

## **Certified Value Analysis Healthcare Professional (CVAHP™) Examination Blueprint**

### **Preparing for the Certification Examination**

We have included a detailed content outline below of the topics and skills included in the exam. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered as this will maximize your chances of passing. It is better to guess than to leave a question unanswered. There is no penalty for guessing. The certification examination is divided into four domains.

#### **Content Domains and # of Questions on Exam:**

- Governance and Structure: 30 questions
- Healthcare Value Analysis Methodology: 30 questions
- Professionalism and Business Ethics: 15 questions
- Finance: 25 questions

The total score is based on 100 scored items. The examination also includes 10 pretest items which are not counted in the scoring of the examination.

### **CERTIFICATION EXAMINATION CONTENT OUTLINE**

#### **1. Governance and Structure**

**30 Items**

- A. Design an evidence-based healthcare value analysis model
  1. Advocate for a patient centered approach that includes quality, safety, and patient experience
  2. Establish goals, objectives, charters, and education to support the model
  3. Incorporates support from the executive team to create an organizational structure that utilizes the
  4. Assign the roles of participants / stakeholders in the healthcare value analysis process
  5. Define metrics to evaluate robust clinical and financial outcomes
- B. Project management in healthcare value analysis
  1. Initiate or reject a healthcare value analysis project
  2. Plan a healthcare value analysis project
  3. Execute a healthcare value analysis project
  4. Monitor and evaluate a healthcare value analysis project
  5. Conclude a healthcare value analysis project
  6. Follow up after a healthcare value analysis project to determine results or check and adjust as needed
- C. Communication & collaboration
  1. Communicate to an organization the value analysis purpose, goals, and metrics
  2. Facilitate value analysis meetings
  3. Tailor communication to diverse audiences
  4. Establish and implement a barrier escalation process
  5. Collaborate with physicians, clinicians, healthcare providers, and consumers to identify and evaluate opportunities for value through
    - a) Standardization of clinical quality outcomes
    - b) cost effectiveness
    - c) utilization management
    - d) safety
    - e) sustainable practices

### A. Identification

1. Validate the need
  - a) Define current problem
  - b. Identify future requirements
2. Review GPO contract compliance and identify opportunities
3. Assess for standardization opportunity
4. Assess new regulations and new evidence-based practice
5. Address defective product/recalls
6. Review capital budget request
7. Identify savings opportunities
8. Respond to strategic initiatives
9. Examine quality/safety issues

### B. Gather information

1. Collect usage data
2. Identify supplier's capacity
3. Obtain all pertinent costs and support data
4. Identify key clinical and non-clinical stakeholders to assess current practices related to utilization, supply, equipment, or purchased services
5. Conduct literature review
6. Obtain benchmarking data
7. Investigate community standards and list serves
8. Identify product specifications and compare to defined clinical requirements/outcomes
9. Analyze reimbursement information when applicable
10. Utilize information from regulatory agencies
11. Review policy/procedures/guidelines
12. Identify sustainable opportunities

### C. Analysis

1. Complete cost analysis
2. Conduct negotiation
3. Identify purchase versus lease benefits, if applicable
4. Evaluate consignment or supplier-managed opportunities
5. Determine if evaluation is necessary
6. Establish evaluation parameters
  - a) Identify a champion
  - b) Identify which units or which hospitals
  - c) Identify timeframe versus the number of patients
  - d) Obtain product samples
  - e) Provide training for clinicians participating in the product/equipment evaluation
  - f) Develop objective evaluation form based on quality, safety, outcomes, and effectiveness
7. Determine final financial, clinical, safety, quality and potential outcomes impact
8. Explore educational needs and opportunities.
9. Establish committee decision

### D. Implementation

1. Determine inventory management strategy
2. Identify a logistical plan
3. Build item master and charge master if applicable
4. Develop and execute education plan
5. Design communication plan
6. Collaborate to ensure policy/procedure/guidelines are updated

### E. Monitoring

1. Review compliance metrics to evaluate the success of a project (clinical, financial, safety, quality, outcomes, and impact)

### 3. Professionalism and Business Ethics

15 Items

- A. Adhere to organization compliance guidelines
- B. Define key legal and ethical considerations
- C. Develop supplier relationship strategies
- D. Comply with disclosure and confidentiality policies
- E. Serve as a resource to internal and external customers

### 4. Finance

25 Items

- A. Value analysis definition
- B. Integrate financial principles into value analysis"
- C. Goal setting
  - 1. Financial
  - 2. Non-financial
- D. Finance definitions
  - 1. Savings
  - 2. Return on investment
  - 3. Payback
  - 4. Costs
    - a. Total cost
    - b. Fixed and variable costs
    - c. Direct and indirect costs
    - d. Activity based cost
    - e. Life cycle cost
    - f. Utilization cost
- E. Integrate financial strategy into value analysis
- F. Metrics for the value analysis program
- G. Monitor effectiveness of value analysis program
- H. Gap analysis
- I. Coordinate with stakeholders
  - 1. Internal stakeholders
  - 2. External stakeholders
- J. Perform cost analysis
  - 1. Use benchmarks
  - 2. Complete cost analysis process
  - 3. Verify cost analysis
- K. Understand contract principles with respect to the value analysis process
  - 1. Supply chain, contracts, and value analysis
  - 2. Compare contract management and the value analysis process
  - 3. Contracting compliance
  - 4. Contracting strategies
    - a. general principles
    - b. bulk buys
    - c. rebates
    - d. capitated pricing
    - e. committed pricing