

Job Posting: Assessment Development Coordinator

Term: Full-time¹, indeterminate

Location: Ottawa, Ontario (Hybrid work model)

Application Deadline: March 14th 2025

Note: Applications will be reviewed as they are received, and the position may be filled prior to the application deadline. Early applications are encouraged.

The Federation of Dental Hygiene Regulators of Canada (FDHRC) is a federation of organizations which have a statutory responsibility to regulate the profession of dental hygiene within their respective provinces. The mission of the FDHRC is to provide leadership on dental hygiene regulation and standards, enhancing public confidence in the dental hygiene profession.

We are seeking a Registered Dental Hygienist to join our team. Reporting to the Assessment Development Manager, you will contribute to the development of the FDHRC's key assessments: equivalency evaluations, the National Dental Hygiene Certification Examination (NDHCE) and the Canadian Performance Examination in Dental Hygiene (CPEDH). Working with the FDHRC team, consultant psychometrician and subject matter experts, you will ensure that the FDHRC's assessments reflect the national entry to practice competency profile, and are reliable, valid and defensible.

Your responsibilities:

You will work with the Assessment Development Manager to ensure that the assessments align with the FDHRC's strategic direction to modernize entry-to-practice assessments to reflect current and future best practice, including the implementation of the 2021 Entry-to-Practice Canadian Competencies for Dental Hygienists in the NDHCE and CPEDH. This includes, but is not limited to:

- Navigating and guiding exam questions through the item lifecycle, including development, subject matter expert review, translation validation, performance validation (experimental), and operational implementation.
- Working with subject matter experts to review and approve items, as well as examination forms.
- Managing the item bank, e.g. retirement strategy for items, image library.
- Preparing and revising examination development resources, such as the item writer handbook, examination reference list, internal procedures, etc.
- Participating in the administration of the CPEDH.

¹ The FDHRC would be open to considering a 0.8 FTE (4 day per week) candidate to allow for flexibility.

Must Have Qualifications:

- Degree or diploma in Dental Hygiene with current registration in good standing in Ontario.
- 5+ years of experience as a Registered Dental Hygienist (RDH).
- Excellent English reading and writing skills
- Strong communications skills with the ability to evaluate and critically assess exam items and documentation.
- Self-management and accountability, demonstrating initiative and the ability to work independently.
- Proficient in computer skills, including experience working with MS Office (Word, Teams, Excel, and PowerPoint).

Desired Qualifications:

- Bachelor's degree and/or master's degree.
- Experience in theory and/or clinical instruction in a dental hygiene program.
- Continuing education in Indigenous health, and equity, diversity, inclusion and accessibility.
- Proficiency in French, both written and spoken, is beneficial. Although the majority of our work is conducted in English, we translate all exam content into both official languages.

Working Conditions:

The Coordinator works in an office setting, with some local or regional travel possible for meetings.

What We Can Offer You:

- Hybrid work model. Note: the candidate must reside in the National Capital Region.
- Self-Administered Health Plan, paid as a percentage on top of salary.
- Four weeks of vacation, as well as paid office closure between December 25 and January 1.
- For full-time employees, twelve paid sick leave and flex days per year.
- Professional development support.
- A culture that values empowerment, professionalism, diversity and engagement.

The hiring full-time salary range for this position starts at \$80,000 depending on experience. Candidates who do not meet all of the position requirements may be considered in an underfill capacity, in which case the candidate would be hired at a lower level than the position level.

Please submit your cover letter and resume by the deadline to exam@fdhrc.ca.

Note that the FDHRC is committed to Indigenous reconciliation as well as equity, diversity, inclusion, and accessibility. We encourage qualified applications from all equity

seeking individuals. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for applicants taking part in all aspects of the selection process. To request accommodation, please email the CEO at exam@fdhrc.ca.