



JOB TASK ANALYSIS MANUAL

Exercise Oncology Instructor™
Certification

Karen Wonders, PhD, FACSM



Table of Contents

EOI Job Description	3
Required Competencies	3
Certification Requirements	5
Validation Survey	5
Job Task Analysis Report	8

Job Task Analysis

The purpose of the Job Task Analysis (JTA) is to verify that practitioners in exercise oncology are minimally competent to design and execute safe and effective programming for patients who are diagnosed with, and are undergoing treatment for, cancer.

The objective of the JTA is to determine what Knowledge, Skills and Abilities (KSA's) an Exercise Oncology Instructor™ (EOI) should have on their first day on the job. The JTA process takes place at least once every five years to ensure the EOI certification exam evolves with the wants and needs of our constituents in the fitness industry.

EOI Job Description

A Certified EOI specializes in assessing the fitness needs of cancer patients, designing individualized exercise programs, and providing safe and effective exercise guidance throughout the cancer journey to improve patients' physical and emotional well-being.

I. JOB TASK CATEGORIES AND RESPONSIBILITIES

A. Assessment and Evaluation:

Conduct Medical and Health Assessments:

- Review medical history and treatment records to assess the patient's health status.
- Evaluate the patient's physical condition, fitness level, and any pre-existing conditions.
- Assess psychosocial factors affecting exercise participation.

Cancer-Specific Assessments:

- Determine the type and stage of cancer and the impact of treatments on physical function.
- Identify potential side effects and exercise contraindications specific to the patient's cancer type and treatment.

B. Exercise Program Design:

Individualized Exercise Planning:

- Develop individualized exercise programs based on assessment results, considering the patient's goals and preferences.
- Incorporate evidence-based exercise principles to address specific physical and emotional needs.

Safe Exercise Prescription:

- Establish appropriate exercise intensity, duration, frequency, and progression for each patient.
- Adapt exercise programs as necessary to accommodate any treatment-related changes or side effects.

C. Exercise Instruction and Supervision:

Teach Proper Exercise Techniques:

- Instruct patients on correct exercise techniques, including warm-up, cool-down, and stretching routines.
- Ensure that patients understand and perform exercises with proper form and alignment.

Monitoring and Supervision:

- Continuously monitor patients during exercise sessions, noting vital signs, symptoms, and patient comfort.
- Provide real-time feedback and guidance to ensure safety and effectiveness.

D. Psychosocial Support:

Emotional Support:

- Offer emotional support, encouragement, and motivation to patients throughout their exercise journey.
- Foster a supportive and empathetic environment to address psychosocial challenges.

Communication Skills:

- Effectively communicate with patients and their healthcare teams, ensuring a collaborative approach to care.
- Listen attentively to patients' concerns and provide guidance for coping with cancer-related emotional distress.

E. Education and Advocacy:

Patient Education:

- Educate patients on the benefits of exercise during cancer treatment and survivorship.
- Promote awareness of exercise-related precautions and guidelines.

Advocacy and Resource Referral:

- Advocate for exercise oncology within the healthcare community and promote its integration into cancer care.
- Refer patients to relevant resources, support groups, or additional services as needed.

II. REQUIRED COMPETENCIES:

1. **Knowledge of Exercise Physiology:** Understanding of exercise physiology principles and their application to cancer patients.
2. **Cancer Knowledge:** Knowledge of common cancer types, treatments, and potential side effects on physical function.
3. **Assessment Skills:** Ability to conduct comprehensive health assessments and interpret medical records.
4. **Program Design Expertise:** Skill in designing individualized exercise programs considering patients' medical history, fitness level, and cancer-specific factors.
5. **Communication Skills:** Effective communication, empathy, and active listening skills for patient counseling and collaboration with healthcare teams.
6. **Patient-Centered Care:** Focus on patients' needs, goals, and preferences to tailor exercise interventions.

7. **Safety Awareness:** Ability to recognize and manage exercise-related risks and side effects during cancer treatment.
8. **Emotional Support:** Ability to provide emotional support, motivation, and psychosocial care.
9. **Advocacy:** Promotion of exercise oncology as an essential component of cancer care and survivorship.

III. CERTIFICATION REQUIREMENTS:

- Completion of EOI Certification.
- Continuing education and maintenance of certification to stay updated with the latest research and guidelines.

At the time of the JTA, a validation survey is conducted to determine that the EOI Certification is in line with sound psychometric practice. KSA's are then utilized to create the EOI certification Exam Development Outline. The KSA's specific to the EOI certification are as follows:

EOI KSAs

1. Knowledge of cancer basics, including pathophysiology, staging, and treatments
2. Knowledge of blood pressure measurement, pulse oximetry, and pre-screening
3. Knowledge of cardio dynamic monitoring equipment and data interpretation
4. Knowledge of aerobic and anaerobic exercise capacity and testing procedures
5. Knowledge of therapeutic exercise protocols for patients whose daily activities routinely involve workloads in excess of anaerobic threshold
6. Knowledge of perceived exertion scales
7. Knowledge of CPR and basic life support/advanced cardiac care
8. Oral and written communication skills
9. Analytical skills for interpretation of capacity test results
10. Quantitative skills to evaluate endurance, anaerobic threshold, and fatigue

Content Area	Number of Questions	Percent of Exam
Cancer exercise programming, fitness assessment, and evaluation	28	28%
Cancer treatment terminology and epidemiology	40	40%
Functional biomechanics, physiology & anatomy	32	41%

The validation survey for the JTA for a Certified EOI is a crucial step to ensure that the identified tasks and competencies accurately reflect the responsibilities of individuals in this role. The survey seeks feedback and validation from certified instructors to confirm the relevance and importance of the identified tasks and competencies. Here's a sample of the validation survey MTCA CB distributes:

Dear Certified Exercise Oncology Instructor,

We are conducting a validation survey to ensure that the Job Task Analysis (JTA) accurately represents the tasks and competencies associated with your role as a Certified Exercise Oncology Instructor. Your feedback is vital in helping us confirm the relevance and importance of the identified job tasks and competencies.

Please take a few minutes to complete this survey. Your responses will remain confidential, and your participation is greatly appreciated.

Demographic Information

1. Name (Optional):
2. Certification Number (Optional):
3. Number of years as a Certified Exercise Oncology Instructor:

Task Validation

For each task listed below, please indicate its relevance to your role as a Certified Exercise Oncology Instructor by selecting one of the following options:

Essential: This task is essential and highly relevant to my role.

Important: This task is important but may not be performed frequently.

Not Relevant: This task is not relevant to my role.

Assessment and Evaluation Tasks

1. Conducting medical and health assessments of cancer patients:
 Essential Important Not Relevant
2. Assessing psychosocial factors affecting exercise participation:
 Essential Important Not Relevant

Exercise Program Design Tasks

3. Developing individualized exercise programs based on patient assessments:
 Essential Important Not Relevant
4. Establishing appropriate exercise intensity, duration, frequency, and progression:
 Essential Important Not Relevant

Exercise Instruction and Supervision Tasks

5. Instructing patients on correct exercise techniques:

- Essential Important Not Relevant

6. Continuously monitoring patients during exercise sessions:

- Essential Important Not Relevant

Psychosocial Support Tasks

7. Offering emotional support, encouragement, and motivation to patients:

- Essential Important Not Relevant

8. Providing guidance for coping with cancer-related emotional distress:

- Essential Important Not Relevant

Education and Advocacy Tasks:

9. Educating patients on the benefits of exercise during cancer treatment:

- Essential Important Not Relevant

10. Advocating for exercise oncology within the healthcare community:

- Essential Important Not Relevant

Certification and Competencies Validation:

Please rate the following competencies on a scale of 1 to 5, with 1 being “Not Adequate” and 5 being “Highly Adequate,” in terms of their importance and relevance to your role as a Certified Exercise Oncology Instructor.

Knowledge of Exercise Physiology:	1	2	3	4	5
Cancer Knowledge:	1	2	3	4	5
Assessment Skills:	1	2	3	4	5
Program Design Expertise:	1	2	3	4	5
Communication Skills:	1	2	3	4	5
Patient-Centered Care:	1	2	3	4	5
Safety Awareness:	1	2	3	4	5
Emotional Support:	1	2	3	4	5
Advocacy:	1	2	3	4	5

ADDITIONAL COMMENTS

Please provide any additional comments or suggestions regarding the tasks and competencies of a Certified Exercise Oncology Instructor:

Thank you for your valuable input in this validation survey. Your feedback will help ensure that the role of a Certified Exercise Oncology Instructor is accurately represented, and the certification program continues to meet the needs of professionals in this field.

Sincerely,
Dr. Daniel Drury
National Director of Certification

This survey allows Certified Exercise Oncology Instructors to provide feedback on the relevance and importance of job tasks and competencies, ensuring that the Job Task Analysis accurately reflects their roles and responsibilities.

Job Task Analysis Report for a Certified Exercise Oncology Instructor

INTRODUCTION

The Job Task Analysis (JTA) study for the role of a Certified Exercise Oncology Instructor (EOI) was conducted to identify and validate the essential tasks, responsibilities, and competencies required for individuals in this role. This study aimed to ensure that the certification program accurately represents the knowledge and skills necessary for certified EOIs to excel in their profession.

METHODS

A. Task Identification

Initial task identification was carried out through a comprehensive review of existing literature, guidelines, and expert recommendations in the field of exercise oncology. Subject matter experts (SMEs) were consulted to compile a list of potential tasks and responsibilities associated with the role of a Certified Exercise Oncology Instructor.

B. Survey Development

A survey questionnaire was developed based on the identified tasks and competencies for an EOI. The survey included task descriptions and asked participants to rate the importance and relevance of each task to the role.

C. Survey Distribution

The survey was distributed to a representative sample of Certified EOIs through email and an online platform.

D. Data Collection

Responses from survey participants were collected, and data were analyzed to determine the importance and relevance ratings for each task.

E. Competency Assessment

Competencies were assessed through a Likert scale in terms of their importance and relevance to the role of a Certified Exercise Oncology Instructor.

RESULTS

A. Task Importance and Relevance

Based on the survey responses, tasks were categorized into three levels of importance:

Essential: Tasks rated as highly important and relevant by the majority of respondents.

Important: Tasks rated as important but not necessarily performed frequently.

Not Relevant: Tasks considered irrelevant to the role by the majority of respondents.

B. Competency Assessment

Competencies were rated on a scale of 1 to 5, with 1 being “Not Adequate” and 5 being “Highly Adequate” in terms of importance and relevance. The average rating for each competency was calculated.

OUTCOMES

A. Task Validation

Tasks categorized as “*Essential*” in the survey results were validated as key responsibilities of a Certified Exercise Oncology Instructor. These tasks include conducting medical assessments, personalizing exercise programs, providing emotional support, and more.

Tasks categorized as “*Important*” indicate significant responsibilities but may vary depending on individual patient needs or circumstances.

Tasks categorized as “*Not Relevant*” were confirmed as tasks that are generally not part of the role of a Certified Exercise Oncology Instructor.

B. Competency Assessment

Competencies were rated highly across the board, emphasizing the importance of a well-rounded skill set for Certified EOIs. Key competencies include knowledge of exercise physiology, cancer expertise, communication skills, and patient-centered care.

CONCLUSION

The JTAs study for a Certified EOI has identified and validated the essential tasks, responsibilities, and competencies required for success in this role. This analysis ensures that the certification program accurately reflects the knowledge and skills necessary to provide safe and effective exercise interventions for cancer patients. The study’s findings and outcomes will inform the ongoing development and maintenance of the certification program.

RECOMMENDATIONS

Based on the results of this JTA study, it is recommended that the certification program for Exercise Oncology Instructors incorporate the validated tasks and competencies into its curriculum and certification requirements. Regular updates and reviews should be conducted to ensure alignment with the evolving needs and best practices in the field.

This report serves as a comprehensive overview of the methods, results, and outcomes of the Job Task Analysis study for a Certified Exercise Oncology Instructor, providing the necessary documentation and justification for the study’s findings and conclusions.



[MapleTreeCancerAlliance.org](https://www.MapleTreeCancerAlliance.org)