

Approval Date: May 15, 2012

**National Board of Surgical Technology and Surgical Assisting  
Certified Surgical First Assistant Examination Review Committee (CSFA-ERC)  
Role and Responsibilities**

The NBSTSA Board of Directors may appoint as many Examination Review Committees as necessary to carry out the examination process of the NBSTSA.

**Description:**

The Certified Surgical First Assistant Examination Review Committee (CSFA-ERC) is a standing committee of the NBSTSA.

The CSFA-ERC is composed of eight (8) professionals with the following qualifications:

- Six (6) practicing Certified Surgical Technologists/Certified Surgical First Assistants (CST/CSFA); and
- One (1) surgical first assistant educator; and
- One (1) surgeon.

**Position Responsibilities. Committee members have the responsibility for seeing that the following functions of the CSFA-ERC, as stated in the NBSTSA Bylaws, are undertaken:**

1. reviewing each certifying examination as assembled by the testing agency for content, accuracy and relevancy.
2. participating in projects relating to the examination and certifying process as appointed by the Board of Directors.
3. maintaining communication with the Board of Directors through the chair of the CSFA-ERC.
4. maintaining a current reference list, with the assistance of the testing agency.
5. reviewing, classifying and referencing items for addition to the item bank, with assistance from the testing agency.
6. at the direction of the Board of Directors, modify or review the certifying examination blueprint to reflect the results of the most recent job task analysis study.

Committee members are responsible for attending all scheduled meetings of the CSFA-ERC, adhering to all NBSTSA deadlines, and attending required NBSTSA orientation sessions.

**Position Limitations. Committee members must agree:**

1. to abide by the Bylaws, Code of Conduct, Policies and Procedures of the NBSTSA.
2. that during their term on the CSFA-ERC and for two years following that term, they may not author, co-author, edit, contribute to or otherwise be involved in the publication of materials that directly relate to the content of the CST or CSFA certifying examinations.
3. that during their term on the CSFA-ERC and for two years following, they will not conduct workshops or seminars for the purpose of preparation for the CST or CSFA certifying examinations.
4. to protect the confidentiality of the CST and CSFA certifying examinations and the item data bank.

5. to resign any elected or appointed positions they may hold in any certification, professional, or accreditation organization relative to Surgical Technology or Surgical First Assisting practice in order to serve on the CSFA-ERC (this does not include State Assembly participation).
6. to resign from the CSFA-ERC in the event of seeking employment with the NBSTSA.
7. that they will not be able to take the CST or CSFA examinations while serving on the CSFA-ERC, or for two years following, in order to become certified, renew certification or achieve certification currency. (CSFA members on the CSFA-ERC must maintain certification currency to be eligible to serve.)

Appointment to the CSFA-ERC consists of a three year term.

Committee members are obligated to maintain the confidentiality of all NBSTSA confidential information and to treat all organizational matters and information specific to the business of the NBSTSA with proper care and discretion. **Unauthorized disclosure or use of information, whether provided verbally or in writing, is considered a serious breach of care and can result in disciplinary action and possible discharge from a Committee member's position.**

Regular meetings of the CSFA-ERC shall be held no less than once per year. It is the policy of the NBSTSA Board of Directors that Committee members attend all meetings of the CSFA-ERC, whether in person or by conference call. Any Committee member who is unable to attend a meeting must notify the NBSTSA CEO as soon as possible before the stated time of the meeting. All travel arrangements are coordinated through NBSTSA staff. Airfare, hotel (room and tax), and a per diem is expensed to the Committee members in advance by the NBSTSA.

The Chair of the CSFA-ERC shall be appointed by the Board of Directors at the annual spring Board meeting. The term of service of the Chair is for one year.

**Chair responsibilities include (but are not limited to):**

1. Consult with testing agency or Corporation regarding examination content concerns;
2. Prepare a written report to the Board of Directors after each meeting of the ERC;
3. Act as liaison between CSFA-ERC and the Board of Directors;
4. Keep a file of ERC activities during his or her term of office and convey such file to the succeeding chairperson.

THE NATIONAL BOARD  
OF SURGICAL TECHNOLOGY  
AND SURGICAL ASSISTING