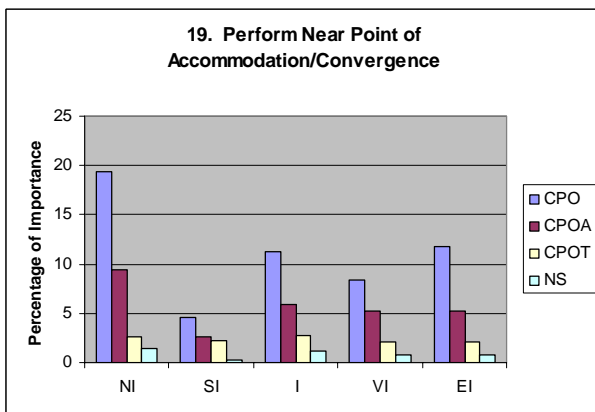
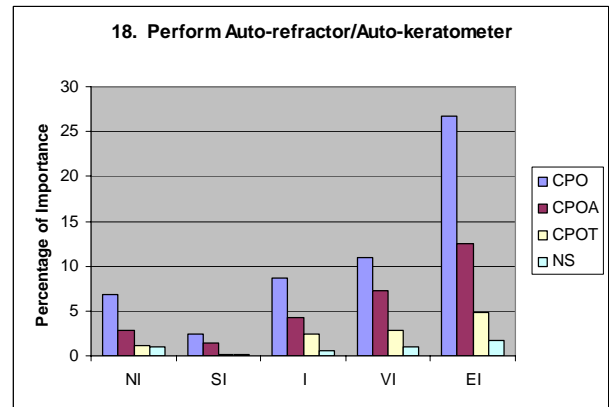
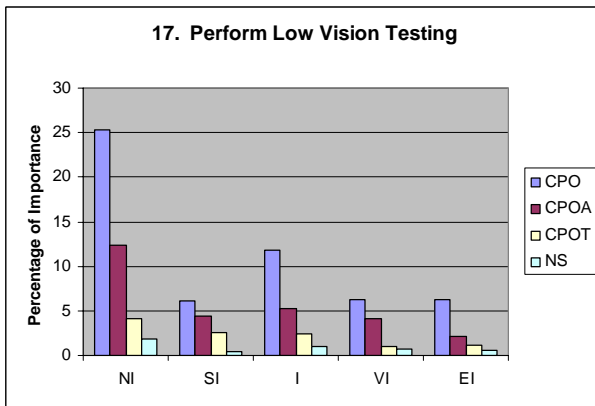
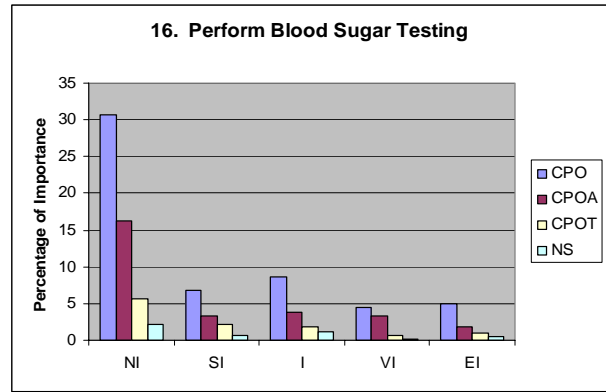
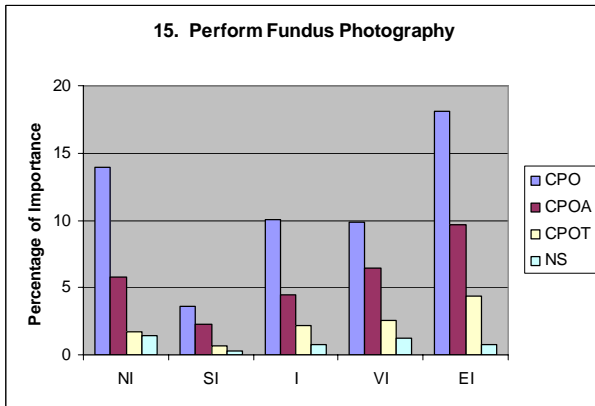


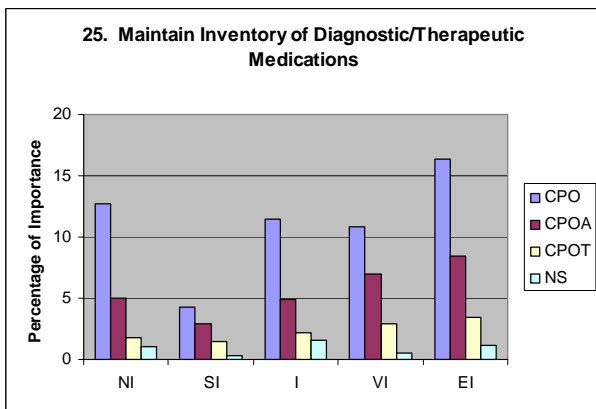
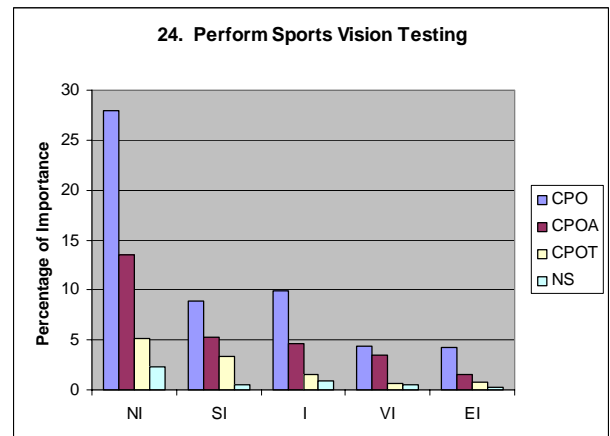
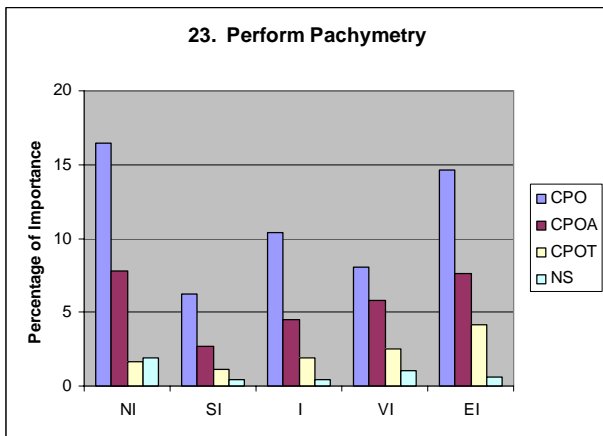


**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
JOB ANALYSIS SURVEY RESULTS BY QUESTION
SUBJECT MATTER: SPECIAL PROCEDURES (25 TASKS)**

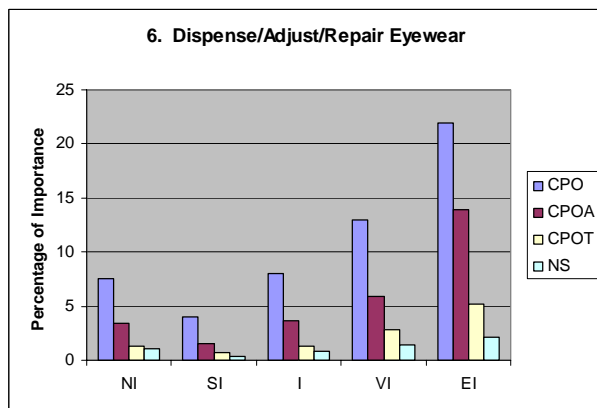
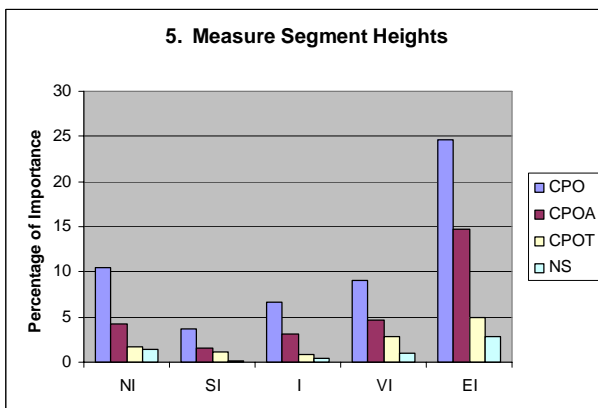
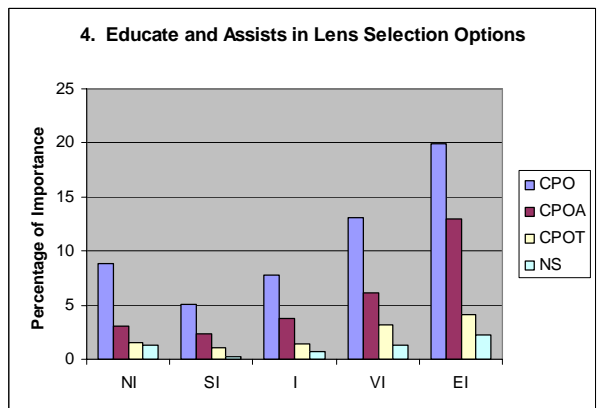
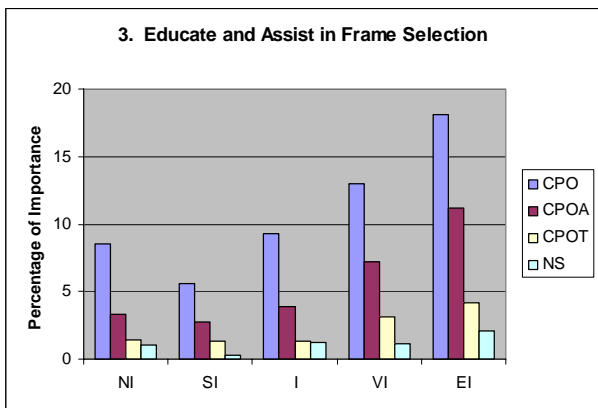
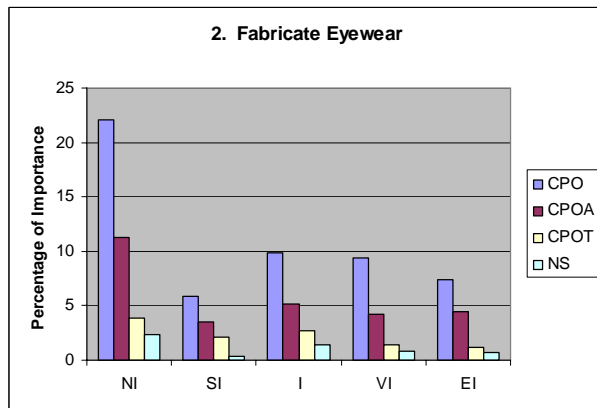
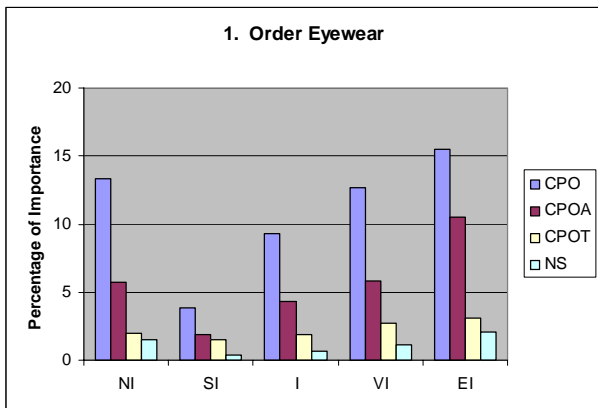


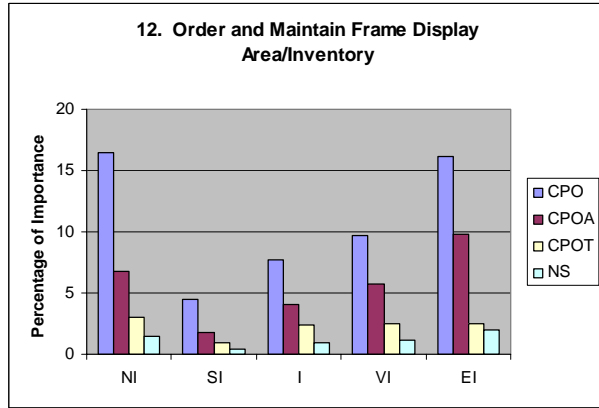
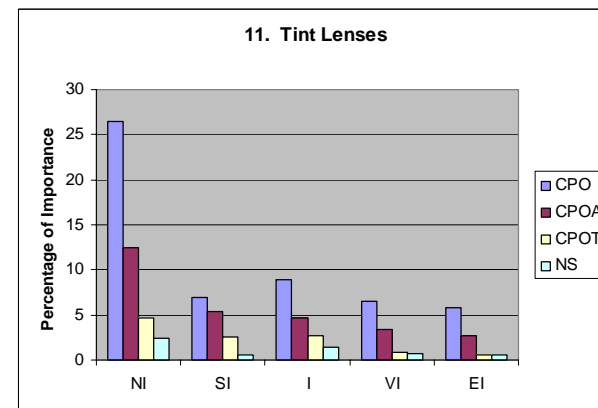
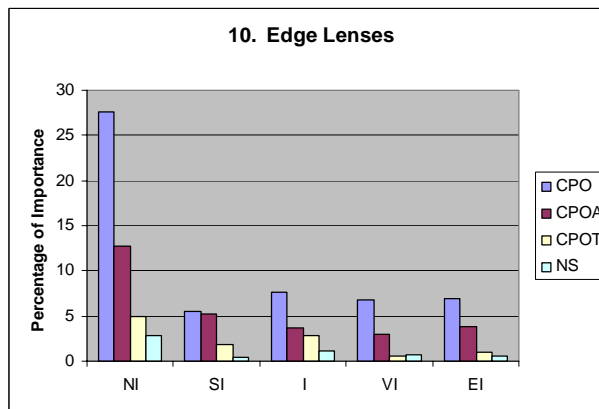
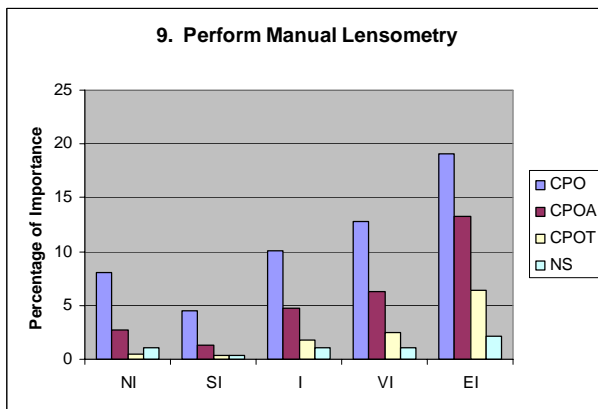
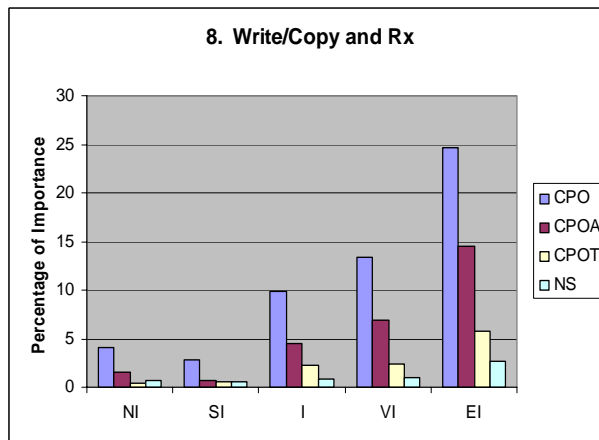
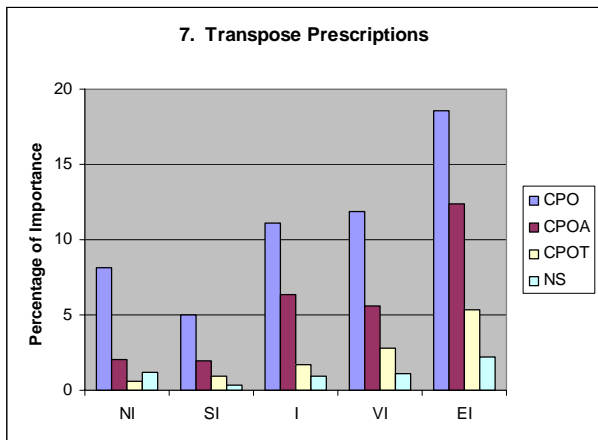




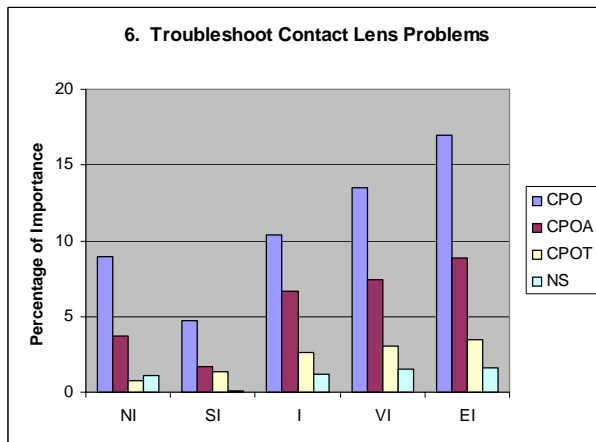
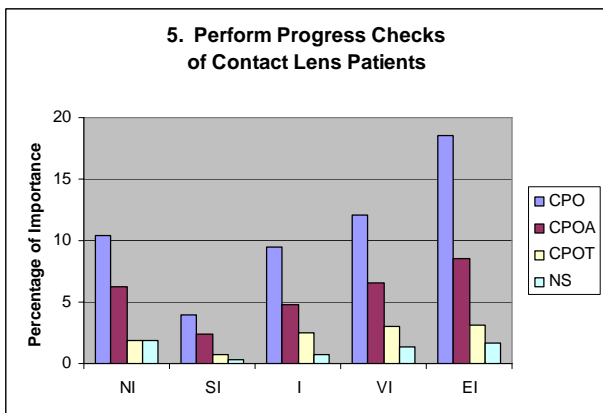
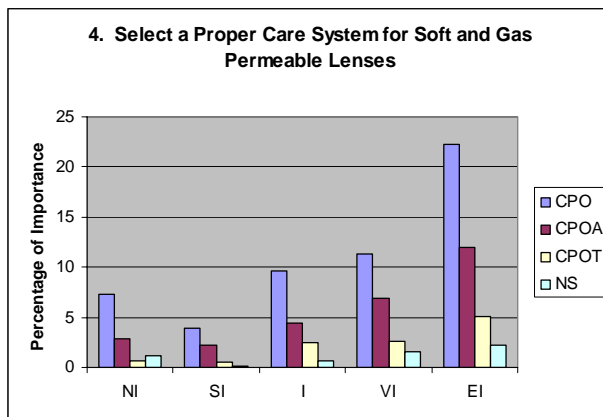
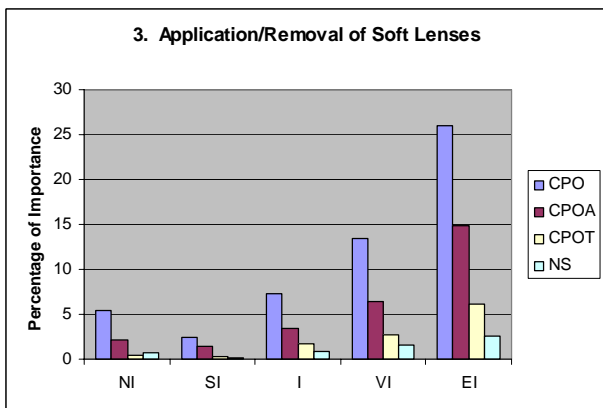
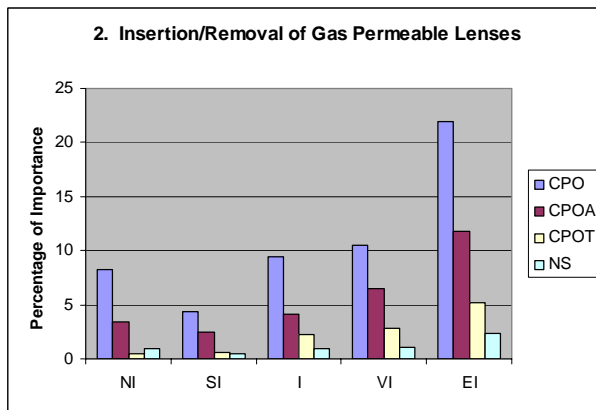
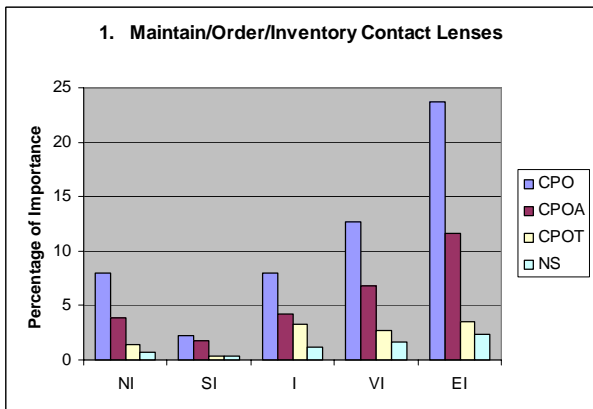


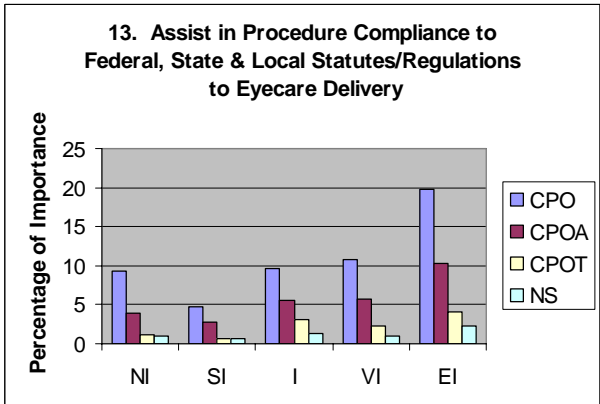
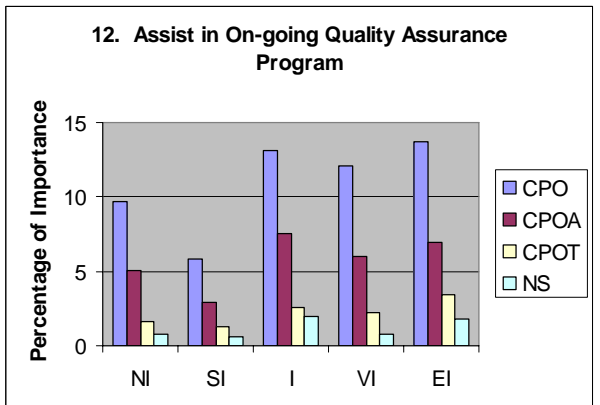
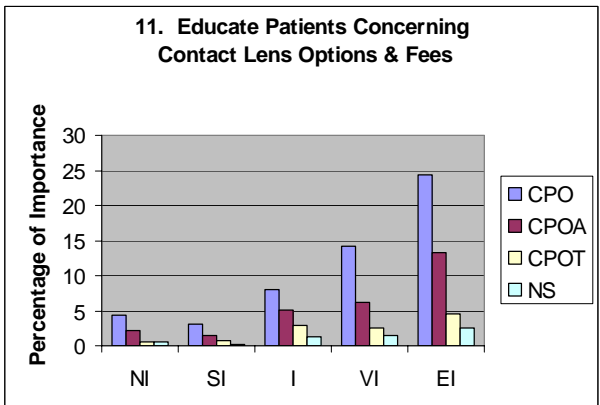
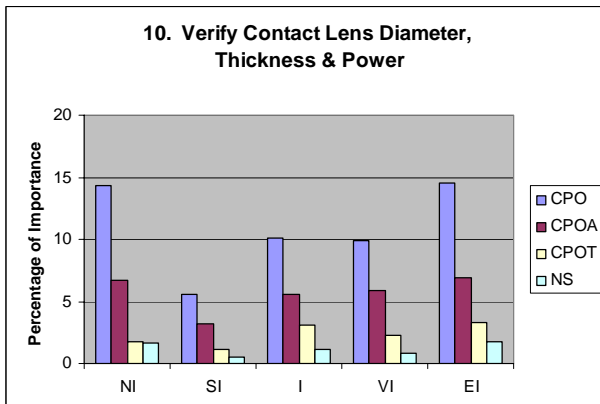
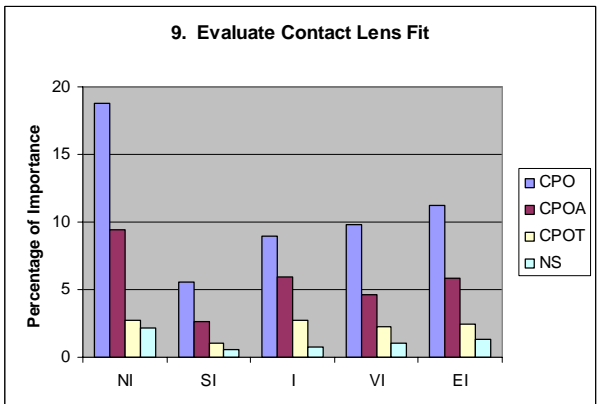
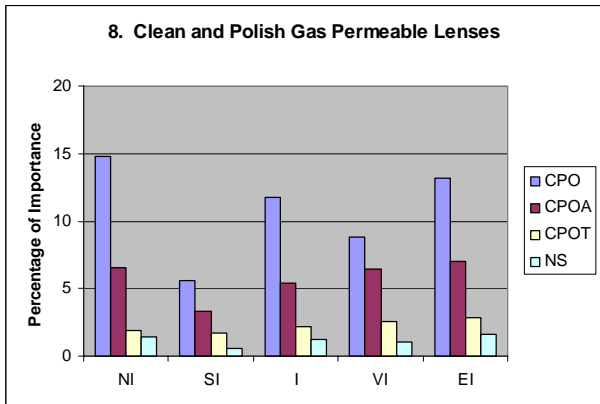
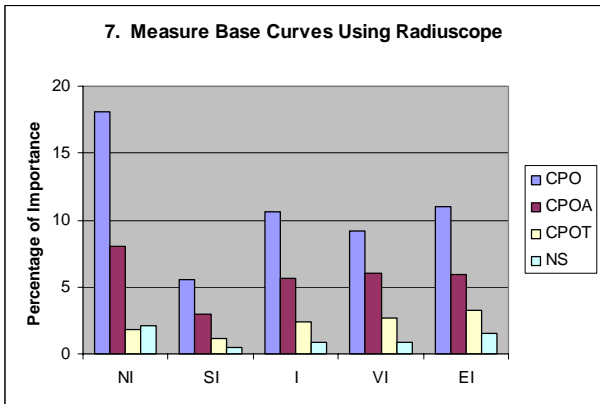
**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
JOB ANALYSIS SURVEY RESULTS BY QUESTION
SUBJECT MATTER: OPHTHALMIC OPTICS AND DISPENSING (12 TASKS)**





**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
 JOB ANALYSIS SURVEY RESULTS BY QUESTION
 SUBJECT MATTER: CONTACT LENSES (13 TASKS)**





2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION

THE COMMISSION ON PARAOPTOMETRIC CERTIFICATION IS ACCREDITED BY THE NATIONAL COMMISSION FOR CERTIFYING AGENCIES.



**JOB ANALYSIS SURVEY RESULTS BY QUESTION AND LEVEL CERTIFICATION
SUBJECT MATTER: PRACTICE MANAGEMENT (30 TASKS)**

Certified Paraoptometric (CPO)				
Item #	Task	Fail	Border	Pass
1	Welcome/Greet Arriving Patients			X
2	Prepare patient charts			X
3	Direct patient flow			X
4	Review patient records for presence of required info.			X
5	Perform telephone triage			X
6	Document patient phone calls			X
7	Schedule appointments			X
8	Maintain recall systems			X
9	Maintain filing system			X
10	Use of computers			X
11	Perform medical coding			X
12	Compose patient related correspondence		X	
13	Maintain and update procedure manual		X	
14	Resolve patient complaints and concerns			X
15	Confirm appointments			X
16	Assist in the publication of an office newsletter	X		
17	Provide patient education regarding refractive surgeries		X	
18	Provide patient education regarding other eye surgeries		X	
19	Maintain accounts receivable/payable			X
20	Present fee & payment policies			X
21	File insurance claims			X
22	Perform office administration		X	
23	Ensure accurate procedure and diagnosis coding			X
24	Handle employee payroll	X		
25	Hire/terminate employees	X		
26	Supervise personnel	X		
27	Train personnel			X
28	Purchase office equipment (computers, telephone systems, supplies)	X		
29	Purchase ophthalmic equipment (examination equipment and supplies)	X		
30	Perform/coordinate equipment repairs (work with sales representatives)		X	



Certified Paraoptometric Assistant (CPOA)				
Item #	Task	Fail	Border	Pass
1	Welcome/Greet Arriving Patients			X
2	Prepare patient charts			X
3	Direct patient flow			X
4	Review patient records for presence of required info.			X
5	Perform telephone triage			X
6	Document patient phone calls			X
7	Schedule appointments			X
8	Maintain recall systems		X	
9	Maintain filing system		X	
10	Use of computers			X
11	Perform medical coding			X
12	Compose patient related correspondence		X	
13	Maintain and update procedure manual		X	
14	Resolve patient complaints and concerns			X
15	Confirm appointments		X	
16	Assist in the publication of an office newsletter	X		
17	Provide patient education regarding refractive surgeries		X	
18	Provide patient education regarding other eye surgeries		X	
19	Maintain accounts receivable/payable			X
20	Present fee & payment policies			X
21	File insurance claims			X
22	Perform office administration		X	
23	Ensure accurate procedure and diagnosis coding			X
24	Handle employee payroll	X		
25	Hire/terminate employees	X		
26	Supervise personnel	X		
27	Train personnel			X
28	Purchase office equipment (computers, telephone systems, supplies)			X
29	Purchase ophthalmic equipment (examination equipment and supplies)	X		
30	Perform/coordinate equipment repairs (work with sales representatives)		X	



Certified Paraoptometric Technician (CPOT)				
Item #	Task	Fail	Border	Pass
1	Welcome/Greet Arriving Patients			X
2	Prepare patient charts			X
3	Direct patient flow			X
4	Review patient records for presence of required info.			X
5	Perform telephone triage			X
6	Document patient phone calls			X
7	Schedule appointments			X
8	Maintain recall systems			X
9	Maintain filing system		X	
10	Use of computers			X
11	Perform medical coding		X	
12	Compose patient related correspondence		X	
13	Maintain and update procedure manual		X	
14	Resolve patient complaints and concerns			X
15	Confirm appointments		X	
16	Assist in the publication of an office newsletter	X		
17	Provide patient education regarding refractive surgeries		X	
18	Provide patient education regarding other eye surgeries		X	
19	Maintain accounts receivable/payable	X		
20	Present fee & payment policies			X
21	File insurance claims	X		
22	Perform office administration			X
23	Ensure accurate procedure and diagnosis coding			X
24	Handle employee payroll	X		
25	Hire/terminate employees	X		
26	Supervise personnel		X	
27	Train personnel			X
28	Purchase office equipment (computers, telephone systems, supplies)	X		
29	Purchase ophthalmic equipment (examination equipment and supplies)	X		
30	Perform/coordinate equipment repairs (work with sales representatives)		X	



**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
JOB ANALYSIS SURVEY RESULTS BY QUESTION AND LEVEL CERTIFICATION
SUBJECT MATTER: BASIC PROCEDURES (12 TASKS)**

Certified Paraoptometric (CPO)				
Item #	Task	Fail	Border	Pass
31	Calibrate instruments			X
32	Stock and disinfect rooms and equipment after use			X
33	Take case history			X
34	Record medications			X
35	Instill medications			X
36	Assess visual acuity			X
37	Perform stereo acuity testing			X
38	Perform manual blood pressures			X
39	Perform patient triage			X
40	Perform keratometry			X
41	Perform color vision assessment			X
42	Perform ocular motility testing (Pursuits and Saccades)	X		
Certified Paraoptometric Assistant (CPOA)				
Item #	Task	Fail	Border	Pass
31	Calibrate instruments		X	
32	Stock and disinfect rooms and equipment after use			X
33	Take case history			X
34	Record medications			X
35	Instill medications			X
36	Assess visual acuity			X
37	Perform stereo acuity testing			X
38	Perform manual blood pressures		X	
39	Perform patient triage			X
40	Perform keratometry			X
41	Perform color vision assessment			X
42	Perform ocular motility testing (Pursuits and Saccades)			X
Certified Paraoptometric Technician (CPOT)				
Item #	Task	Fail	Border	Pass
31	Calibrate instruments		X	
32	Stock and disinfect rooms and equipment after use			X
33	Take case history			X
34	Record medications			X
35	Instill medications			X
36	Assess visual acuity			X
37	Perform stereo acuity testing			X
38	Perform manual blood pressures			X
39	Perform patient triage			X
40	Perform keratometry			X
41	Perform color vision assessment			X
42	Perform ocular motility testing (Pursuits and Saccades)			X



2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
 JOB ANALYSIS SURVEY RESULTS BY QUESTION AND LEVEL CERTIFICATION
 SUBJECT MATTER: SPECIAL PROCEDURES (25 TASKS)

Certified Paraoptometric (CPO)				
Item #	Task	Fail	Border	Pass
43	Measure intraocular pressure			X
44	Perform slit lamp examination	X		
45	Perform confrontation visual field screening			X
46	Perform visual field testing			X
47	Perform cover test	X		
48	Perform tear film testing	X		
49	Perform corneal topography			X
50	Perform applanation tonometry	X		
51	Perform retinal nerve fiber layer testing	X		
52	Perform pupillary response test	X		
53	Perform near point convergence test	X		
54	Perform refractometry	X		
55	Perform contrast sensitivity tests	X		
56	Anterior segment photography			X
57	Perform fundus photography			X
58	Perform blood sugar testing	X		
59	Perform low vision testing	X		
60	Perform auto-refractor/auto-keratometer			X
61	Perform near point of accommodation/convergence	X		
62	Perform blood pressure measurement	X		
63	Administer diagnostic/therapeutic medications	X		
64	Perform specular microscopy	X		
65	Perform pachymetry	X		
66	Perform sports vision testing	X		
67	Maintain inventory of diagnostic/therapeutic medications			X



Certified Paraoptometric Assistant (CPOA)				
Item #	Task	Fail	Border	Pass
43	Measure intraocular pressure			X
44	Perform slit lamp examination	X		
45	Perform confrontation visual field screening			X
46	Perform visual field testing			X
47	Perform cover test	X		
48	Perform tear film testing	X		
49	Perform corneal topography			X
50	Perform applanation tonometry	X		
51	Perform retinal nerve fiber layer testing	X		
52	Perform pupillary response test	X		
53	Perform near point convergence test	X		
54	Perform refractometry	X		
55	Perform contrast sensitivity tests	X		
56	Anterior segment photography			X
57	Perform fundus photography			X
58	Perform blood sugar testing	X		
59	Perform low vision testing	X		
60	Perform auto-refractor/auto-keratometer			X
61	Perform near point of accommodation/convergence	X		
62	Perform blood pressure measurement		X	
63	Administer diagnostic/therapeutic medications			X
64	Perform specular microscopy	X		
65	Perform pachymetry	X		
66	Perform sports vision testing	X		
67	Maintain inventory of diagnostic/therapeutic medications			X



Certified Paraoptometric Technician (CPOT)				
Item #	Task	Fail	Border	Pass
43	Measure intraocular pressure			X
44	Perform slit lamp examination	X		
45	Perform confrontation visual field screening			X
46	Perform visual field testing			X
47	Perform cover test			X
48	Perform tear film testing		X	
49	Perform corneal topography			X
50	Perform applanation tonometry			X
51	Perform retinal nerve fiber layer testing	X		
52	Perform pupillary response test			X
53	Perform near point convergence test		X	
54	Perform refractometry	X		
55	Perform contrast sensitivity tests	X		
56	Anterior segment photography			X
57	Perform fundus photography			X
58	Perform blood sugar testing	X		
59	Perform low vision testing	X		
60	Perform auto-refractor/auto-keratometer			X
61	Perform near point of accommodation/convergence		X	
62	Perform blood pressure measurement		X	
63	Administer diagnostic/therapeutic medications			X
64	Perform specular microscopy	X		
65	Perform pachymetry			X
66	Perform sports vision testing	X		
67	Maintain inventory of diagnostic/therapeutic medications			X



2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
 JOB ANALYSIS SURVEY RESULTS BY QUESTION AND LEVEL CERTIFICATION
 SUBJECT MATTER: OPHTHALMIC OPTICS AND DISPENSING (12 TASKS)

Certified Paraoptometric (CPO)				
Item #	Task	Fail	Border	Pass
68	Order Eyewear			X
69	Fabricate eyewear	X		
70	Educate and assist in frame selection			X
71	Educate and assists in lens selection options			X
72	Measure segment heights			X
73	Dispense/adjust/repair eyewear			X
74	Transpose prescriptions			X
75	Write/copy and Rx		X	
76	Perform manual lensometry			X
77	Edge lenses	X		
78	Tint lenses	X		
79	Order and maintain frame display area/inventory	X		

Certified Paraoptometric Assistant (CPOA)				
Item #	Task	Fail	Border	Pass
68	Order Eyewear			X
69	Fabricate eyewear	X		
70	Educate and assist in frame selection			X
71	Educate and assists in lens selection options			X
72	Measure segment heights			X
73	Dispense/adjust/repair eyewear			X
74	Transpose prescriptions			X
75	Write/copy and Rx			X
76	Perform manual lensometry			X
77	Edge lenses	X		
78	Tint lenses	X		
79	Order and maintain frame display area/inventory			X



Certified Paraoptometric Technician (CPOT)				
Item #	Task	Fail	Border	Pass
68	Order Eyewear			X
69	Fabricate Eyewear	X		
70	Educate and assist in frame selection			X
71	Educate an assists in lens selection option			X
72	Measure segment heights			X
73	Dispense/adjust/repair eyewear			X
74	Transpose prescriptions			X
75	Write/copy and Rx			X
76	Perform manual lensometry			X
77	Edge lenses	X		
78	Tint lenses	X		
79	Order and maintain frame display area/inventory	X		



**2006 COMMISSION ON PARAOPTOMETRIC CERTIFICATION
JOB ANALYSIS SURVEY RESULTS BY QUESTION AND LEVEL CERTIFICATION
SUBJECT MATTER: CONTACT LENSES (13 TASKS)**

Certified Paraoptometric (CPO)				
Item #	Task	Fail	Border	Pass
80	Maintain/order/inventory contact			X
81	Insertion/removal of gas permeable			X
82	Application/removal of soft lenses			X
83	Select a proper care system or soft and gas permeable lenses			X
84	Perform progress checks of contact lens patients			X
85	Troubleshoot contact lens problems			X
86	Measure base curves using	X		
87	Clean and polish gas permeable	X		
88	Evaluate contact lens fit	X		
89	Verify contact lens diameter, thickness & power			X
90	Educate patients concerning contact lens options & fees			X
91	Assist in on-going quality assurance program			X
92	Assist in procedure compliance to federal, state and local statutes/regulations to eyecare			X

Certified Paraoptometric Assistant (CPOA)				
Item #	Task	Fail	Border	Pass
80	Maintain/order/inventory contact			X
81	Insertion/removal of gas permeable			X
82	Application/removal of soft lenses			X
83	Select a proper care system or soft and gas permeable lenses			X
84	Perform progress checks of contact lens patients			X
85	Troubleshoot contact lens problems			X
86	Measure base curves using	X		
87	Clean and polish gas permeable			X
88	Evaluate contact lens fit	X		
89	Verify contact lens diameter, thickness & power			X
90	Educate patients concerning contact lens options & fees			X
91	Assist in on-going quality assurance program		X	
92	Assist in procedure compliance to federal, state and local statutes/regulations to eyecare			X



Certified Paraoptometric Technician (CPOT)				
Item #	Task	Fail	Border	Pass
80	Maintain/order/inventory contact			X
81	Insertion/removal of gas permeable			X
82	Application/removal of soft lenses			X
83	Select a proper care system or soft and gas permeable lenses			X
84	Perform progress checks of contact lens patients			X
85	Troubleshoot contact lens problems			X
86	Measure base curves using			X
87	Clean and polish gas permeable			X
88	Evaluate contact lens fit		X	
89	Verify contact lens diameter, thickness & power			X
90	Educate patients concerning contact lens options & fees			X
91	Assist in on-going quality assurance program			X
92	Assist in procedure compliance to federal, state and local statutes/regulations to eyecare			X



CONCLUSION

The Commission on Paraoptometric Certification Job Analysis survey was conducted to identify important tasks appropriate to each level of examination certification and to create test specifications that may be used to develop new certification examinations.

The results of the survey were linked to the test content areas yielding a set of test content specifications. These specifications listed major areas of test content covered by the survey statements with suggested percentages for each area on the CPC examinations. Recommendations for a test content outline and for coverage of the major areas in each examination were included in the final report. The final report was distributed to the same committee to make recommendations or decisions concerning possible actions following the study results. This committee held a conference call and discussed the survey findings and possible changes to the test specifications or to the certification program.

It is encouraging to note that there was a high degree of homogeneity in the data with the majority of the tasks rated within the extremely important range. However, 29% of the 92 tasks were rated not important to the job. Although some tasks were rated not important to the job, the majority of those items hold a small percentage to the particular examination level and weightings as responded. Further, the results of this survey support the fact that the survey provided an accurate profile of the important tasks associated with the role of Certified Paraoptometrics, Certified Paraoptometric Assistants, and Certified Paraoptometric Technicians. The nature of the survey instrument and ensuing results support the fact that the survey provided an accurate profile and the necessary information required to define the current responsibilities of each appropriate certification level. Additionally the job analysis facilitated the process of identifying the most relevant tasks and responsibilities for each of the three areas and provided useful data to assess the need for appropriate changes in the content of each examination.

By including the diversity of optometric assistants, the Commission on Paraoptometric Certification ensured that the response data would be representative of the appropriate level of designation as practiced.

