



NDHCB Examination Coordinator (Full-time, Indeterminate Position)

Posted January 22, 2021

The National Dental Hygiene Certification Board exists so that Canadian Regulators, acting in the public interest, have testing mechanisms for assessing current dental hygiene competencies for a worthwhile investment of resources. The NDHCB is responsible for the development, administration, scoring and results reporting of the National Dental Hygiene Certification Exam. Based on successful completion of the Exam - a written examination to assess a candidate's readiness for entry-to-practice per nationally established practice and education standards - the Board issues the National Dental Hygiene Certification Certificate. The Certificate enables the holder to obtain registration or licensure to practice dental hygiene in most Canadian provinces (the NDHCE is not currently required in Quebec), providing all other requirements imposed by the regulatory authorities are also met.

We are currently recruiting an examination coordinator who will manage the development and administration of the NDHCE, working with the NDHCB's dental hygiene advisor(s) and examination vendor(s). Reporting to the CEO, the examination coordinator will ensure that the NDHCE remains reliable, valid and defensible, and is administered in a high quality manner. The incumbent is not expected to be a clinical expert – you will work with committees of experts and a psychometrician consultant to revise and maintain the Examination Blueprint, and manage the development of the Examination. Working with the NDHCB vendor, you will ensure the smooth delivery of the examination for candidates, from application to delivery of results.

Responsibilities

- Responsible for the coordination and project management of the National Dental Hygiene Certification Examination including:
 - Examination Blueprint revision
 - Coordination of NDHCE Committees, including the Exam Committee and French Focus Group
 - Working with item writers to ensure a healthy bank of items
 - Overseeing the compilation and quality of examination forms
- Work with the Administrative Assistant on exam sitting administration, including supporting candidate applications, payments, transfers/withdrawals, and results
- Support the equivalency assessment committee to complete equivalency assessments for candidates applying from non-accredited institutions
- Other duties when required to provide support to the NDHCB CEO

The successful candidate will possess the education, experience, and knowledge listed below:

Education and experience

- A bachelor's degree is a minimum requirement. Any additional education will be considered an asset.
- A minimum of five years of relevant experience.

Knowledge

- Knowledge of the Canadian regulated health professions landscape, including national competency profiles, regulation, standards of practice and resources.
- Knowledge of exam development and administration principles.

- Computer-savvy, with knowledge of the Microsoft suite of products.

Abilities/Qualities

- Strong organizational, planning and project management skills.
- Relationship building and management.
- Excellent English reading, writing and verbal communication skills. French writing and verbal communication skills an asset.
- Ability to monitor and understand examination and certification trends and developments.
- Proactive, positive, collaborative, nimble and flexible.
- Commitment to innovation and quality improvement.
- Maintain the confidence and security of examination items by abiding by the NDHCB Code of Ethics.

The NDHCB office is located in Ottawa, Ontario. While preference is for a candidate in the National Capital Region, applications will be accepted from candidates who reside anywhere in Canada.

Interested candidates are asked to submit their curriculum vitae with a cover letter to the CEO at NDHCB, 75B Colonnade Road, Ottawa, Ontario K2E 0A8 by Friday, February 12, 2021. Email address: kjordan@ndhcb.ca. Please include salary expectations.

While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.

The National Dental Hygiene Certification Board adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The NDHCB will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.