

Test Content Outline  
Effective Date: January 10, 2021

Nurse Executive  
Board Certification Examination

There are 150 questions on this examination. Of these, 125 are scored questions and 25 are pretest questions that are not scored. Pretest questions are used to determine how well these questions will perform before they are used on the scored portion of the examination. The pretest questions cannot be distinguished from those that will be scored, so it is important for a candidate to answer all questions. A candidate's score, however, is based solely on the 125 scored questions. Performance on pretest questions does not affect a candidate's score.

This Test Content Outline identifies the areas that are included on the examination. The percentage and number of questions in each of the major categories of the scored portion of the examination are also shown. *Note: The examples in parentheses are not all-inclusive and do not indicate importance.*

Category	Content Domain	Number of Questions	Percentage
I	Human Resource Management	39	31%
II	Quality and Safety	26	21%
III	Business Management	18	14%
IV	Health Care Delivery	42	33%
<b>TOTAL</b>		<b>125</b>	<b>100%</b>

## **I Human Resource Management**

### **A. Knowledge**

1. Federal employment laws (e.g., Family and Medical Leave Act, American with Disabilities Act, Fair Labor Standards Act, National Labor Relations Act)
2. Principles and styles of communication

### **B. Skill**

1. Staffing fundamentals (e.g., models, skill mix, scheduling)
2. Employee performance management (e.g., competency validation, performance appraisal)
3. Employee engagement strategies
4. Team performance management (e.g., dynamics, conflict resolution, leveraging diversity)

## **II Quality and Safety**

### **A. Knowledge**

1. Change management frameworks
2. Culture of safety (e.g., risk management, employee and patient safety, healthy work environment)

### **B. Skill**

1. Continuous process improvement (e.g., The Plan-Do-Study-Act Cycle, Lean, root cause analysis)
2. Research and evidence-based practice methods (e.g., literature review, developing research questions, dissemination)

## **III Business Management**

### **A. Knowledge**

1. Reimbursement methods (e.g., payor systems, value-based purchasing)

### **B. Skill**

1. Financial management (e.g., budgeting, hours per patient day, resource utilization)
2. Leadership styles (e.g., transformational, transactional, situational)

## **IV Health Care Delivery**

### **A. Knowledge**

1. ANA Code of Ethics
2. ANA Nursing Administration Scope and Standards of Practice
3. Regulatory and compliance standards (e.g., Health Insurance Portability and Accountability Act, corporate compliance)
4. Emergency preparedness

### **B. Skill**

1. Patient experience facilitation
2. Care delivery evaluation (e.g., nurse sensitive indicators, core measures)
3. Technology evaluation and integration (e.g., telehealth, predictive analytics, remote monitoring)