



NDHCB Chief Examiners (2 Positions, Part-Time, 3-Year Terms)

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About the NDHCB

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 two Chief Examiners to support examination development and administration. One position will be **English Essential** and the other will be **Bilingual Essential** (with advanced knowledge and practice of dental hygiene in French).

Reporting to the CEO, the advisors will ensure that the NDHCE remains reliable, valid and defensible, and is administered in a high quality manner. 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.

Role and Responsibilities

- **Blueprint development:** the incumbents will work with the Exam Coordinator and the examination vendor(s) to oversee the development/maintenance of the NDHCE Blueprint. This includes ensuring that the Blueprint reflects the latest national competency profile.
- **Examination development:** From beginning to end, you will ensure that the NDHCE remains a high quality examination, relied upon by regulators as an entry-to-practice requirements. You will manage the bank of items, ensuring the retirement of old items and the ongoing development of new items. This includes proactive communication with the NDHCE's pool of volunteer item writers. You will evaluate new items, providing quality control to ensure consistency amongst items. You will co-chair Group Review sessions and Exam Committee meetings, with the support of the Exam Coordinator. The Bilingual DH Advisor will work with the French Focus Group to ensure high quality, relevant translation of new items. Following the administration, you will work with the exam vendor to ensure the performance of the forms and items is within acceptable ranges. You will work with the Exam Coordinator to develop ongoing annual workplans.
- **Examination administration:** While the Exam Coordinator will oversee the administration of the NDHCE, you will provide advice and input into examination policies, and support if required.

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

Education and experience

- At least one of the Chief Examiners must have a bachelor's degree in dental hygiene. Any additional education will be considered an asset.
- Current registration as a practicing dental hygienist in a Canadian jurisdiction.

- A minimum of ten 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 is required.
- Participation in the development of the NDHCE is an asset.

Abilities/Qualities

- You are positive and collaborative.
- You take pride in a job well done, and are committed to high quality examinations.
- You aren't satisfied with the status quo – you are always looking for ways to improve processes. You are committed to lifelong learning, staying on top of the latest dental hygiene trends.
- Maintain the confidence and security of examination items by abiding by the NDHCB Code of Ethics.

Requirements

- The applicant is not currently involved in teaching dental hygiene in an academic setting or other program or the training and/or assessment of professional skills of groups of students or candidates;
- The applicant is not currently involved in dental hygiene program curriculum development;
- The applicant is not currently a Director/Board Member of a dental hygiene regulatory body or association Council/Board;
- The applicant must not have an immediate family member or a close associate who is likely to be an NDHCE candidate during their appointment as Chief Examiner;
- During the course of their tenure and for a period of five (5) years after the completion of service as Chief Examiner, the successful applicant must agree to refrain from participating in the development, administration or dissemination of preparatory practice exams, cases or courses or other materials that are specifically designed to prepare candidates for the NDHCE.
- The successful applicant must agree to comply with the confidentiality, security, conflict of interest and code of conduct policies and agreements.

Time Commitment

The role of Chief Examiner is a new one related to restructuring at the NDHCB. The exact time commitment will be determined yearly basis on a development and administration plan for the NDHCE. Due to the pandemic, work is done remotely at present but some travel may be required in the future as in-person meetings resume. On average, each Chief Examiner can expect 20-30 days of work per year. All applicable expenses in keeping with the NDHCB's policy, including travel, parking, accommodation, and meals will be reimbursed.

The NDHCB office is located in Ottawa, Ontario. 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 Wednesday, February 17, 2021. Email address: kjordan@ndhcb.ca. Please detail your expected per diem rate in your cover letter.

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.