



CANADIAN BOARD FOR RESPIRATORY CARE INC.

CBRC
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*Candidate Information Manual
CBRC National Anesthesia Assistant
Examination October 2018*

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	Page
Examination registration information	4
Eligibility to Sit the AA Examination	5
Other information	6
General Information	
Committee	7
Setting up the examination	7
Pilot Test Items	7
Examination Information	
Examination sites	8
Candidate preparation	8
Sitting the examination	8
Exam matrix	9
Style of Questions	10
Results	11
Instructions and Regulations	12 - 13
CBRC Policies & Procedures	
Appeal	14
Accommodation of special needs Application for Special Accommodation	15 -16

Examination Registration Information

	October 2018 Exam
Registration dates	TBD
Registration deadline	TBD
Registration fees includes 3.8% processing fee	\$400 Plus applicable provincial tax
Cancellation deadline	TBD

Eligibility to sit the CBRC AA Examinations

Applicants who are graduates from an accredited post-diploma Anesthesia Assistant Education Program (has completed both didactic and clinical program) are eligible to sit the AA examination and can access the registration portal on the CBRC website at www.cbrc.ca

An applicant's eligibility will be verified through information supplied by the AA education programs.

Note: A maximum of three attempts will be allowed to challenge this examination

IMPORTANT REGISTRATION Information

To register for an examination please go to the CBRC website during the registration period.

There are two (2) components to the registration process:

1. Create a username and password on the CBRC AA Computer Based Examination Site
NOTE: Please record your username and password! You will need this information to log into the computer software on the day you write your exam.
2. Sign in, select and purchase the current CBRC AA exam, and complete the registration process.

(NOTE: you are not considered registered until you complete both of the above steps!)

Please ensure at least one week prior to the examination that you have received a confirmation email containing the exam date, time, examination site location and required documentation.

If you have not received a confirmation email by this time please contact testingsupport@getyardstick.com

The candidate is responsible for accurate completion of the appropriate CBRC AA Application Form and ongoing notification of address and telephone number changes through testingsupport@getyardstick.com

Candidates with questions or concerns regarding the registration process can contact testingsupport@getyardstick.com.

Candidates cancelling prior to the cancellation deadline (see schedule) will be refunded their exam fee. **After the cancellation deadline, the candidates will not be eligible for any reimbursement of paid fees.**

General Information

The goal of the AA exam is to establish national standards for the practice of anesthesia assistance and therefore the CBRC strives to provide a certification examination of the highest educational caliber. The CBRC shall achieve and maintain an AA exam that is national in scope. The content of the examination will adhere to the national educational standards for Anesthesia Assistants outlined in the AA Competency Framework (2016) and administered by an interprofessional workgroup of the Canadian Society of Respiratory Therapists (CSRT) and the Canadian Anesthesiologist Society (CAS).

Committee

The Interprofessional AA Exam Development and Review Committee (AAEDRC) is comprised of members from across Canada. The members of the Interprofessional AAEDRC include Registered Respiratory Therapists (RRT, CCAA) who are in members in good standing of the CSRT, an RN and/or a Clinical Assistant who currently practice in the field of Anesthesia Assistance, as well as an Anesthesiologist. The Chair of the Committee is appointed by the Board of Directors of the CBRC in consultation with the CSRT and the CAS.

Creation of the examination

All questions are based on the current AA National Competency Framework (2016) and generated by the AAEDRC. All questions must be unanimously accepted by the AAEDRC and reviewed prior to being approved for the question bank. Each year an examination is compiled from the question bank and is submitted to the AAEDRC for review and analysis. Included with this exam is the review of the pass mark based on the Cut Score Study and a psychometric consultation.

Pilot test items

In order to gather pertinent and relevant statistical information on new item bank questions, the CBRC may place a psychometrically approved number of pilot test items on each examination. These pilot questions are embedded within the exam. Pilot items will not affect the allotted exam time, do not contribute to the scoring process and are not part of the exam weighting matrix.

Examination Information

Examination Sites

October 2018 Exam

This exam will be offered at any of the Yardstick testing centers selected by the candidate at the time of registration.

Candidate Preparation

Testing centers may vary from site to site and climate conditions cannot be guaranteed. Please dress accordingly; use layers so you can add or remove clothing as dictated by the room environment.

Writing the examination

The CBRC AA Examination consists of one part:

The exam consists of case-based (80%) and multiple choice stand-alone questions (20%). Between 90% and 95% of the questions will focus on clinical competencies.

If a technical issue occurs during the exam, the exam timer stops and resumes when the technical issue is resolved.

Spelling is either in the American or British form.

Suggested schedule

0830 to 0900 hours – Check in and Instructions

0900 to 1100 hours – Exam administration

Exam matrix

Final Examination Matrix – Distribution across Competency Areas

Exhibit 2
Testing Weights for 20 AA Competency Areas

CLINICAL COMPETENCY AREAS Range 90 – 95% of Exam	Approx. Percentage of Items
Administering Prescribed Pharmacological Agents Under the Direction of the Attending Anesthesiologist	10
Operating Anesthesia Equipment	12
Monitoring the Patient's Physiological Status	12
Providing Preoperative Care	3
Managing the Patient's Airway	14
Assisting with the Administration of General Anesthesia	15
Delivering Regional Anesthesia	6
Delivering Procedural Sedation	3
Managing Post Anesthesia Care	3
Assisting with Pain Management	4
Performing Crisis Management	4
Administering Blood Products	2
Assisting with the Delivery of Anesthesia in Special Circumstances	2
PROFESSIONAL AND ORGANIZATIONAL COMPETENCIES Range 5 - 10% of Exam	Approx. Percentage of Items
Professionalism	1
Communication	1
Analysis and Problem Solving	4
Health and Safety / Quality Assurance	4
Research	0
Education	0

Results

Candidates will receive their results by electronic mail within 90 days of the examination date. Candidates must provide an email address on their application form to receive an email message with their results. Results will not be given by telephone. **Results will also be reported to the Canadian Society of Respiratory Therapists who administers the Certified Clinical Anesthesia Assistant Certification Process.**

Cut Score Study

A Cut Score study will be conducted by a professional psychometrician following generally accepted standards following the inaugural writing of the CBRC AA Examination.

Instructions and Regulation

1. The computer software provides access to an online calculator.

All other electronic devices (e.g. cell phone, mobile devices, calculators, etc.) are not permitted. If these items are stored in the examination room, they **must be turned off**.

Permissible items shall include: disposable earplugs, and drinks in a clear spill proof container with no label. All items will be reviewed/approved by the test center proctor. No food is permitted in the test center.

On the day of the examination candidates must present two pieces of identification, one being a government issued photo ID (i.e. driver's license or passport) (Student and hospital identifications are NOT accepted). The proctor will check their names against the list of candidates for that specific testing center.

2. The CBRC needs to have current contact details for all candidates in order to notify individuals of results. If any contact details change after registration the candidates will have access to make changes to their profile at any time.
3. The exam sites are "scent free".
4. Candidates are encouraged to use the washroom prior to the exam but are allowed supervised bathroom breaks during the exam. The exam timer will continue to run during the absence.
5. Candidates are permitted to bookmark questions to revisit and are able to scroll back and forth throughout the exam

6. Feedback and comments on any questions should be noted on the clipboard icon. Candidates can enter feedback for each question. Proctors are not permitted to respond to questions regarding content of the exam. These comments will be reviewed by the AA EDRC prior to the final evaluation.
7. The AA exam will be a maximum of 2 hours. The doors of the examination room will be closed promptly at the hour set for the examination. Up to 60 minutes into the examination time, candidates who are late will be admitted to the exam room, but they will be restricted to sit the examination within the remaining time.
8. A candidate may not leave the room at any time except as permitted and accompanied by the proctor. If a candidate must leave the room to use the washroom, they may not take books, papers, etc., out of the testing center with them nor bring books, papers etc., back into the testing center.
9. If a candidate becomes ill when writing the examination, the candidate must advise the proctor.
10. Any candidate found cheating will be subject to disciplinary action, removal from the exam, and their results made null and void.
11. Following the examination, candidates will be asked to complete an optional, short feedback survey.

CBRC Policies and Procedures

Appeal

The CBRC recognizes the need for a process to allow candidates to appeal their final status on the CBRC Anesthesia Assistant national examination.

Procedure

1. A “Letter of Appeal” must be sent to the Chair of the CBRC Board of Directors in care of the CBRC head office (cbrc@cbrc.ca).
2. Appeals based on medical conditions must be filed within seven (7) days after the examination date. A valid medical certificate must accompany the appeal. The examination will not be scored after a medical appeal has been granted. No examination results will be provided to any candidate that has a successful medical appeal and their examination fees will be deferred to the next sitting of the examinations. There is no fee associated for medical appeals.
3. Appeals based on disqualification due to academic dishonesty must be filed within seven (7) days after receiving the CBRC Board’s decision on the infraction. Appeals based on disqualification due to academic dishonesty must be accompanied by a bank certified cheque or money order for \$400.00 (includes HST) fee.
4. All other appeals must be filed within seven (7) days from receipt of the results accompanied by a bank certified cheque or money order for \$400.00 (includes HST)
5. The appeal will be heard and a decision rendered by the CBRC Board of Directors within ninety (90) days of receipt of the “Letter of Appeal” from the candidate.
6. All fees are to be paid by a **bank certified cheque** or **money order** payable to CBRC/CCSR.

Accommodation of Special Needs

Candidates with special needs may request special accommodations and arrangements to sit the examination on the scheduled exam date.

If the candidate requires accommodation for a special need, they must access and complete the special accommodation application form available on the registration website when applying for the exam. All requests for special accommodations must be supported with written verification of the nature and extent of the candidate's special needs from a licensed professional verifying the candidate's identified special needs as well as documentation from the educational institution where candidates received their education.

The CBRC AA exam is only provided in the English language. Requests for exam accommodation will not be granted to challenge the exam in any other language.

In order to have special accommodations arranged for the exam, candidates must:

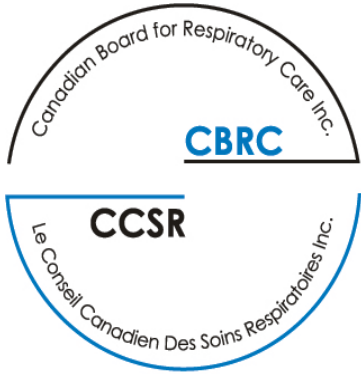
- complete and submit a special accommodations application form
- include appropriate documentation supporting their request
- return the completed special accommodations application form with documentation to the CBRC Head Office
- submit all forms by the exam application deadline, except in unusual circumstances, such as a recent injury

All special accommodation requests are subject to approval by the CBRC Board of Directors on a case by case basis. Candidates will be notified of the decision on their request by telephone or email. Approved special accommodations will be arranged for the candidate at no extra charge.

Criteria that will be taken into account by the CBRC Board of Directors when requests for accommodation are considered include:

- the needs of the candidate
- preservation of the integrity of the examination
- the ability of CBRC to provide resources

No accommodation request will be granted which jeopardizes the integrity or validity of the examination.



**Canadian Board for Respiratory Care, Inc.
Le Conseil Canadien Des Soins Respiratoires, Inc.**

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SPECIAL ACCOMMODATION APPLICATION FORM

PRINT OR TYPE ALL INFORMATION

First Name _____

Middle Initial _____

Surname _____

Mailing Address:

Apt. # _____ Street _____

City _____ Province _____

Postal Code _____

Phone Number _____ Email address _____

Please indicate the school you have or expect to graduate from _____

Indicate at which testing center you have selected _____

In order to request and have special accommodations arranged for the exam, candidates must:

- complete and submit a special accommodations application form
- include appropriate documentation supporting their request
- return the completed special accommodations application form with documentation to the CBRC Head Office.

All forms must be submitted by the exam application deadline, except in unusual circumstances, such as a recent injury.

All special accommodation requests are subject to approval by the CBRC Board of Directors on a case by case basis.

Candidates will be notified of the decision on their request by telephone or email.

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- the ability of CBRC to provide resources

No accommodation request will be granted which jeopardizes the integrity or validity of the examination.

Application Information:

Please state clearly what specific accommodations and/or arrangements you require.

Before submitting, please ensure that the following are attached:

- **confirmation from the Anesthesia Assistant Education Program that you have graduated and completed both the didactic and clinical portions of the education**
- **if accommodation is required, a letter from your educational institutions accommodation centre**

Signature: _____

Date: _____

Revised: October 2017

