Job Posting

**Position:** Director of Exam Development  
**Term:** Two Years (Full Time)  
**Compensation:** BCCNP offers a competitive compensation package that includes extended health and benefits  
**Location:** 200 Granville St., Vancouver, BC  
**Start Date:** Immediately

THE OPPORTUNITY

Are you interested in bringing your expertise in the development and modification of performance-based assessments to an innovative and expanding assessment? Has your senior level experience in organizing, implementing and overseeing all aspects of the exam development process set you up to take on a new and exciting challenge? And do you excel in building, leading, and inspiring small cross-functional teams? If so, consider bringing your talents to the Nursing Community Assessment Service (NCAS)!

NCAS is looking for an experienced and creative Director of Exam Development to support its assessment activities. This Vancouver-based position focuses on managing the ongoing refinement and evolution of NCAS’ multi-pronged assessment approach and tools that include: a long-form, Objective Structured Clinical Examination (OSCE)-like performance-based simulation-lab assessment; a multiple-select computer-based assessment; and an in-person oral assessment aimed at evaluating clinical judgement. The successful completion of all three components leads to the issuance of a performance report.

Working closely with our Lead Psychometrician and the NCAS Manager of Assessment Operations, the Director of Exam Development will manage the exam development process. This work includes managing and administering all content development and revision processes, providing oversight to the Lead Psychometrician, coordinating relevant advisory committees, nurturing, training and evaluating clinical item writing teams, managing item banking databases and developing appropriate policies and procedures that govern the development process. The Director will also contribute their creative insights, judgement and experience towards NCAS’s expansion into other jurisdictions and other health care professions.

NCAS is disrupting the assessment space with its innovative approach to assessment. This is an exceptional opportunity for an exceptional individual who is eager to shape the future of a dynamic, new and expanding assessment service.

WHO WE ARE

The Nursing Community Assessment Service is a department within the BC College of Nursing Professionals. BCCNP is the largest nursing regulatory organization in western Canada, and is empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, registered nurses, registered psychiatric nurses and nurse practitioners in BC.

BCCNP launched NCAS in January 2017 as a service for assessing the competencies of nurses and health care aides seeking licensure in BC. Our high-stakes assessment is designed to provide a consistent, rigorous and defensible approach to determining the extent to which potential
registrants possess the competencies required to enter practice safely. NCAS has been approached to develop performance-based assessments for other health professions, in other jurisdictions. NCAS is expanding!

Our office rests on the unceded and incomparably beautiful territories of the Musqueam, Squamish and Tselil-Waututh nations. Surrounded by ocean and mountain views, steps from the SkyTrain, and with running paths and kayaking routes at your doorstep, BCCNP welcomes you to the heart of Vancouver's vibrant downtown core.

DIRECT REPORTS AND CONTACTS

- Lead Psychometrician
- Assessment Advisory Committee(s)
- Clinical Item Development Team(s)

ACCOUNTABILITIES

1. Developing and refining assessment content that meets the highest standards for reliability and validity
   - Refining and implementing end-to-end content development processes, procedures and policies
   - Working closely with psychometrician(s) to develop and evaluate measurement processes and continuously ensure the reliability and validity of all assessments
   - Recruiting, nurturing, training and evaluating content development teams
   - Developing and implementing ongoing quality assurance processes.

2. Bringing expertise, innovation and leadership to NCAS’ efforts to create new assessment tools, and to evolve the assessment to meet the needs of additional jurisdictions and health professions.

3. In consultation with the Executive Director, NCAS, determining staffing needs; recruiting staff; providing training; establishing performance expectations; monitoring performance, providing ongoing coaching; and taking corrective action as appropriate.

4. Managing and coordinating the work for the portfolio. Working with staff to manage change and ensure ongoing quality improvement/evaluation and adoption of new processes and practices.

5. Liaising with a range of stakeholders including government, educators, practitioners and regulators to support the ongoing development and expansion of NCAS’ assessment service.

6. Securing, managing and evaluating vendor relationships and contracts.

7. Staying current, and ensuring the appropriate introduction of new and best practices in the field of performance-based assessment.

8. Contributing expertise to discussions with CEO/Registrar of BCCNP and other executive level staff and stakeholders.
9. Providing input to technology and data engineering for test delivery and scoring of the performance-based assessments.

10. Providing support for proposal development and new assessment initiatives.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Master level degree in a related field including, but not limited to Public Health, Psychology, Nursing, Measurement and Evaluation, Psychometrics, or Educational Assessment.
- Minimum of eight years related experience in test development including item development and revision, SME and item writer recruitment and training, measurement and evaluation.
- Minimum eight years at a senior level in a professional assessment or testing organization, educational assessment unit within government, university/college examination development department, regulatory organizations or professional associations, or related organization.
- At least eight years’ experience managing an operational program including having primary responsibility for budget development and management, project oversight and implementation, cross-functional team building and management.
- Exceptional skills in group facilitation, oral and written communication.
- Proven track record in stakeholder relations.
- Demonstrated project management skills, and an ability to manage and prioritize multiple ongoing priorities.
- An ability to thrive and take initiative in an environment of ambiguity and change.
- A passion for doing meaningful work that will make a significant difference to the lives of nursing professionals globally.
- Bilingualism in French and English is a definite asset.

HOW TO APPLY:

Please forward your resume and cover letter, indicating where you learned of this opportunity, to careers@bccnp.ca. The intake of applications is ongoing. BCCNP wishes to fill this role immediately.

To learn more about our organization, please visit www.ncasbc.ca. Thank you for your interest in the BC College of Nursing Professionals, and the Nursing Community Assessment Service.

While we appreciate all applications, only short-listed candidates will be contacted.