

## **Editor**

Established as a not-for-profit organization in 1975, the National Commission on Certification of Physician Assistants (NCCPA) has certified over 115,000 physician assistants (PA) in the United States. As the only certifying agency for PAs in the U.S., NCCPA ([www.nccpa.net](http://www.nccpa.net)) is dedicated to serving the interest of the public by providing certification and recertification programs that provide confidence in certified PAs who provide millions of patients with access to affordable, high quality care. As the physician assistant profession continues to grow, so does our need to add to our highly qualified dedicated team at NCCPA. We are now seeking an **Editor to join our team.**

NCCPA's Editor serves as an editor for all NCCPA examinations, ensuring that exam content is developed in compliance with NCCPA and industry standards. Conducts orientation and ongoing training sessions for external subject matter experts who contribute to NCCPA's exam development processes and strives to facilitate positive relationships to enhance the reputation of NCCPA. Is responsible for the critical core business of ensuring that the content on NCCPA's exam is accurate after undergoing multiple quality assurance processes.

The responsibilities and essential functions of this position include:

### **Planning, orientation, and maintenance of subject matter experts (SMEs):**

- Contribute to developing the annual schedule for all NCCPA's exam-related activities and ensure compliance in implementing the approved schedule.
- Participate in the review of sample items, CVs, and biographical information submitted from potential SMEs and assist with developing recommendations for participation in exam-related functions
- Collaborate with the Director of Psychometrics & Exam Development and the Senior Editor to develop training materials and conduct orientation and training sessions for new SMEs and refresher sessions for current SMEs.
- Provide exceptional service to SMEs to foster positive relationships with NCCPA and to ensure optimal performance and engagement of SMEs.
- Participant in the ongoing review of NCCPA's style list and laboratory values to ensure accuracy and currency.
- Ensure that all content blueprint specifications are accurately reflected in NCCPA's approved item banking system.

### **Exam material development, review, publication, key validation and publication:**

- Collaborate with the exam development and psychometric teams to develop and disseminate item writing assignments based on examination specifications and analysis of examination pool.
- Edit examination materials with adherence to NCCPA's approved exam development methodologies and procedures.
- Collaborate with the exam development and psychometric teams (as appropriate to prepare materials for exam-related meetings, including item review, forms review, key validation, standard setting, etc., ensuring that all

- work has been proofread prior to inclusion in meeting drafts.
- Provide editorial services for exam development committee meetings by interacting positively with SMEs and actively facilitating the process using knowledge of test construction and methodology. Provide editorial assistance for exam forms review meetings to ensure that item replacements are accurately processed and recorded.
  - Maintain an accurate record of all committee decisions during exam-related meetings (exam development, forms review, key validation, etc.) and ensure that all required follow up steps and processes are implemented correctly and in timely manner.
  - Ensure that all examination materials are accurately coded for all possible codes (metadata, exam availability, state of item, etc.).
  - Participate in the quality assurance of exam items and forms to ensure all that items have been proofread, all forms have undergone the quality assurance steps, and examination forms are in compliance with examination specifications, collaborating with the psychometric team as needed.
  - Participate in the exam publication processes to ensure that exams are accurately published to PearsonVUE in a timely manner.

### **Competencies**

Communication

Dependability

Job Knowledge

Project Management

Results Focus

### **Work Environment**

This job operates in a professional office environment or remote, geographically separated environment as approved by the department Vice President. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Position Type/Expected Hours of Work.** This is a full-time position. Normal business hours are Monday through Friday, 8:30 a.m. to 5 p.m. however NCCPA offers the opportunity for flexible work schedules.

**Travel.** Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected on a monthly or quarterly basis to support Exam Development activities at various locations.

### **Required Education and Experience.**

- Bachelor's Degree
- Minimum 5 years' experience in medical editing field.
- Excellent time-management and organizational skills.
- Excellent writing and communication skills.

- Excellent interpersonal skills and proficiency in diplomacy.
- Excellent editing skills with emphasis on spelling, grammar, and adherence to style specifications.
- Knowledge of test development methodologies.
- Knowledge of medical terminology.
- Excellent proofreading skills.
- Excellent skills with use of computer applications, including MS Word, MS Excel, and databases. Knowledge of Adobe Photoshop is a plus.

### **Benefits Package**

NCCPA offers a competitive compensation and benefit package for those who join our team. Benefits include group medical, dental and vision coverage, health reimbursement arrangement, life insurance and short and long-term disability coverage. In addition to time off for holidays, our employees enjoy a generous paid time off program for vacation, personal and sick time. Other benefits include a robust 401(k) plan, as well as flexible spending, and tuition and health club reimbursement programs.

*NCCPA is an Equal Opportunity Employer*

To apply for this position, please send your resume to NCCPA's Human Resources Department at: [HR@NCCPA.net](mailto:HR@NCCPA.net)