

Ohio DAS Proposed Item Documentation Form<sup>1</sup>

Classification	
Agency	
Test For	
Test Type	
Date Written	
Item Writer	
Supplemental Material <sup>2</sup>	
Content-Construct	
Source(s) <sup>3</sup>	
Question Stem	
Best Answer	
Rationale	
Distractor 1	
Rationale	
Distractor 2	
Rationale	
Distractor 3	
Rationale	
Linkage to Job Duties <sup>4</sup>	
Linkage to MACs or KSAs	
Linkage to PD	
Reviewer Name <sup>5</sup>	

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<sup>1</sup> This word template or form is intended to be used to document the item writing process.

<sup>2</sup> Supplemental material refers to any hand outs before the test or any reading passages or figures. These should be attached as appendices.

<sup>3</sup> Provide the title, edition, and page number of the source book/text/material used as a basis for the item, if any.

<sup>4</sup> Provide direct links or references to job description, position description, and/or KSAs.

<sup>5</sup> Attach the reviewer comments or feedback sheet.

Example: Ohio DAS Proposed Item Documentation Form

Classification	Paramedic - EMS
Agency	DAS
Test for	Paramedic Exam for Agency
Test Type	Multiple Choice
Date Written	6/1/2013
Item Writer	John Doe
Supplemental Material	None
Content-Construct	Knowledge and skill in basic and advanced life support
Source(s)	Pediatric Advanced Life Support Provider Manual, p. 106.
Question Stem	While at an emergency scene, Paramedic Smith confirms the proper placement of a tracheal tube in a pediatric patient. Paramedic Smith then secures the tube. Once the tracheal tube is secured, Paramedic Smith should ensure that the patient's:
Best Answer	head is maintained in a neutral position.
Rationale	The source states, "Once the tracheal tube is placed and secure, maintain the patient's head in a neutral position. Excessive head movement may displace the tube. Flexion of the head or neck moves the tube further out of the airway, and extension of the head displaces the tube further out of the airway."
Distractor 1	head is hyper-extended.
Rationale	Not the best answer. The source states, "Once the tracheal tube is placed and secure, maintain the patient's head in a neutral position..."
Distractor 2	head and neck are rotated to one side.
Rationale	Not the best answer. The source states, "Once the tracheal tube is placed and secure, maintain the patient's head in a neutral position..."
Distractor 3	
Rationale	
Linkage to Job Duties	Directly relates to Job Duty 1 - Administers basic and advanced life support and
Linkage to MACs or KSAs	Directly related to KSA 1 – Knowledge of basic and advanced life support.
Linkage to PD	
Reviewer Name	Ron Analyst