

## NAMSS

### Volunteer Job Description

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**Position Title: Member, Certification Commission**

**Relationships:**

Reports To: Chair, Certification Commission  
Staff Support: Senior Certification Coordinator and Senior Certification Associate  
Internal Contacts: Executive Office Staff  
External Contacts: Candidates, Prospective Certificants, Certificants, Testing Company, Peer Certification Programs, General Public

**Length of Commitment:** Three Years (January – December) elected position, may be elected to a second consecutive term

**Time Involvement:** 6-8 Hours Monthly (approximate) / 1-3 on site meetings per year / 10-12 conference calls per year

**Key Responsibilities:**

As a NAMSS Committee Member

1. Attend and actively participate in meetings.
2. Assist the commission in developing and executing a plan to achieve the goals of the commission.
3. Assist in updating NAMSS policies and procedures relevant to the commission's work
4. Assist in developing relevant volunteer job descriptions to support the work of the commission.
5. Participate in an evaluation of the overall performance of the committee.
6. Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the commission are being fulfilled and to ensure that major work of the commission is reflected in the strategic plan.
7. Provide leadership by example and motivate the Commission to achieve its goals.

As a Certification Commission Member

1. Establish and administer policies and procedures to ensure the effective functioning of the CCN and the certification program.
2. Develop, approve and administer valid and reliable certification examinations, in consultation with the contracted testing vendor.
3. Determine eligibility requirements of candidates for certification in accordance with the goals of the CCN and of NAMSS, for the benefit of both NAMSS members and non-members.
4. Develop and publish a comprehensive handbook and related materials to adequately convey all aspects of the certification program to candidates, certificants and the public.
5. Establish cut scores for each examination following a new Job Task Analysis. The test vendor psychometrician will establish passing scores utilizing equation methodology in accordance with NCCA standards for exams between Job Task Analyses
6. Establish fees for certification examinations and for all related certification processes/materials.
7. Establish requirements and administer the mechanism by which certificants maintain certification status.
8. Establish and administer a grievance process for candidates and certificants.

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9. Establish and administer, in conjunction with the NAMSS Ethics Committee, a code of ethics for certificants and a disciplinary policy.
10. Establish and administer an appropriate process for revocation of certifications when necessary.
11. Establish an annual budget and maintain an accounting of all financial operations.
12. Establish and administer an effective registry and an effective communication system to support the program.
13. Establish and oversee staffing, management and resources to conduct the certification program.
14. Submit periodic reports to certificants, general membership of NAMSS and NAMSS Board, and to the public.
15. Establish effective working relationships and consults as appropriate with NAMSS Board and Committees.
16. Communicate all pertinent decisions, goals and strategies to the NAMSS Board in a timely manner.
17. Comply with all applicable laws and regulations, including nondiscrimination, disabilities, and other issues which may affect fairness to candidates and certificants, or protection for consumers.

### **Qualifications:**

#### As a NAMSS Committee/Commission Member

1. Proven track record evidenced through an established evaluation process that addresses the following:
  - a. Professional character
  - b. Responsibility through commitment to and completion of assignments
  - c. Openness to other's viewpoints
  - d. Responsiveness
  - e. Good Organizational skills
  - f. Good written and verbal communication skills
2. Desire to advance the mission of NAMSS.
3. Ability to work well with others.
4. Ability to make the necessary time commitment.
5. NAMSS member in good standing.
6. Support from employer (written).

#### As Certification Commission Member

1. Proven skills as demonstrated through recent successes in the ability to actively interact and participate in high-level discussions, the ability to develop and convey professional knowledge and opinions in a concise and confident manner, and, the ability to represent CCN in multiple settings employing various communication methods.
2. A minimum of three years of experience in and a current position as a Medical Services Professional.
3. Must hold dual certification (CPMSM/CPCS)
4. Previous experience in exam development activities is preferred.

### **Training:**

- Commission Orientation
- Psychometric and Certification Program Orientation
- Strategic Planning Orientation as needed
- Specific task orientation as needed

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CERTIFICATION COMMISSION MEMBER

| Amended Date     | Volunteer Development Review Date | Board Approval Date |
|------------------|-----------------------------------|---------------------|
| 11/11/11; 4/2017 |                                   | 01/17/07            |