



# Job Analysis Report

Certification Board for Professionals in  
Patient Safety

Certified Professional in Patient Safety  
(CPPS)

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Submitted to:



# Executive Summary

This report describes the methodology and procedures used to conduct a job analysis and develop the exam specifications for the Certification Board for Professionals in Patient Safety (CBPPS) Certified Professional in Patient Safety (CPPS) certification examination.

The three major activities that comprise the job analysis process described in this report are as follows:

1. **Job Analysis Committee Meeting** – A gathering of subject matter experts (SMEs) to discuss and develop a description of the scope of practice
2. **Job Analysis Survey** – A large-scale survey of practitioners not involved with the SME panel to validate the task and knowledge statements developed by the committee
3. **Development of Examination Specifications** – The development of an Examination Content Outline by the committee based on the results of the survey

Several practitioners were assembled by CBPPS to serve as subject matter experts (SMEs). The individuals selected represent a wide variety of work-related characteristics such as years of experience, work setting, geographic location, and areas of specialty. This helps in developing a scope of practice that is reflective of the roles and responsibilities of the job role and is relatively free from bias. By analyzing the experiences and expertise of current practitioners, the results from the job analysis become the basis of a validated assessment that reflects the competencies required for competent job performance.

The job analysis process utilized in this study yields exam specifications that accurately reflect the scope of practice, allowing for the development of fair, accurate, and realistic assessments of candidates' readiness for certification. The four competency areas are:

1. Culture
2. Systems Thinking, Human Factors Engineering, and Design
3. Safety Risks and Responses
4. Performance Measurement, Analysis, Improvement and Monitoring