

Overview and Summary of the 2003 Commission on Paraoptometric Certification Task Analysis Survey

In preparation for the 2004 examinations, the Commission on Paraoptometric Certification surveyed approximately 3,200 Certified Paraoptometric. 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. Additionally, according to the Department of Labor, over 2.1 million jobs in the health occupation fields will be added between 1996 and 2006. This is due to the increased aging population and the demand for skilled personnel to meet the needs of technological advancements.

The model used for this task analysis for CPC Certification was the development and distribution of a survey to certified paraoptometrics throughout the United States, Canada, and Europe. Respondents were asked to rate the criticality of tasks associated with their role as a certified Paraoptometric.

Certified paraoptometrics practice in a variety of settings including private optometric practices, health maintenance organizations (HMO's), medical offices, community health agencies, students, and other settings.

As certification is a voluntary process instituted by a nongovernmental agency, there are no legal jurisdictions that govern their duties.

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.

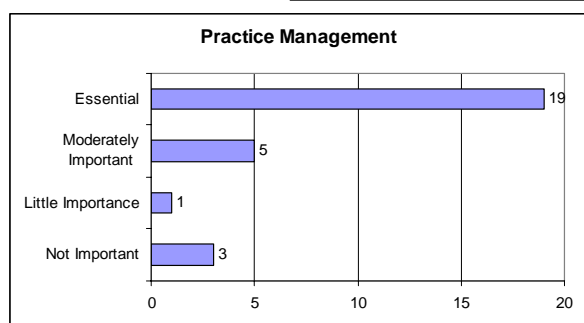
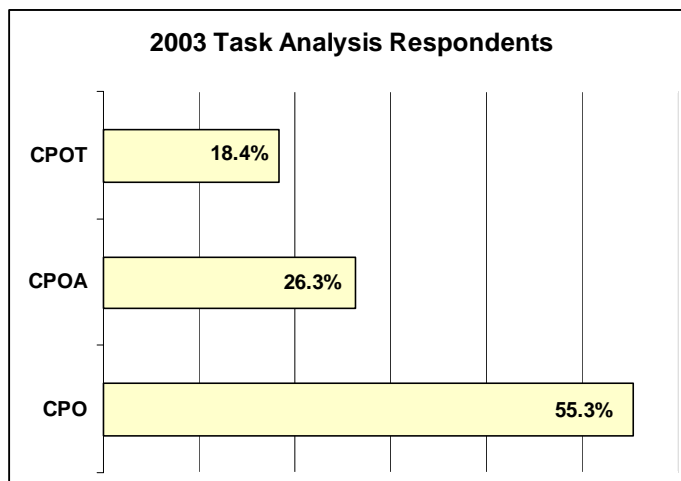
Subject matter experts were recruited to design this survey. They represented a demographically representational panel who demonstrated various education backgrounds, employment settings, and areas of expertise. A draft survey was prepared and distributed to a committee who was familiar with the certification program. They were asked to complete and rate the survey as well as offer suggestions. According to this committee, the survey took on average of one hour to complete. Having received no further suggestions, the task analysis survey was mailed to approximately 3,200 (3,193) certified paraoptometrics.

Surveys were mailed with a postage paid return envelope. Respondents had the option to remain anonymous as divulging their individuality was optional. Respondents were asked to indicate their appropriate level of certification and the

state in which they were employed.

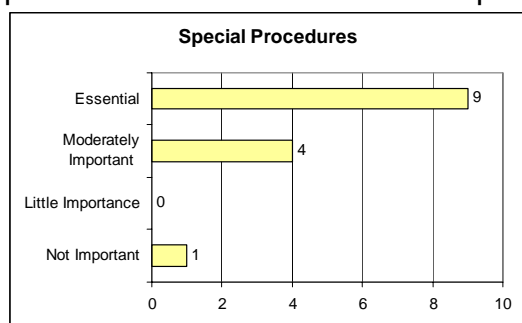
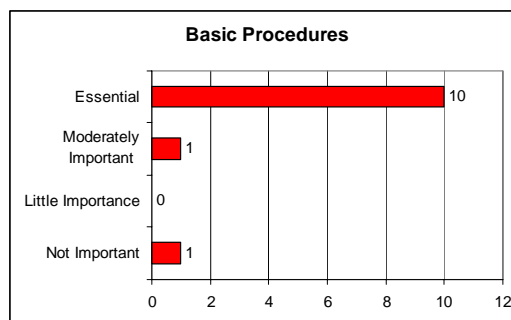
Respondents rated 74 job tasks as Essential, Moderately Important, Little Importance, or Not Important in their role as certified paraoptometric. The core of the 74 job tasks crossed five areas of job duties as follows: Practice Management, Ophthalmic Optics and Dispensing, Basic Procedures, Special Procedures, and Contact Lens.

Overall, a 24% response was received. The respondents represented the following certification levels:



There were 28 questions relating to the area of Practice Management. 19 of the 28 questions contained the highest percentage responses indicating that the task was an essential part of their role as a certified Paraoptometric; 5 were rated moderately important, 1 was rated little importance, and 3 were rated not important. The latter 3 were geared toward office manager tasks.

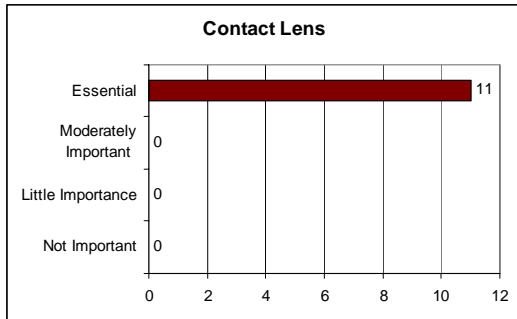
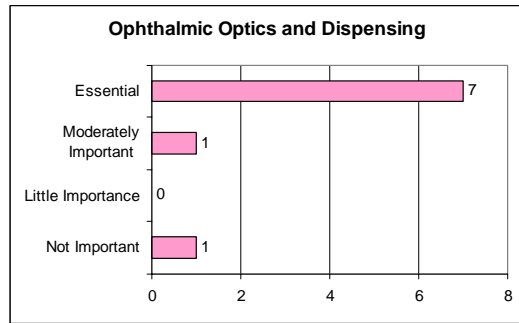
Basic Procedure subject matter tasks contained 12 questions. The highest percentage response was in the essential category where 10 of the 12 questions were rated. 1 task was rated as moderately important and 1 task as not important. 0 respondents indicated that any of the basic procedure tasks were of little importance.



Special Procedure tasks contained 14 questions. Of the 14, the highest number responded that 9 of the tasks were essential to their jobs. 4 tasks were indicated as moderately important while 0 of the 14 questions were little important. 1 task was responded as not important. This particular task is something that could be determined required in the basic procedures area and is not

always required.

The Ophthalmic Optics and Dispensing subject matter contained 9 tasks. Of the 9, the highest percentage resulted in essential to the job (7). 1 task was rated as moderately important, 0 of little importance, and 1 as not important.

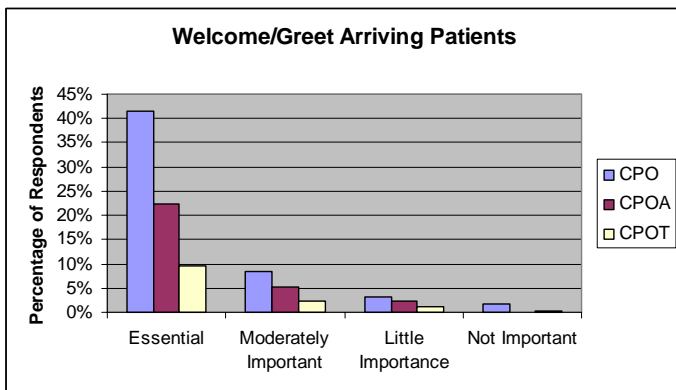


The Contact Lens subject matter contained 11 questions. All 11 were rated as essential tasks to the job.

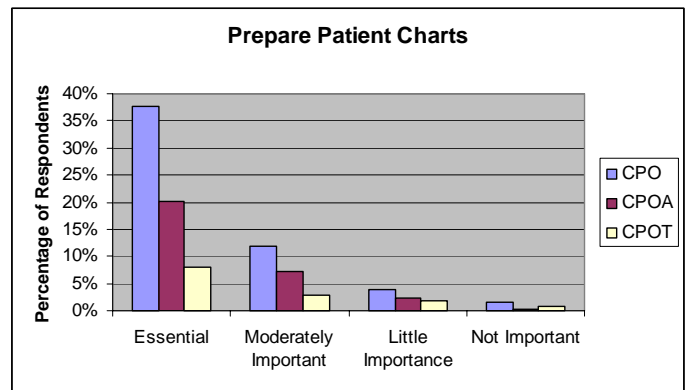
Next, each question was analyzed according to the certification designation. For example, each question was rated according to the appropriateness of the responding level.

2003 Commission on Paraoptometric Certification Task Analysis Survey Results by Question Topic: Practice Management

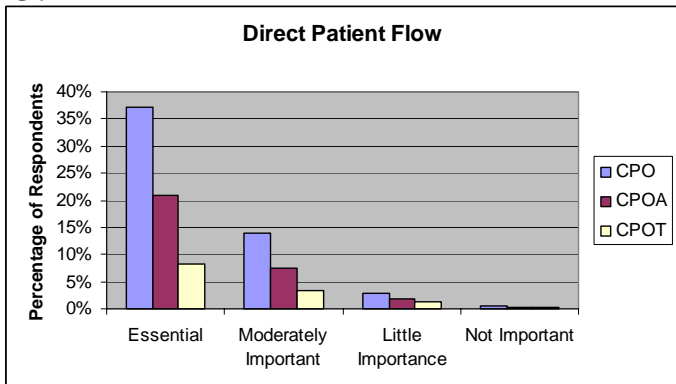
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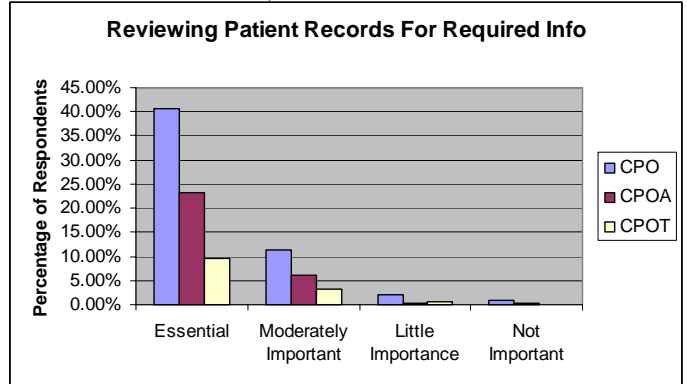
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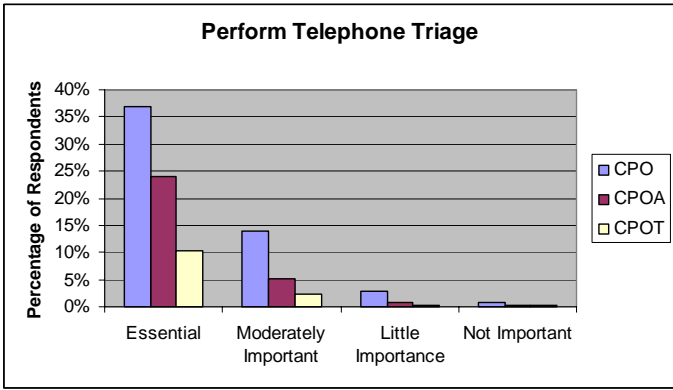
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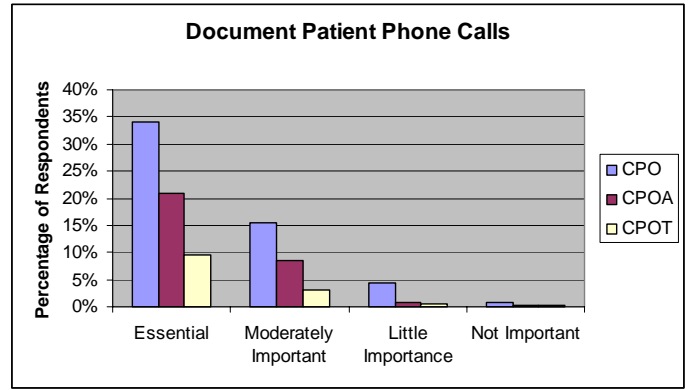
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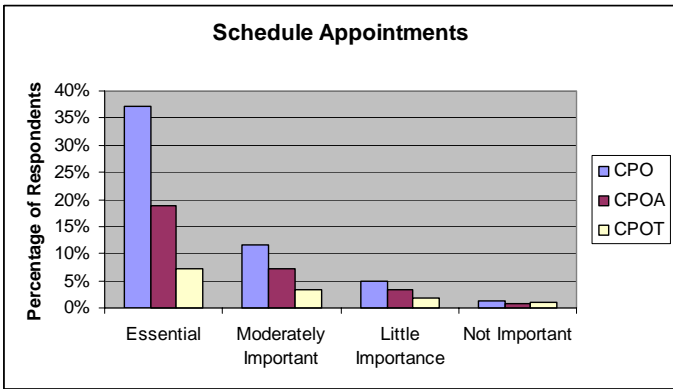
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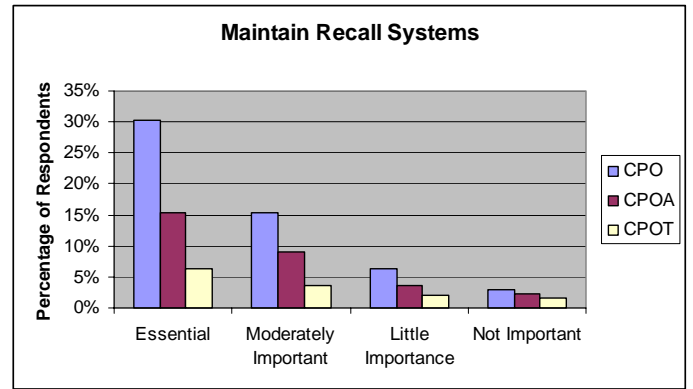
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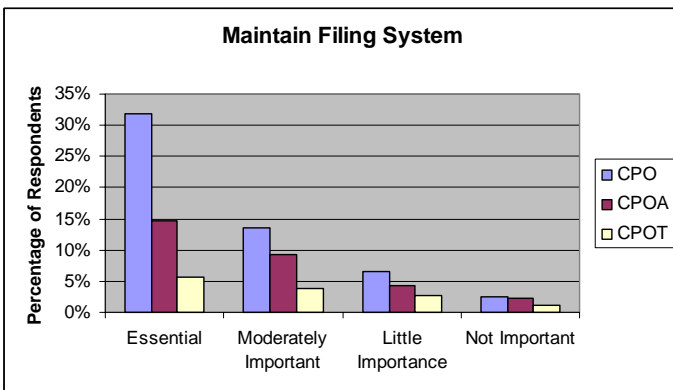
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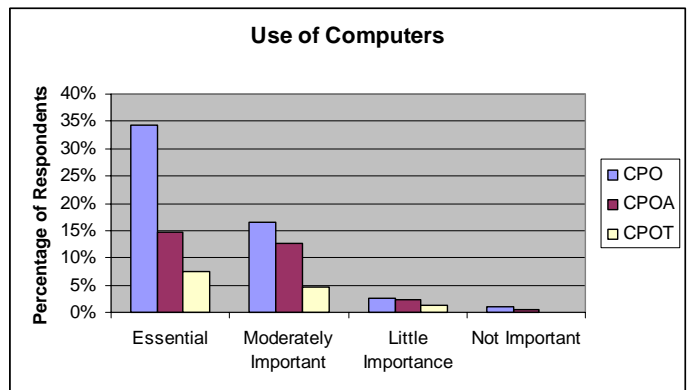
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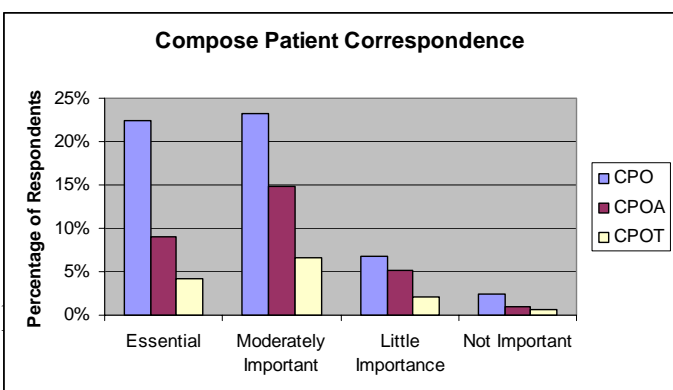
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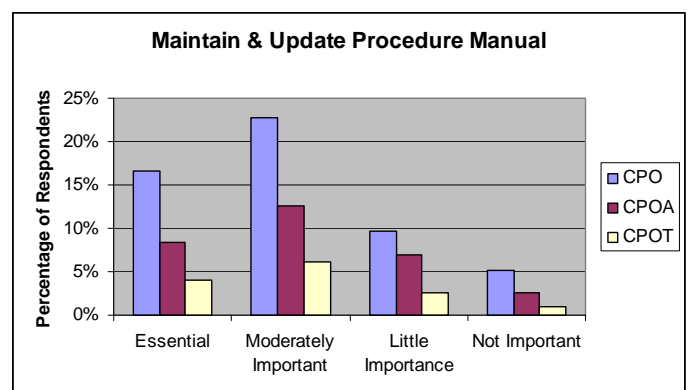
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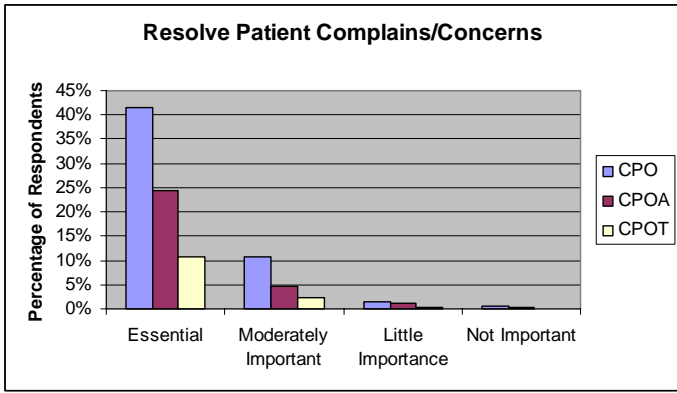
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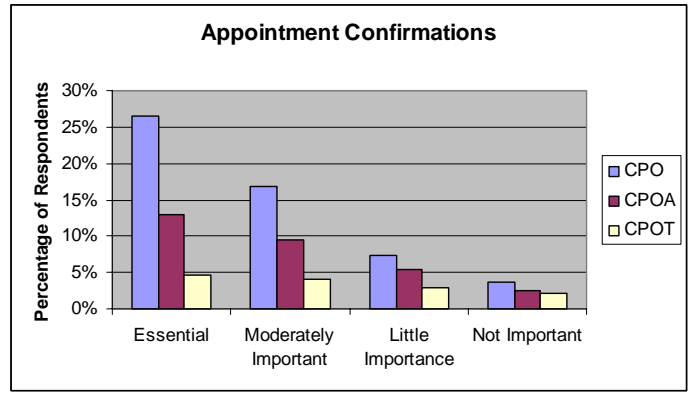
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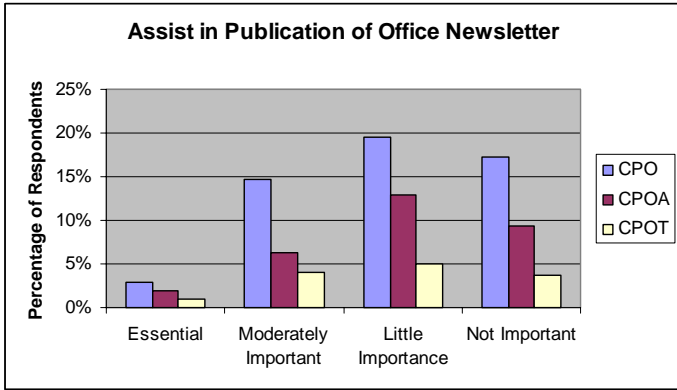
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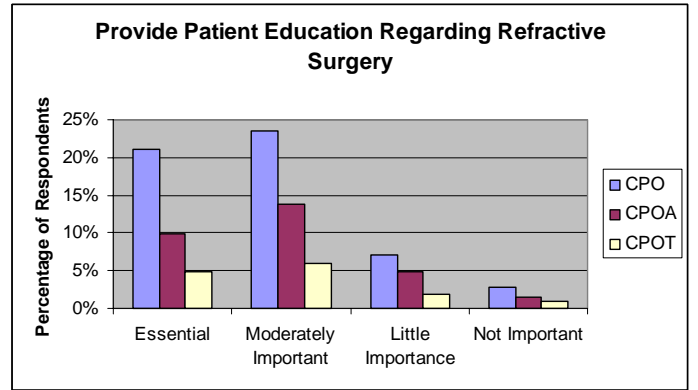
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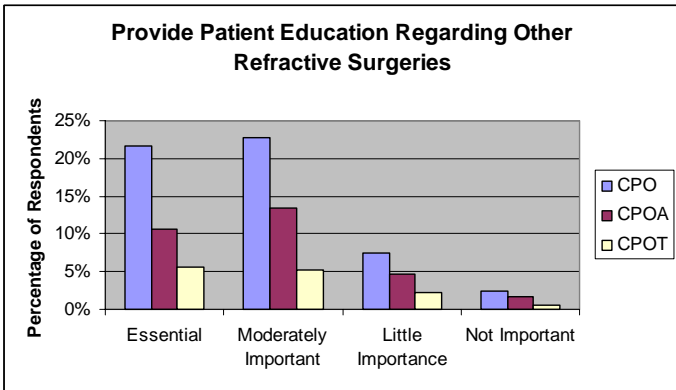
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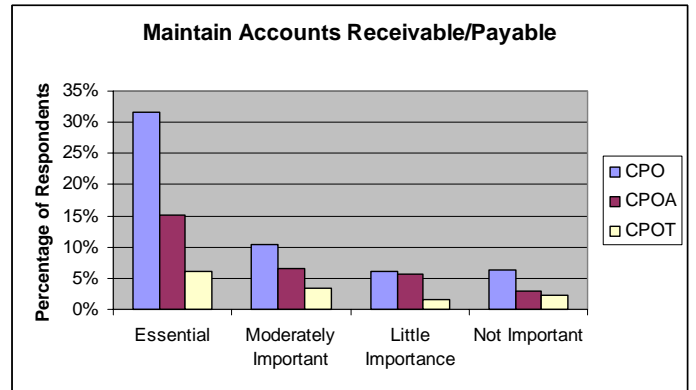
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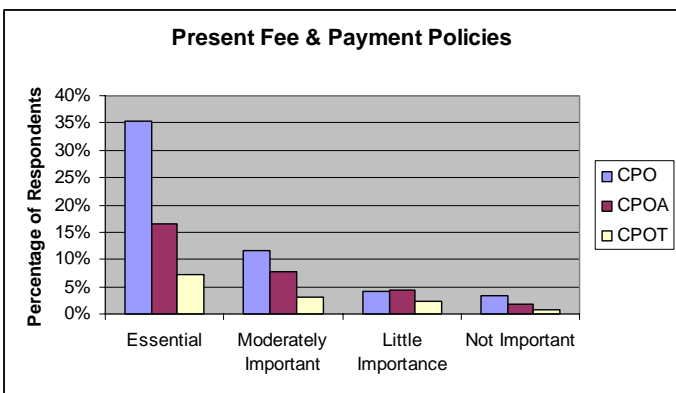
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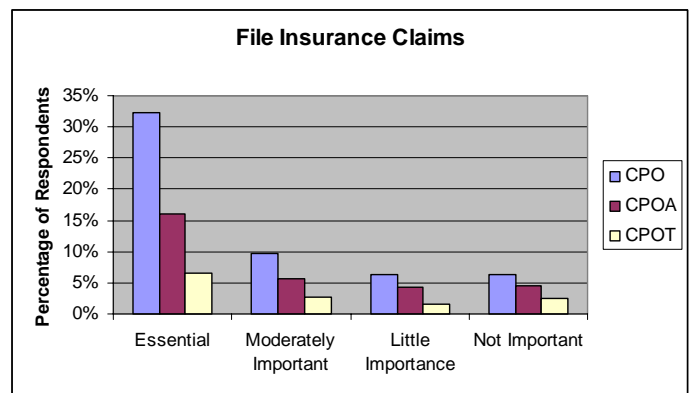
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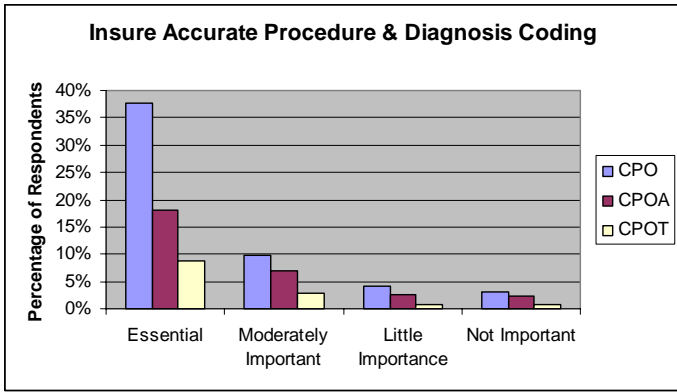
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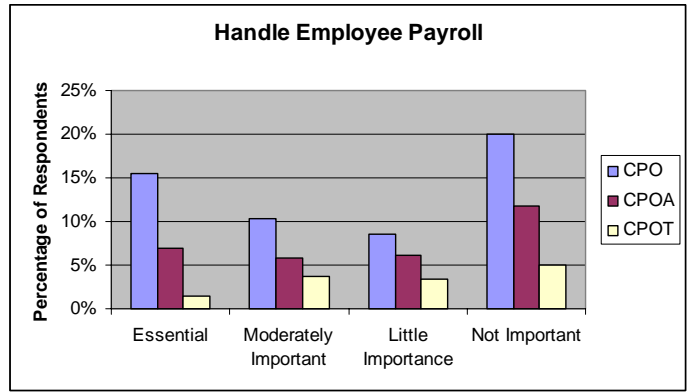
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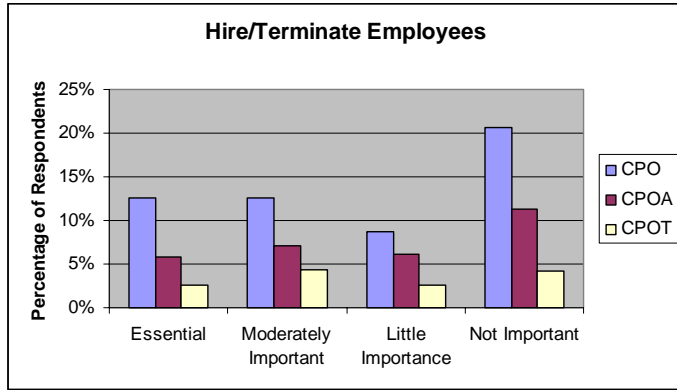
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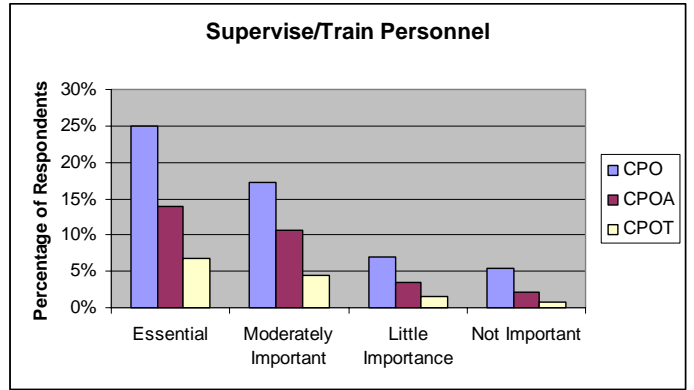
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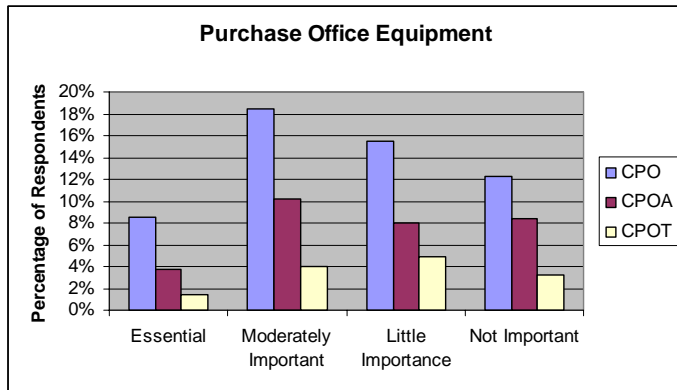
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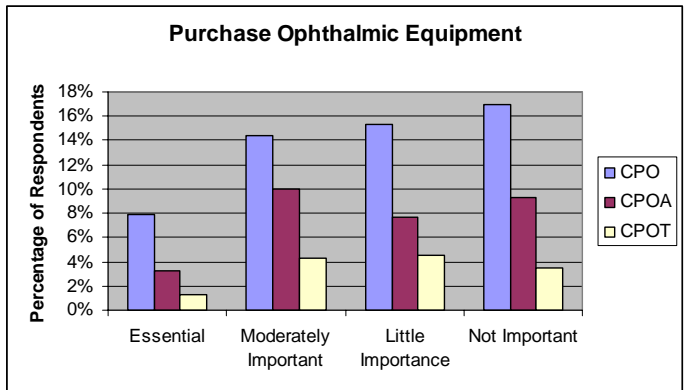
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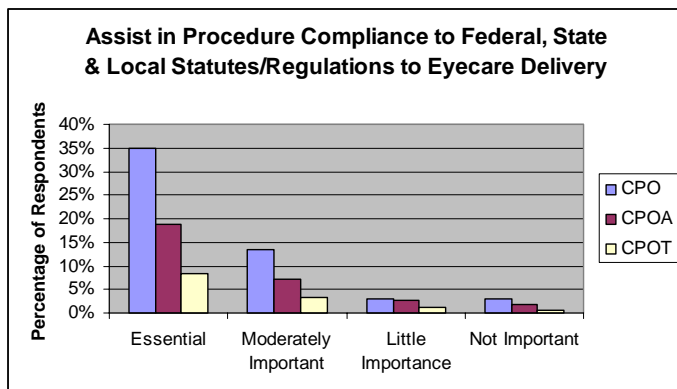
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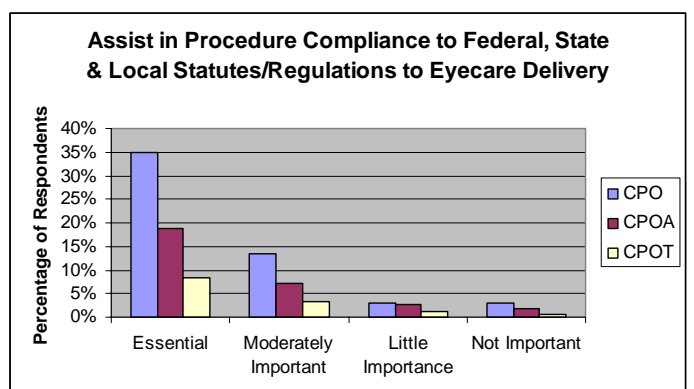
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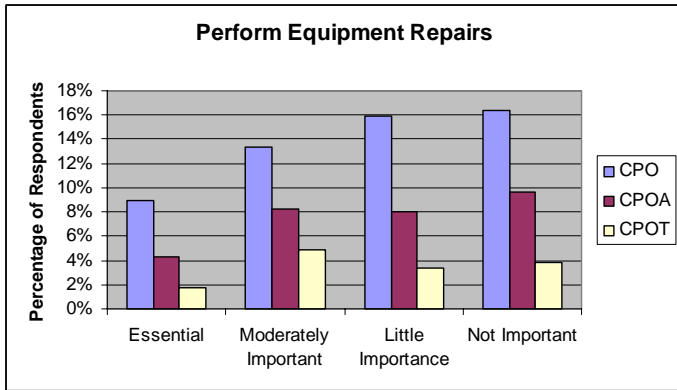


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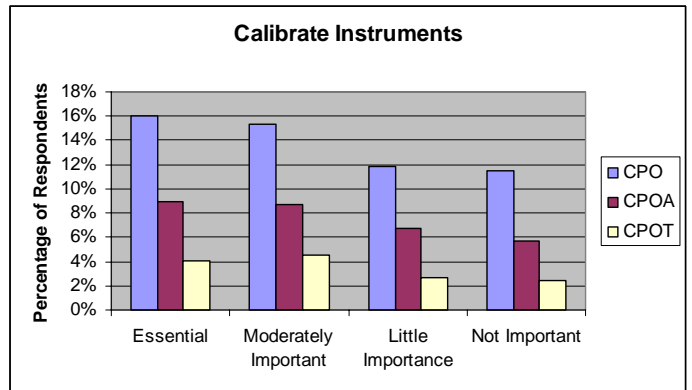


2003 Commission on Paraoptometric Certification Task Analysis Survey Results by Question Topic: Basic Procedures

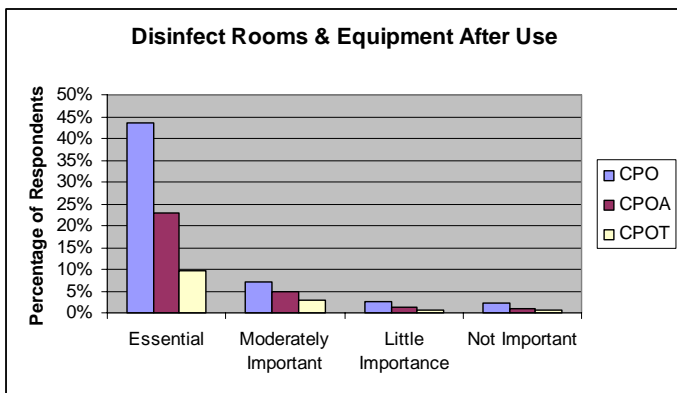
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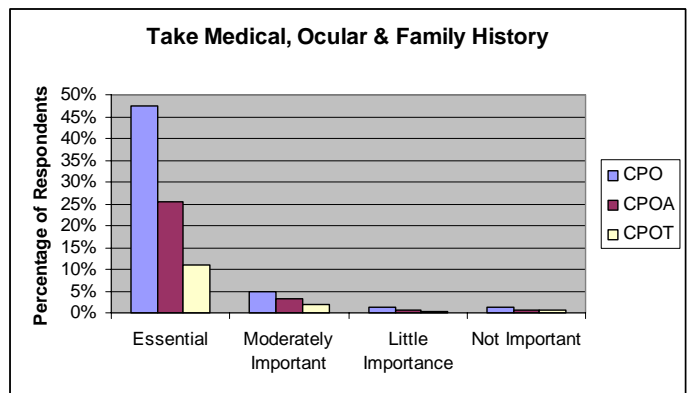
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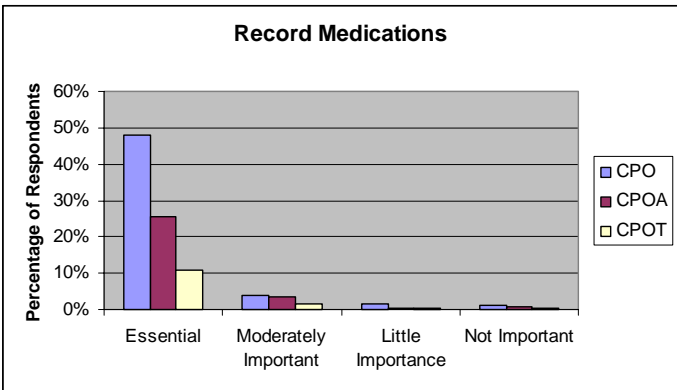
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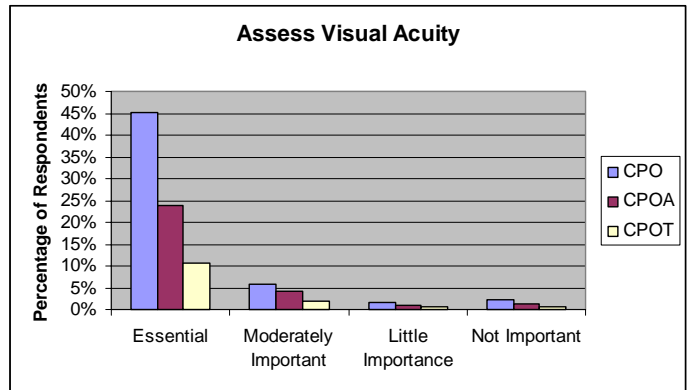
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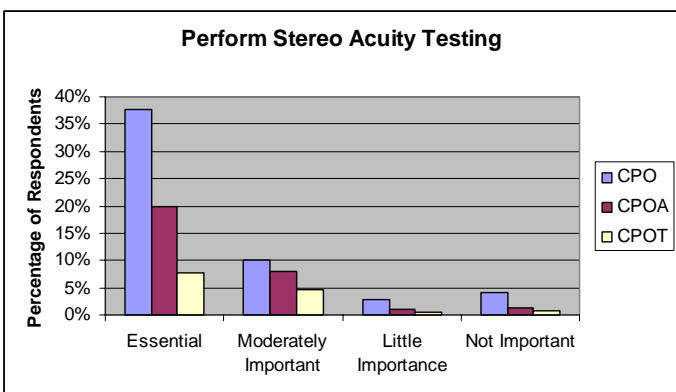
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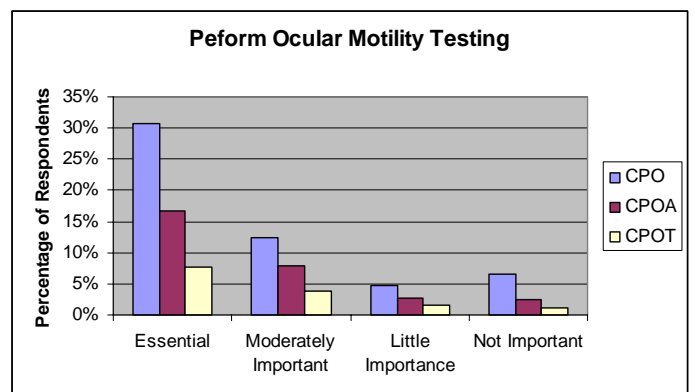
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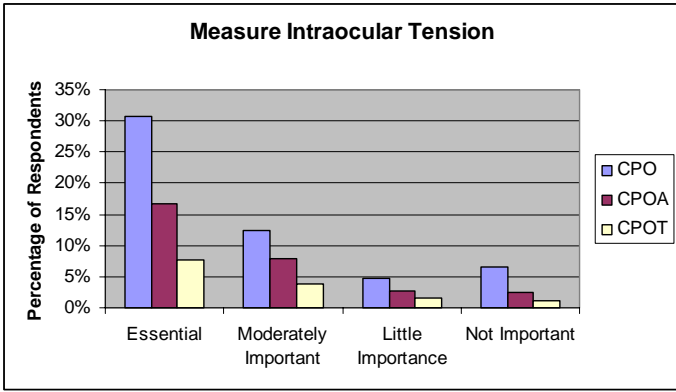
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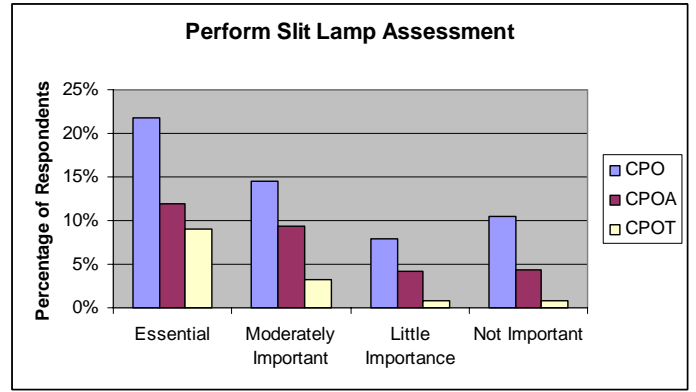
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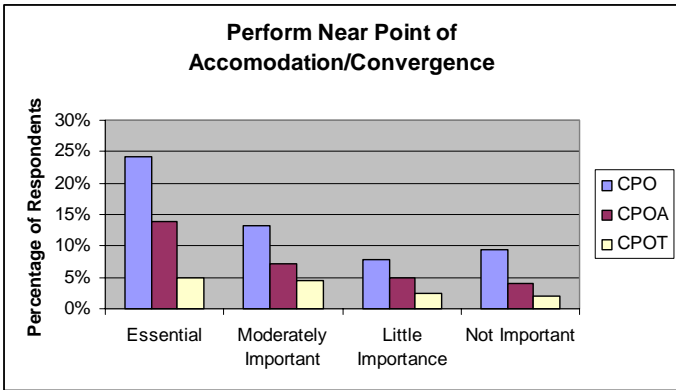
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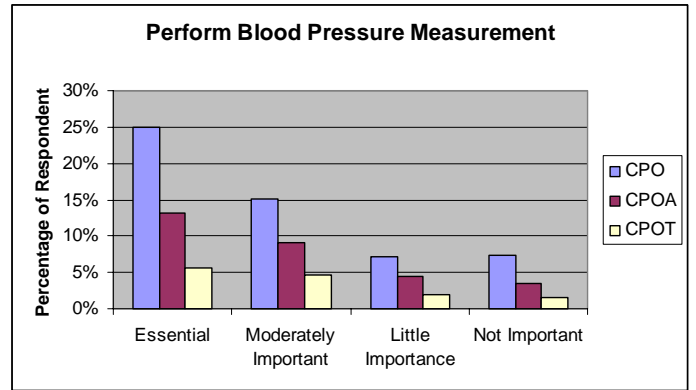
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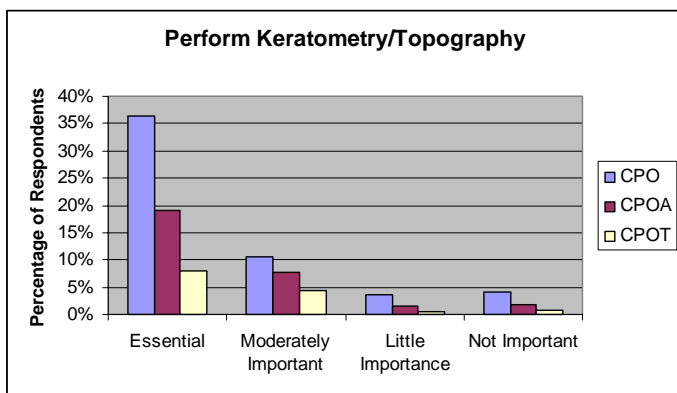


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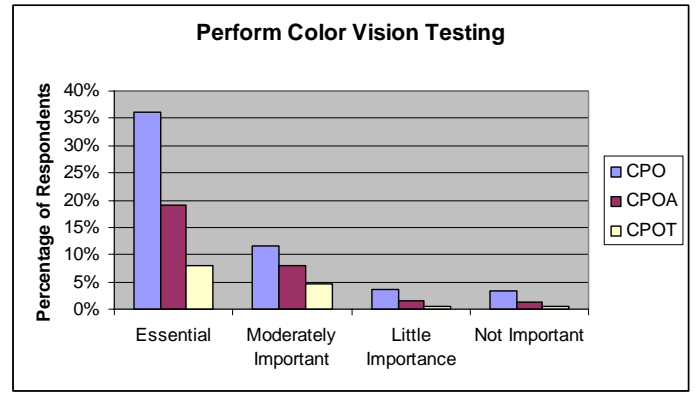


**2003 Commission on Paraoptometric Certification
Task Analysis Survey Results by Question
Topic: Special Procedures**

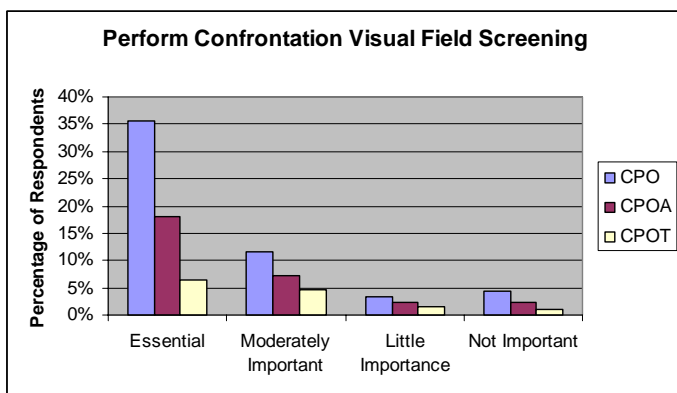
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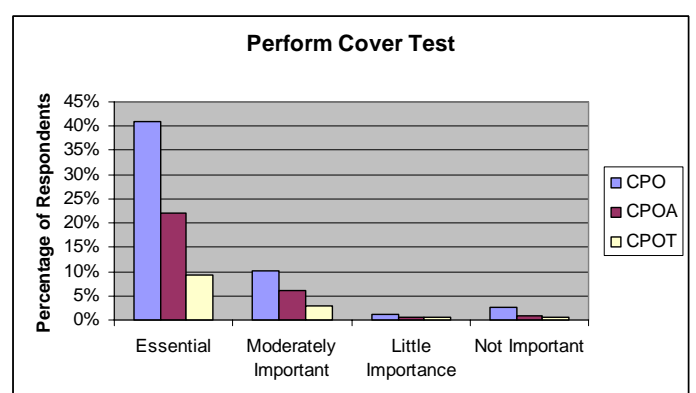
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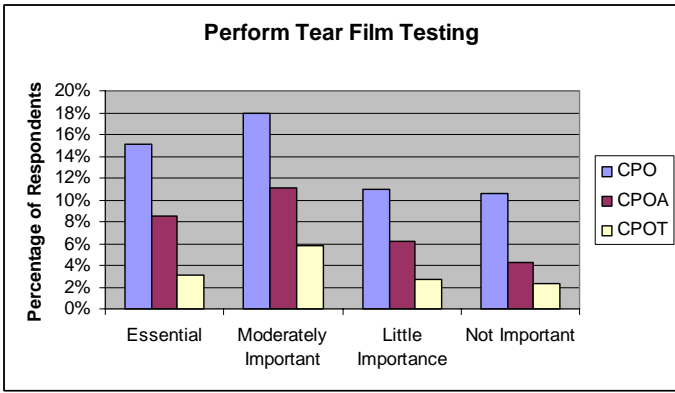
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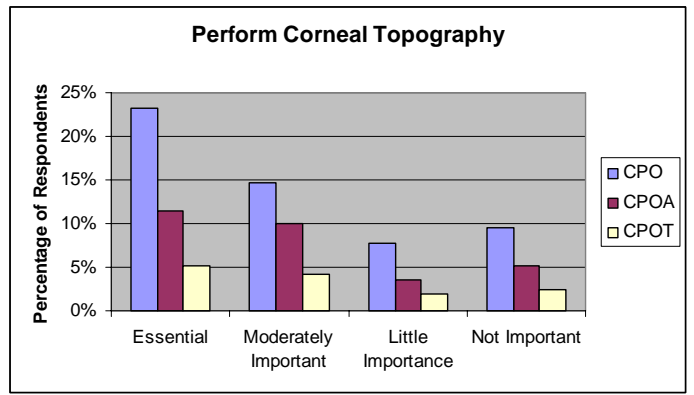
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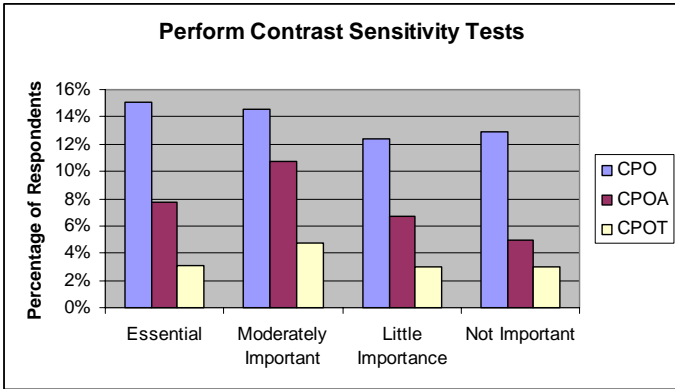
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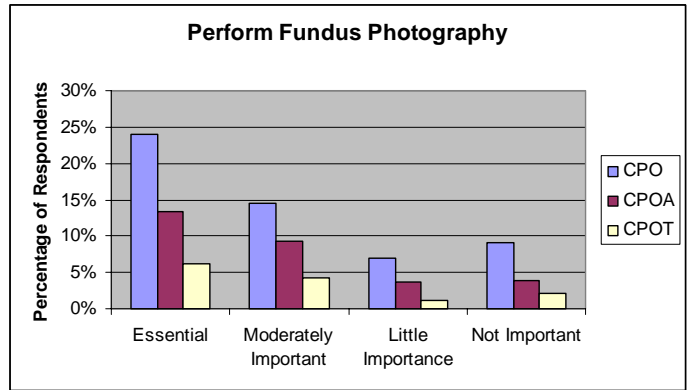
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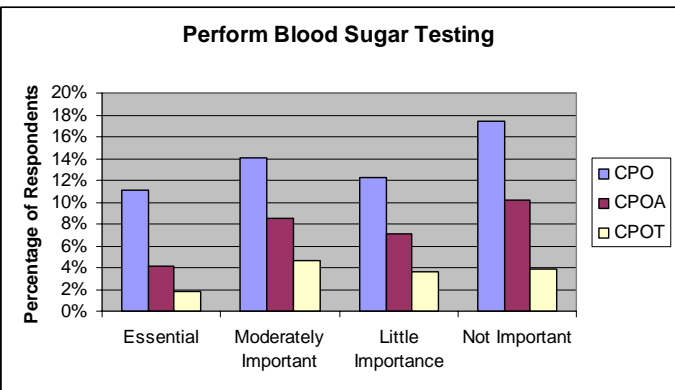
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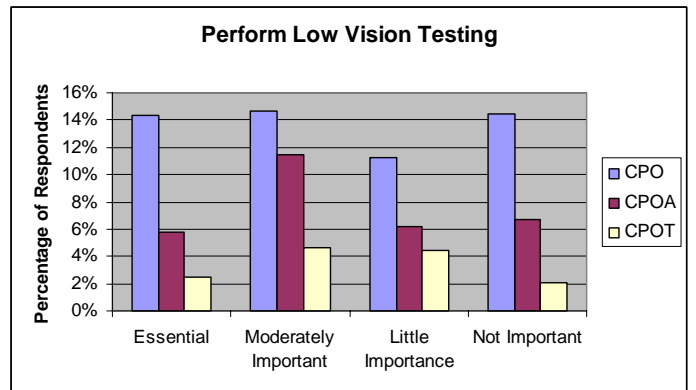
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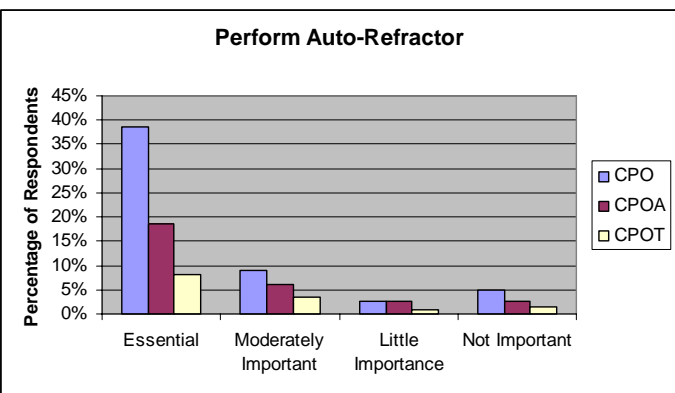
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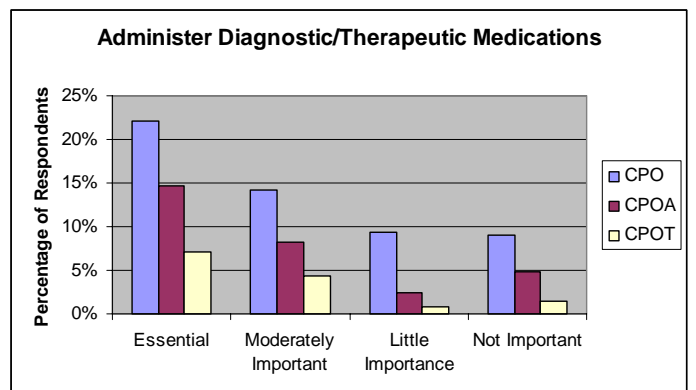
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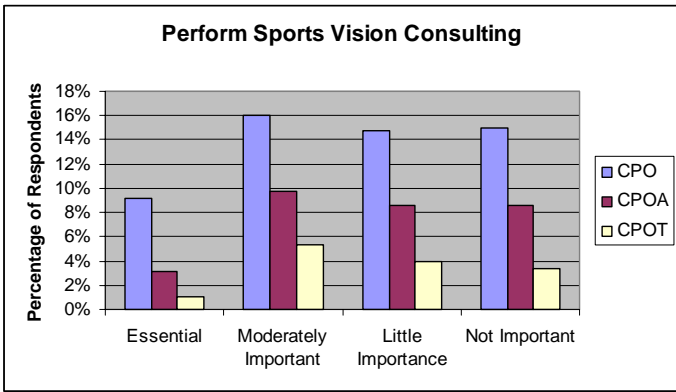
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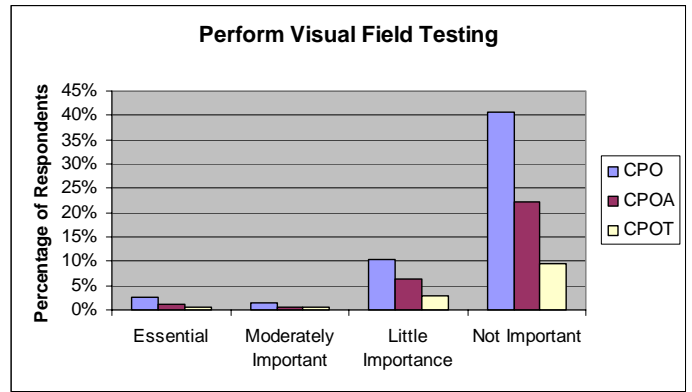
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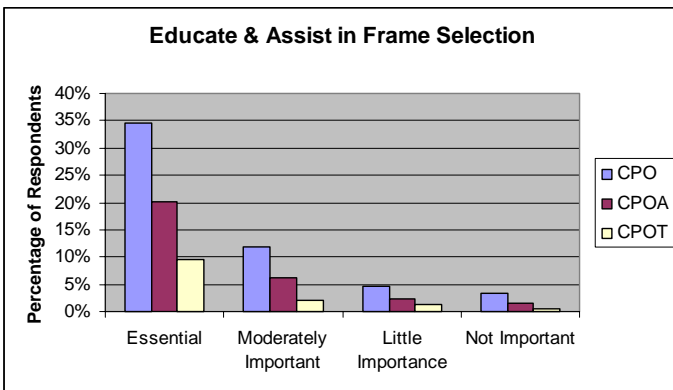


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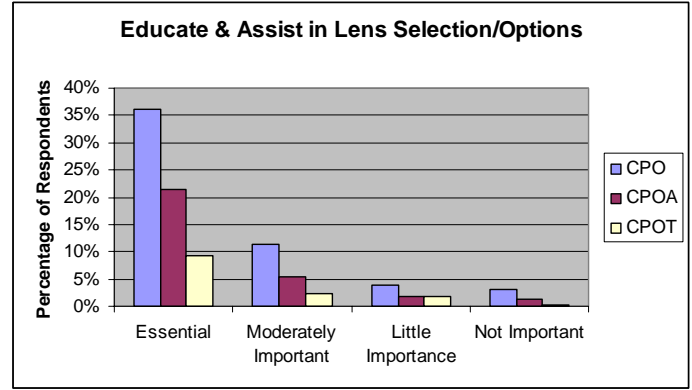


**2003 Commission on Paraoptometric Certification
Task Analysis Survey Results by Question
Topic: Ophthalmic Optics and Dispensing**

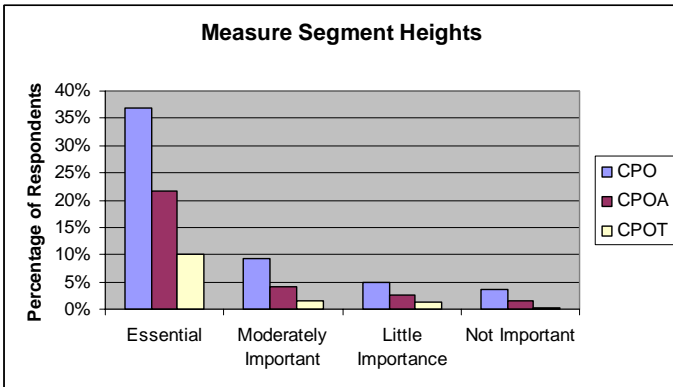
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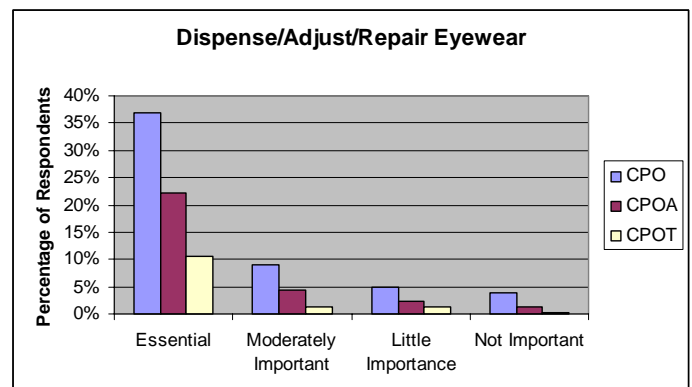
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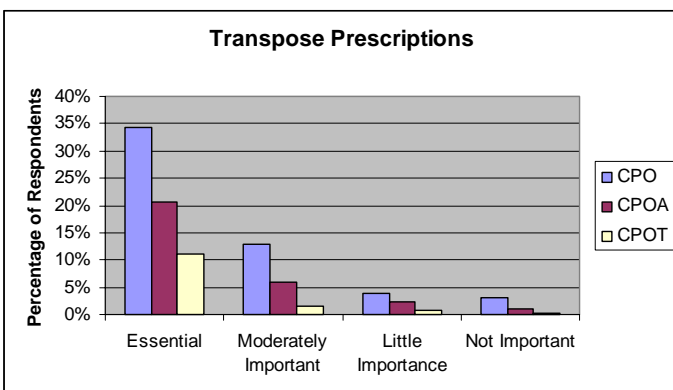
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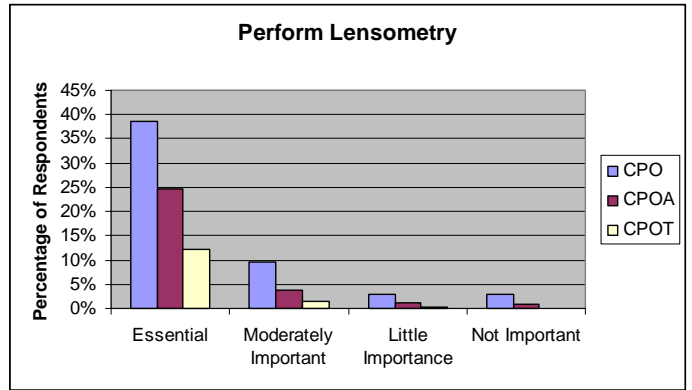
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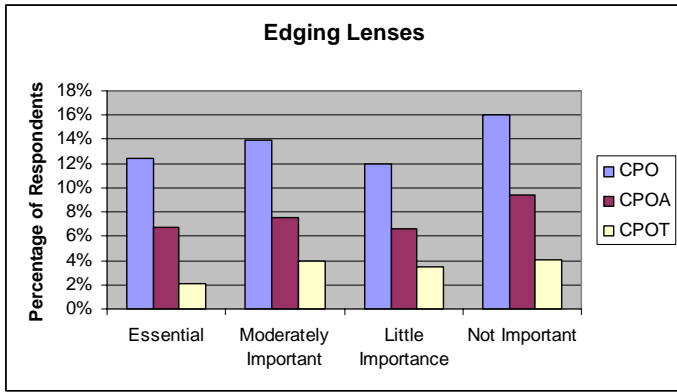
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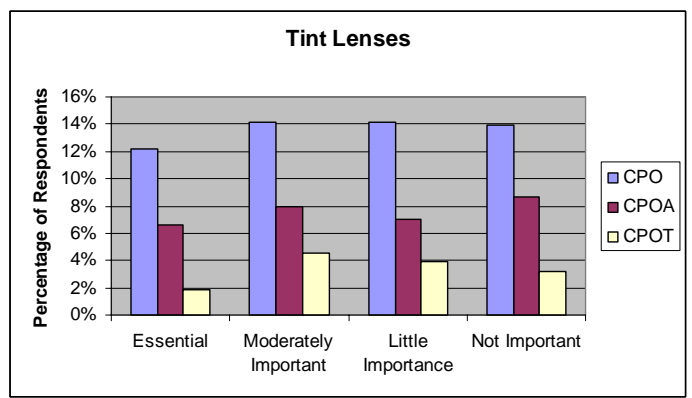
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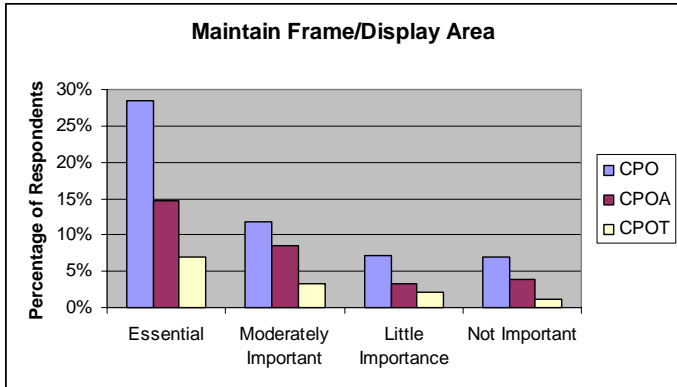
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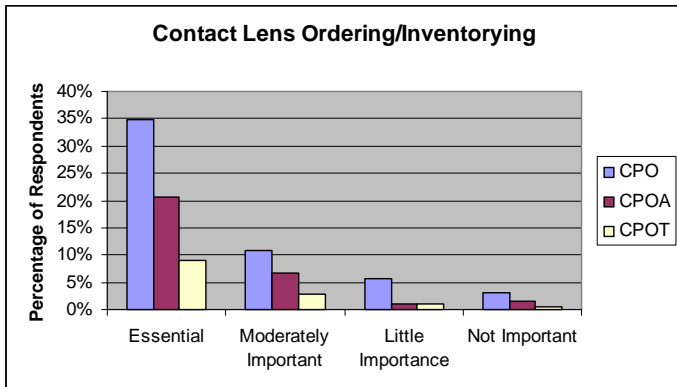


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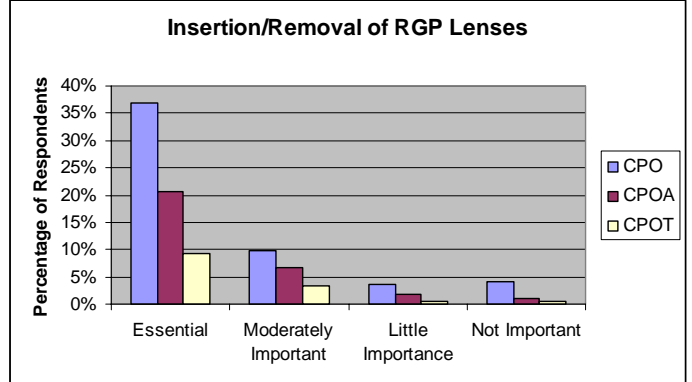


**2003 Commission on Paraoptometric Certification
Task Analysis Survey Results by Question
Topic: Contact Lens**

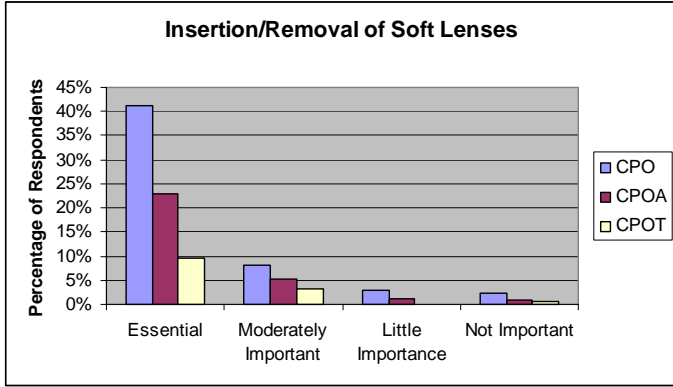
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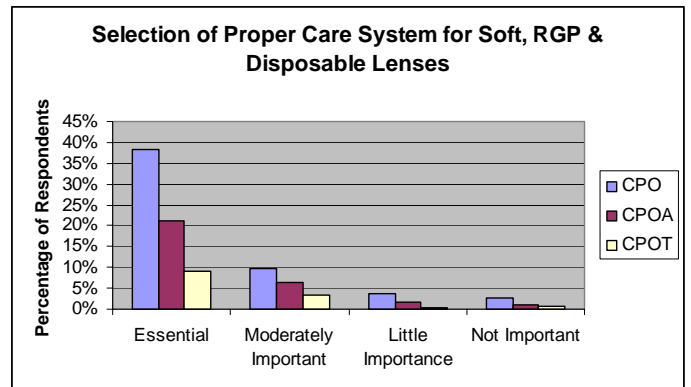
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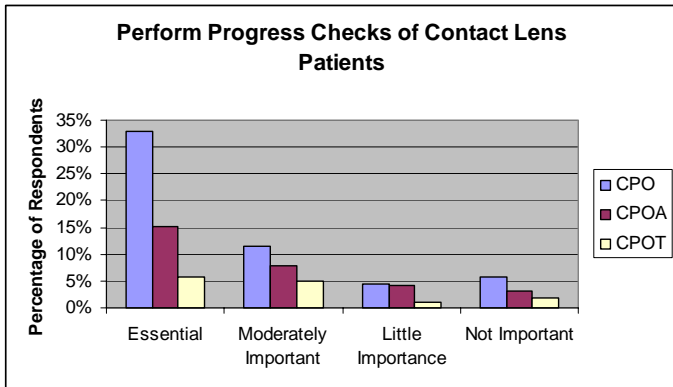
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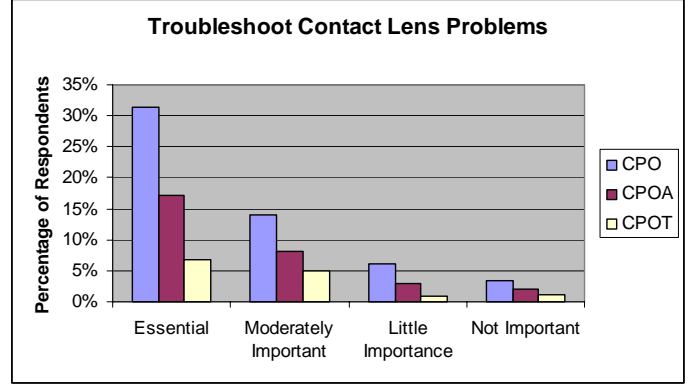
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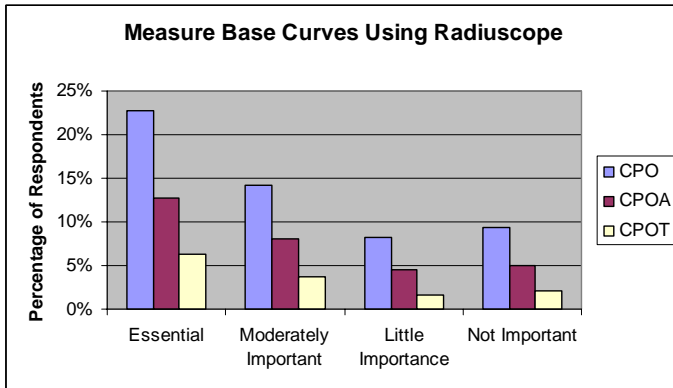
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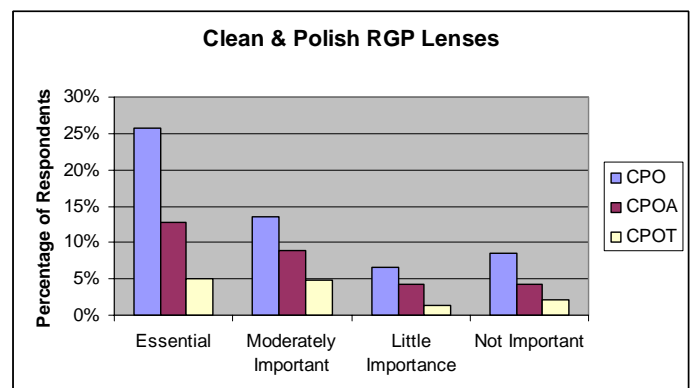
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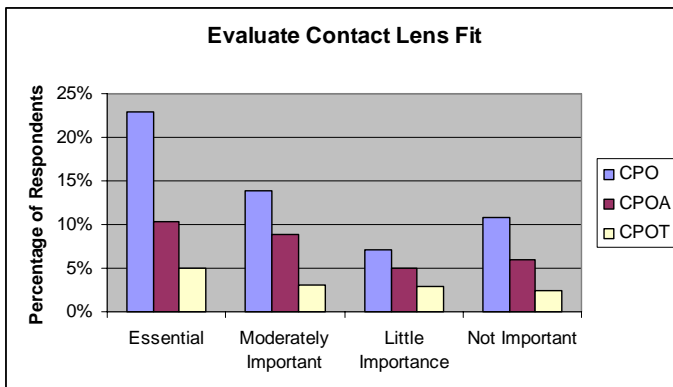
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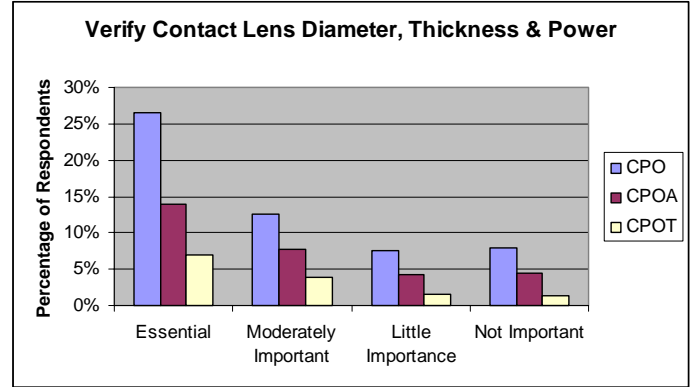
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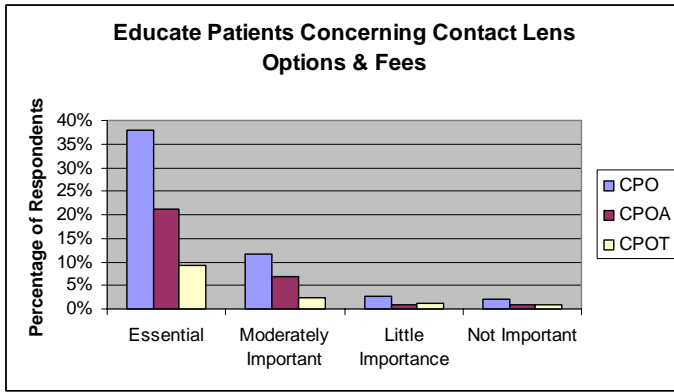
9.



10.



11.



Conclusion

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 essential or moderately important range. This supports the fact that the survey provided an accurate profile of the important tasks associated with the role of Certified Paraoptometric Assistants, Certified Paraoptometric Technicians, and Certified Paraoptometric Technicians.

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.