



Exam for Certified Pharmacy Technician (ExCPT) Job Analysis Study EXECUTIVE SUMMARY

The National Healthcareer Association (NHA) conducted a job task analysis (JTA) of Pharmacy Technician practice. The goal of the study was to describe the tasks performed and knowledge needed in the pharmacy technician role, and to validate that description with a broad sample of practitioners working in the role. The study was designed and carried out to ensure that future examinations of the NHA Exam for Certified Pharmacy Technician (ExCPT) will validly reflect contemporary practice. Conduct of the JTA adhered to accepted psychometric principles and met credentialing industry accreditation standards.

The study was overseen by a Steering Committee that provided conceptual guidance and oversight. The primary work of the JTA was completed by an appointed task force of subject-matter experts (SMEs) representative of the pharmacy technician profession. The Practice Analysis Task Force (PATF) met virtually over multiple sessions and participated in numerous email-based assignments during the 8-month study to update the ExCPT test content outline (AKA "Test Plan," "delineation of practice") to ensure it was comprehensive, contemporary, and clear. Additional SMEs provided feedback on the ongoing work of the Task Force during the iterative update process.

Subsequent to the qualitative phase of the study leading to the updated ExCPT test content outline, the quantitative phase of the study began. The revised test plan was uploaded into an online survey for collection of validation evidence from the profession. The survey was distributed to 16,171 ExCPT certification holders via individualized password-protected invitations. Customized rating scales were used to gather evidence related to practice. Survey respondents provided task-, knowledge- and domain-level ratings as well as qualitative feedback on the completeness of the content outline and completed a background questionnaire.

The PATF reviewed the results of the validation survey during a series of virtual meetings and developed recommendations regarding the final content outline and updated test specifications for the ExCPT certification examination. They made recommendations for the updated test plan and test specifications for subsequent forms of the ExCPT exam based on data derived from survey responses.

The updated and validated EXCPT test plan comprises five process-based domains that include both tasks and knowledge. The updated content outline and test specifications for the EXCPT examination resulting from the conduct of the JTA were endorsed by the NHA Board in September 2023. The structure of the updated EXCPT test plan, including the domains and subdomains, the numbers of associated tasks and knowledge statements in each domain or subdomain, and the percentage of the EXCPT exam that will focus on content related to each domain are shown in the following table.

Domains and Subdomains	# tasks	# Ks	% of exam
1. Role, Responsibilities, and General Duties of the Pharmacy Technician	<u>15</u>	<u>24</u>	<u>15%</u>
2. Laws	<u>16</u>	<u>32</u>	<u>15%</u>
A. Laws and Regulations	9	17	9%
B. Controlled Substances	7	15	6%
3. Drugs and Drug Therapy	<u>11</u>	<u>17</u>	<u>13%</u>
A. Drug Classification	6	10	8%
B. Frequently Prescribed Medications	5	7	5%
4. Dispensing Process	<u>45</u>	<u>67</u>	<u>43%</u>
A. Prescription and Medication Order Intake and Entry	12	18	13%
B. Preparing and Dispensing Prescriptions	12	16	13%
C. Calculations	8	15	7%
D. Sterile and Non-Sterile Products, Compounding, Unit Dose, and Repackaging	13	18	10%
5. Medication and Patient Safety and Quality Assurance	<u>10</u>	<u>24</u>	<u>14%</u>
Total	97	164	100%