

Exam Developer (Bilingual)

Position: Contract (two years), Full-Time with the possibility of extending

Location: 200 Granville St, Vancouver, BC. (Hybrid: A combination of home-office (remote) and office-based work is expected.)

Start date: February 2022

Application Deadline: Applications will be accepted on a rolling basis until the position is filled.

Work Flexibility: Some evening and weekend work will be required. Travel may be required for the position.

THE OPPORTUNITY

Are you eager to be part of a values-based organization that's helping to get qualified nurses into the work force? And are you excited to bring your experience in the field of standardized test development to an organization that is transforming how we assess competencies and knowledge? If so, consider bringing your talents and enthusiasm to the Nursing Community Assessment Service (NCAS)!

WHO WE ARE

The Nursing Community Assessment Service (NCAS) is part of the BC College of Nurses and Midwives. BCCNM is empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, nurse practitioners, registered midwives, registered nurses, and registered psychiatric nurses in British Columbia. Regulation helps to protect the public by ensuring that professional care or service received by the public is competent, ethical, and meets the standards that society views as acceptable. NCAS operates as a unique and independent unit within BCCNM.

BCCNM launched NCAS in January 2017 to assess the competencies of professionals seeking to enter nursing practice in BC and other parts of Canada. NCAS is a testing service that regulators rely upon to determine if an individual is safe to enter practice. Our high-stakes assessment is comprised of a computer-based test that is administered at testing sites all over the world, as well as a simulation-lab and oral assessment that are delivered in Vancouver and Halifax. The NCAS assessment represents a consistent, rigorous, and defensible approach for determining the extent to which individuals possess the competencies required to enter practice safely.

At BCCNM, we value and celebrate diversity. We are committed to fostering an open, welcoming, and inclusive work environment where we value and respect all perspectives. We aspire to employ staff who are representative of the diverse B.C. communities we serve.

Each of us strives to meet our commitment to the following values to maintain a workplace that is welcoming, respectful, and supports the well-being of every BCCNM employee:

- Trust is essential
- Better together
- Speak the truth

- Protect the public
- Stay curious

WHAT WE OFFER YOU

Our office is located at 200 Granville Street in downtown Vancouver, and rests on the unceded territories of the Musqueam, Squamish and Tsleil-Waututh nations. This position is ideal for an individual who is comfortable working in a hybrid remote and in person environment.

As a member of the team, you can expect to be working in a collaborative, team-based environment and to be treated in a respectful and professional manner. The College is committed to employee professional development and career growth. We promise to provide you with rewarding work that challenges you. While your workload will be busy, the College supports staff in achieving a healthy work-life balance. BCCNM offers a highly competitive total compensation package that includes a generous vacation package, extended health benefits, contributions towards the municipal pension plan, and a health and wellness allowance.

WHAT YOU'LL BE DOING

NCAS is looking for a mid-career specialist in exam development to play a fundamental role within NCAS's Assessment Development Team. Reporting to the Director of Assessment and Psychometrics, you will lead the full cycle of exam development, and in particular, the creation of NCAS' first bilingual (French/English) set of competency assessment tools. This work includes facilitating item writing sessions in English and French with talented subject matter experts, and leading the full content development, review, standard-setting cycles.

RESPONSIBILITIES

With guidance from the Manager of Assessment & Psychometrics, the Exam Developer will lead the full cycle of competency assessment development activities including:

- Create and nurture a pool of Subject Matter Experts drawn from the nursing community across Canada
- Facilitate in-person and online item writing, field testing and standard-setting sessions while ensuring adherence to assessment standards
- Collaborate with copy editors and cultural sensitivity consultants to finalize items
- Refresh and maintain item writing manuals and guidelines
- Prepare pre and post item writing templates and documentation.
- Review and revise items based on close collaboration with NCAS psychometricians.
- Prepare assessment forms and materials to ensure they accurately reflect the structure of the assessment
- Foster and maintain an organizational culture that promotes mutual respect, teamwork, and service excellence.

EDUCATION & SKILLS

- A minimum of a Bachelor's degree in measurement and evaluation, education, psychology, or equivalent combination of relevant education and work experience related to the field of test

development

- Minimum of five years' experience with the full test development cycle, and in particular, leading item writing of multiple-choice assessments and/or OSCE-like exams
- Bilingualism (French and English) is essential
- Strong understanding of trends and developments in assessment development standards
- Exceptional, demonstrated, group facilitation experience with varied stakeholders, along with excellent inter-personal communication skills
- Knowledge of competency-based assessment and strong familiarity with standards of practice, as well as standards for content development
- Exceptional French written and oral skills, including an ability to edit for grammar and style
- Demonstrated project management skills manifested through an ability to lead projects through the full project development, implementation, and evaluation cycle s
- Strong organizational and documentation skills.
- Demonstrated skill with digital technologies, and ease with online programs.
- A demonstrated ability to work independently, manage multiple tasks, and meet deadlines.
- A powerful work ethic, commitment to completing tasks, and a positive attitude.
- Knowledge of health care practice, especially nursing, would be considered an asset.
- Comfort with working in environments that involve change and ambiguity and require adaptation.
- Demonstrated understanding of diversity, inclusion, and cultural humility as they apply to nursing and midwifery practice and health care is an asset.

HOW TO APPLY

We offer accommodation for applicants with disabilities to take part in the selection process. If we contact you about an interview or testing, please let us know if you require accommodation. We keep all information in relation to accommodation confidential.

Please forward your resume in either French or English indicating where you learned of this opportunity to careers@bccnm.ca. In your cover letter, please tell us what interests you about this role. Please reference the title "NCAS Exam Developer " in the subject line of your email. Applications will be accepted until the position is filled, so please apply immediately.

Note: References, education and professional credential verifications, and a criminal record check will be required for all final candidates.

While we appreciate all responses, only shortlisted applicants will be contacted.

To learn more about NCAS, please visit www.ncasbc.ca. Thank you for your interest in NCAS and the BC College of Nurses and Midwives.