

Examination Development Manager

This is a remote position. We are accepting applications from qualified candidates across Canada.

Who We Are:

The Canadian Organization of Paramedic Regulators (COPR), founded in 2009, is comprised of self-regulating colleges and government regulators of the Paramedic profession in Canada.

The purpose of COPR is to facilitate collective and collaborative action in current and future interests of pan-Canadian Paramedic regulation, and to support the development of a common understanding of provincial and federal obligations that may impact regulator functions.

COPR administers the paramedic entry to practice examination for seven regulatory jurisdictions in Canada and serves as a point of entry and body responsible for the preliminary assessment of credentials for internationally educated paramedics.

The Opportunity:

COPR is seeking an Advanced Care Paramedic to join our team as an **Examination Development Manager**. This is a full-time, permanent position.

Reporting to the Executive Director, the Examination Development Manager will be responsible for overseeing examination development, program implementation and maintenance of pan-Canadian, evidence-based entry to practice examinations for 3 designations (Emergency Medical Responder, Primary Care Paramedic and Advanced Care Paramedic). Working with the Examination Delivery Manager, consultant psychometrician and subject matter experts, and Manager of Regulatory Support, you will ensure that the COPR assessments reflect the entry to practice competency profile, and are reliable, valid and defensible.

As an ideal candidate for this role, you possess strong leadership and problem-solving skills along with excellent attention to detail and can manage complex projects with ease.

Key Responsibilities:

Examination Development and Competency Profile Implementation

- Oversees the implementation of the competency profile for entry-to-practice Paramedics and leads the transition to the Canadian Paramedic Competence Framework (CPCF).
- Manages the development, maintenance and translation of COPR's examination item banks, ensuring alignment with the CPCF, blueprints, and high standards of validity, fairness, and transparency.
- Conducts quality assurance, standard setting, blueprinting, and post-examination validation.
- Develops and maintains supporting documentation and preparatory tests for all 3 designations.

- Ensures examinations are available in French, inclusive, respectful, and reflect pan-Canadian language and best practices.
- Works collaboratively with third-party providers to meet all examination development requirements.

Assessment and Vendor Management

- Oversees the Paramedic Equivalency Assessment System, directly or through contracted individuals as needed.
- Collaborates with the Examination Delivery Manager to oversee third-party engagements, vendor selection, contract management, and resource allocation.
- Manages item development, maintenance, and remuneration for contracted providers, while monitoring contractual obligations to ensure adequate resources.

Leadership, Quality Assurance, and Financial Oversight

- Provides strategic and operational advice to the Executive Director on examination development programs.
- Collaborates with leadership to ensure smooth transitions between CPCF implementation, examination development, and delivery.
- Conducts regular reviews to ensure examinations meet or exceed national and international standards and best practices and evaluates quality assurance metrics to ensure processes are fair, defensible, and reliable.
- Maintains a continuous scan of the examination environment to identify concerns, opportunities, and solutions.
- Ensures industry best practices for examination content security.
- Verifies invoices, provides input on annual budgets, and monitors expenditures for examination development.

Other duties as required.

Qualifications:

- Must be a registered/licensed/certified Paramedic, in good standing in a Canadian jurisdiction, *with preference given to Advanced Care Paramedics.*
- Minimum of 5 years of progressive experience in a management or educator role, preferably in a health care environment.
- A strong understanding of healthcare regulatory practices.
- Experience administering examinations including, development, delivery, monitoring, evaluating and trend reporting.
- Proven leadership, self-motivation and excellent communication skills.
- Detail-oriented with ability to make strategic connections, focusing on details, while maintaining a broader perspective.
- Experience in mentoring and developing personnel.
- Experience with a variety of computer software applications such as word processing, database, spreadsheet and multimedia.
- Excellent consensus building and problem-solving skills.

- Ability to establish priorities and work within competing timelines.
- Availability to travel within Canada 2-3 times per year.
- Post secondary education in a related field (Administration, Business, Management or Health Services) would be considered an asset.
- Bilingual (English/French) is an asset.

What We Can Offer You:

- Remote work environment, within Canada.
- Competitive salary range (commensurate with experience).
- Comprehensive health benefits including an annual health spending account.
- RRSP program. Employees contributes 7% of their salary and COPR contributes 7.84%.
- Twelve paid sick days per year.
- Professional development support.
- A culture that values empowerment, professionalism and engagement.
- Minimum 3 weeks' vacation, as well as paid office closure between December 25 and January 1.

To Apply:

Please send your cover letter and resume to our recruiting partner, Business Sherpa Group, at careers@businesssherpagroup.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

A continued emphasis on the development of a representative workforce is important to COPR and we are making efforts to attract and retain Indigenous employees.

COPR is an equal opportunity employer, and we are committed to creating an inclusive environment for all employees. We welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and/or people with intersectional identities.

We provide accommodation and support to persons with disabilities throughout the recruitment and selection process. Please let us know if you require any special accommodation or support when applying.