

Terms of Reference
Test Item Writing Panel

Mission Statement

“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”

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Version History

(Please visit the [PHECC website](#) to confirm current version.)

Name:TOR011 Test Item Writing Panel		
Version	Date	Details
1	27/03/2013	New document
2	19/04/2018	TOR title change, governance change, TOR to include responder content and membership criteria revised.

Test Item Writing Panel

One of PHECC's functions, as outlined in the PHECC Establishment Order (SI 109/2000), is to
(b) conduct examinations leading to the award of the N.Q.E.M.T. at such levels of competence as may, with the consent of the Minister, be determined by the Council

(c) award the N.Q.E.M.T. to such persons as have completed a recognised course under sub-article 9h)(i) in a recognised institution and have passed the relevant examination conducted by the Council pursuant to the sub-article (b) of the Article

Terms of Reference: To develop examination test item content to meet the PHECC requirement for NQEMT and Responder level examinations.

Membership: Appointed by the Education and Standards Committee (Ref: DAT 003).

1. Must be nominated by licensed CPG provider or recognised institution.
2. Must be invited based on specific expertise
3. Must satisfy one of the following criteria:
 - a. Member of recognised institution faculty
 - b. Holder of an NQEMT qualification and on the PHECC Register for a minimum of 3 years
 - c. Holder of Responder qualification for a minimum of 3 years.
 - d. Practitioner practicing on behalf of a licensed CPG provider in an operational capacity.
 - e. Responder practicing on behalf of a licensed CPG provider in an operational capacity.
4. Must successfully complete test item writing training.
5. Must attend and/or participate in refresher training, either online or face to face as deemed necessary.
6. Must maintain currency with all PHECC and other relevant professional EMS material and demonstrate understanding of Continuous Professional Competence programme.
7. Must be available to participate in test item writing content delivery at a minimum of 2 workshops per year either online or face to face as deemed necessary.
8. Must be competent working with technology, have an email address and access to electronic communications.
9. May participate in examination test item writing at and below their level of registration
10. Panel, including the Chair, will be reviewed every 3 years.



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