



Health Professionals Testing Canada

HPTC
59 Canada Street
Fredericton, NB E3A 3Z3

*Candidate Information Manual
HPTC National Anesthesia Assistant
Examination October 2023*

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	<u>Page</u>
Examination registration information	4
Eligibility to Sit the HPTC Examinations	5
Other information	6
General Information	
Philosophy	7
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
HPTC Policies & Procedures	
Appeal	14
Accommodation of special needs Application for Special Accommodation	15 -16
Nomenclature and Normal Values	
Normal Values	17
Ventilator recommendations	19
Abbreviations and symbols	20

Examination Registration Information

	October 23, 2023 Exam
Registration opens	August 23, 2023
Registration deadline	September 11, 2023
Registration fees includes 3.8% processing fee	\$591 Plus, applicable Provincial Tax
Cancellation deadline	October 9, 2023

Eligibility to sit the HPTC AA Examinations

a) **Applicants:**

Applicants who are graduates of CoARTE (**Council on Accreditation for Respiratory Therapy Education**) accredited Anesthesia Assistant training programs are eligible to sit the HPTC AA examination and can access the registration portal on the HPTC website at www.hptc.ca

Applicants eligibility will be verified by the HPTC utilizing candidate training program information supplied.

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 HPTC website during the registration period.

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

1. Create a username and password on the HPTC 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 HPTC 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

1. The candidate is responsible for accurate completion of the appropriate HPTC AA Application Form and ongoing notification of address and telephone number changes through testingsupport@getyardstick.com
2. Candidates with questions or concerns regarding the registration process can contact testingsupport@getyardstick.com.
3. 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

Philosophy

The goal of the HPTC AA exam is to provide a certification examination of the highest educational caliber. The HPTC shall achieve and maintain an AA exam that is national in scope. The content of the examination will adhere to the current AA Competency Framework (2016) as set out by the Canadian Society of Respiratory Therapists (CSRT).

Committee

The AA Examination Development and Review Committee (EDRC) is comprised of members from across Canada. The members are Registered Respiratory Therapists (RRT-AA) in good standing with the CSRT and their regulatory bodies, RN-AA in good standing with their regulatory body and a licensed physician with a specialty in Anesthesiology and in good standing with their regulatory body. The Chair of the Committee is appointed by the Board of Directors of the HPTC. Resources are consulted as required.

Creation of the examination

All questions are based on the current AA Competency Framework (2016) and generated by the AA EDRC. All questions must be unanimously accepted by the AA EDRC 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 AA EDRC for scrutiny. Included with this exam is the review of the pass mark based on the Cut Score Study and psychometric consultation.

Pilot test items

In order to gather pertinent and relevant statistical information on new item bank questions, the HPTC 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 2023 Exam

This exam will be offered as a virtual exam on the Yardstick Proctor U platform. Please visit <https://www.getyardstick.com/online-proctoring-faq> for complete instructions including the review and testing of your computer equipment and documentation requirements for the day of your exam.

Candidate Preparation

Please visit <https://www.getyardstick.com/online-proctoring-faq> for complete instructions including the review and testing of your computer equipment and documentation requirements for the day of your exam.

Writing the examination

The HPTC AA Examination consists of one part:

The exam consists of type “A” questions (see examples on the next page) and a series of case studies and is approximately 100 questions total.

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

Candidates will have the opportunity to schedule their tests at a time convenient for them.

Exam matrix

Final Examination Matrix – Distribution across Competency Areas

CLINICAL COMPETENCY AREAS Range 80 – 85% of Exam	Approx. Percentage of Items
Administering Prescribed Pharmacological Agents Under the Direction of the Attending Anesthesiologist	9
Operating Anesthesia Equipment	11
Monitoring the Patient's Physiological Status	11
Providing Preoperative Care	3
Managing the Patient's Airway	13
Assisting with the Administration of General Anesthesia	15
Delivering Regional Anesthesia	6
Delivering Procedural Sedation	3
Managing Post Anesthesia Care	2
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 15 - 20% of Exam	Approx. Percentage of Items
Professionalism	3
Communication	2
Analysis and Problem Solving	3
Health and Safety	3
Research	2
Administration/ Quality /Assurance	2
Education ¹	0

Final Examination Matrix by Age

Additional Examination Specifications - 2011	Percentage of Examination
Age Group	
Neonates	2-5%
Pediatrics	8-13%
Adults	84-90%

Style of Questions

The examination is comprised of type “A” multiple choice with up to four (4) possible choices.

Case Study questions: To help indicate the end of one case study and the beginning of a new case study, a horizontal line followed by the words NEW CASE will be used.

Example of an A-Type questions:

Which of the following effects on the heart are seen during parasympathetic stimulation?

1. stroke volume decreases, cardiac output decreases
2. cardiac output decreases, coronary circulation increases
3. heart rate decreases, blood pressure increases
4. blood pressure decreases, stroke volume increases

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 be reported to the candidates and the organization(s) indicated on their application form. It will be the responsibility of the candidate to contact the Canadian Society of Respiratory Therapists to obtain their certification.**

Cut Score Study

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

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 HPTC 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. 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.
4. Candidates are permitted to bookmark questions to revisit and are able to scroll back and forth throughout the exam

5. 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.
6. If a candidate becomes ill when writing the examination, the candidate must advise the proctor. The candidate will have to provide medical documentation. If applicable, the exam will not be scored and the candidate will be booked for the next exam sitting.
7. Any candidate found cheating will be subject to disciplinary action, removal from the exam, and their results made null and void.
8. Following the examination, candidates will be asked to complete an optional, short feedback survey.

HPTC Policies and Procedures

Appeal

The HPTC recognizes the need for a process to allow candidates to appeal their final status on the HPTC A A Examination.

Procedure

1. A “Letter of Appeal” must be sent to the Chair of the HPTC Board of Directors in care of the HPTC head office (HPTC@HPTC.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 HPTC 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 HPTC 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 HPTC/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 in this manual 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 HPTC 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 HPTC 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 HPTC 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 HPTC 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 HPTC 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.**

HPTC
59 Canada Street
Fredericton, NB E3A 3Z3
HPTC@HPTC.ca

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 HPTC Head Office. (may be sent electronically to HPTC@HPTC.ca)

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 HPTC 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 HPTC Board of Directors when requests for accommodation are considered include:

- the needs of the candidate
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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.

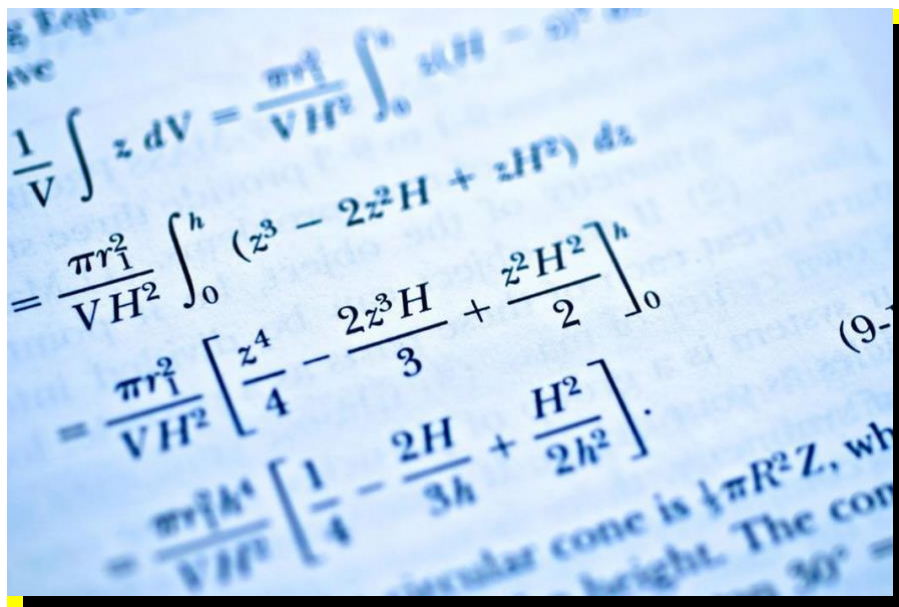
Before submitting, please ensure that the following are attached:

- **relevant documentation from your licensed/registered professional**
- **letter from your educational institutions accommodation center**

Signature: _____

Date: _____

Nomenclature and Normal Values


$$\begin{aligned} \frac{1}{V} \int z dV &= \frac{\pi r_1^2}{V H^2} \int_0^h (z^3 - 2z^2H + zH^2) dz \\ &= \frac{\pi r_1^2}{V H^2} \int_0^h (z^3 - 2z^2H + \frac{z^2H^2}{2}) dz \\ &= \frac{\pi r_1^2}{V H^2} \left[\frac{z^4}{4} - \frac{2z^3H}{3} + \frac{z^2H^2}{2} \right]_0^h \\ &= \frac{\pi r_1^2 H^4}{V H^2} \left[\frac{1}{4} - \frac{2H}{3h} + \frac{H^2}{2h^2} \right]. \end{aligned} \quad (9-1)$$

All test items have been referenced to the most recent editions of commonly used texts as identified by the accredited AA programs across Canada.

Exam item content will always be consistent with best practice and not present ambiguity due to conflicting text references.

Ventilator Recommendations

- Regional use of makes and models of anesthesia machine ventilators vary significantly. Therefore the emphasis of the exam items will be on the operating principles of ventilators classification.
- All modes, breath types and adjuncts currently available across all patient populations may be examined. They will be referred to in their generic terms on the exam.
- Unless a height is specified in a question, assume the patient weight that is provided is the ideal body weight (IBW).
- Unless specified, assume the patient is an adult.

Pharmacology

In questions pertaining to pharmacology, **only** the generic drug name will be used.

Example: Ventolin[®], Airomir[™], and Apo[®]-Salvent **will** appear as salbutamol

Revised: January 2023

