



Examinations Director

Pan-Canadian Examinations for Traditional Chinese
Medicine Practitioners, Herbalists, and Acupuncturists

About CARB-TCMPA

The Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) is the national forum and voice of the provincial authorities responsible for the regulation of the profession in Canada. The founding members comprise the regulatory bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (TCM/A) in British Columbia, Alberta, Ontario, Quebec, and Newfoundland and Labrador.

CARB-TCMPA's members govern individuals who practice Traditional Chinese Medicine and Acupuncture and use the titles authorized by provincial legislation to ensure that patients receive safe, quality, and ethical healthcare services. Through collaborative activities, CARB-TCMPA promotes quality practice and labour mobility across Canada. We serve as a resource to members, governments, and the public, and work proactively on issues and opportunities that could impact the regulation, quality, education, and training of TCM professionals nationwide.

CARB-TCMPA's core program is the Pan-Canadian Examinations for the TCM/A profession.

*Safe and ethical care of Canadians
is at the heart of what we do*



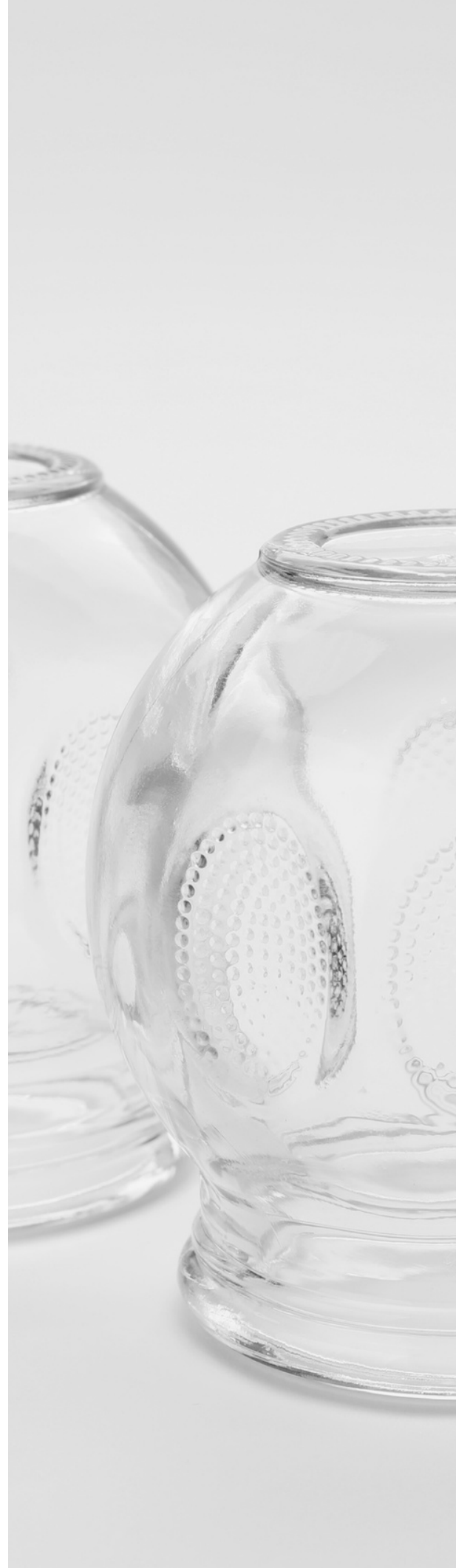
The PCE Program

The Pan-Canadian Examinations (PCE) assess the occupational competencies of entry-level Traditional Chinese Medicine and Acupuncture professionals that are required for safe, competent, and ethical practice as outlined in the Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada (2018). The purpose of the PCE Program is to assist the regulatory bodies in determining minimum entry-level competency for practice as a TCM Practitioner, Acupuncturist, and/or TCM Herbalist.

The PCE Program includes three examinations for Acupuncturists, TCM Herbalists, and TCM Practitioners. As outlined in the PCE Blueprint, each examination consists of two parts: a multiple-choice question (MCQ) component that includes independent multiple-choice questions and a clinical case question (CCQ) component that includes case-based multiple-choice and multiple-select questions.

The PCE are delivered twice annually in April and October. Examination windows are booked in advance and allow two days per exam for the MCQ and CCQ components. The examinations are delivered at secure in-person computer-based testing centers across Canada. The PCE are also offered in Traditional Chinese and Simplified Chinese for those jurisdictions that wish to make the translated exams available to their candidates.

Additional information about the examinations is available on the CARB-TCMPA [website](#).



Examinations Director Role

The Opportunity

Historically, CARB-TCMPA has relied on external contractors to support the delivery of the Pan-Canadian Examinations and organizational operations. In Spring 2023, the Board of Directors engaged its first full-time internal Executive Director. CARB-TCMPA is now seeking a full-time Examinations Director to enhance the quality and timeliness of exam administration, ensure the examination program and its stakeholders are managed effectively, and support the Executive Director with building internal organizational capacity.

The Candidate

The Examinations Director position ([Appendix A](#)) is an exciting opportunity for a purpose-driven and experienced professional to lead the refinement and growth of CARB-TCMPA's Pan-Canadian Examinations Program. If you have a passion for collaboration, continuous improvement, and supporting the safe, ethical, and high-quality care of Canadians, this role may be right for you!

The ideal candidate for this role will:

- Be professional, self-motivated, and service-orientated,
- Demonstrate excellent communication skills, including the ability to provide and exchange information effectively,
- Have an aptitude for accuracy and attention to detail,
- Apply effective organizational skills, especially the ability to balance multiple project priorities, and
- Possess strong interpersonal skills, including the ability to work collaboratively with diverse stakeholders.



The ideal candidate will also offer a combination of education and experience well-suited to the needs of the role:

- A post-secondary degree in a related field (equivalencies will be considered),
- A minimum of five (5) years in a relevant position with experience coordinating or managing activities for a high-stakes examination program,
- Project management, facilitation, administration, and board/committee management experience, and
- Proficiency in Microsoft Office and Adobe Acrobat Pro.

Experience in the following additional areas would be an asset: Measure examination software; health regulation and/or the TCM/A profession in Canada; and language fluency or reading knowledge of French, Mandarin, and/or Cantonese.

Compensation and Benefits

The salary range for the Examinations Director position is \$80,000 - \$90,000 with a 5% top-up for benefits. As CARB-TCMPA continues to grow its operations, additional benefits and opportunities for development will be explored. Annual vacation starts at three weeks and time off is provided for all statutory holidays.

Work Environment

CARB-TCMPA is a virtual organization. The Examinations Director will work remotely and should be comfortable working independently and collaborating across a variety of virtual platforms. Our office hours are 8:30 am to 4:30 pm. While the Examinations Director is expected to be accessible during these hours, the remote work model allows for some flexibility to balance work and life responsibilities.

Equal Opportunity

CARB-TCMPA supports a diverse profession and is fully committed to abiding by all equal opportunity employment standards. We encourage applications from women, Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Upon request, CARB-TCMPA will provide accommodation during the hiring process to applicants with disabilities.

How to Apply

Interested candidates may apply through LinkedIn or send their cover letter and resume to the Executive Director at jennifer@carb-tcmpa.org by **February 21, 2024**. We thank all applicants for their time; only those candidates considered for an interview will be contacted.

Appendix A: Position Description

PCE Administration (40%)

- Oversee administration activities provided by the psychometric services vendor.
- Provide project management support and coordinate administration activities and deadlines in consultation with the psychometric services vendor.
 - Prepare and maintain internal project plans and reports.
- Recruit subject matter experts to support examination administration activities (exam validation, exam form approval, key validation, pass mark recommendation, pass mark approval).
- Schedule meetings of the Examinations Committee and PCE Steering Committee and provide committee support.
- Facilitate exam validation and approval meetings in consultation with the psychometric services vendor.
- Perform post-administration activities in collaboration with the psychometric services vendor, including:
 - Coordinating vendor access to data exports from the test administrator's software for psychometric and forensic data analysis,
 - Performing quality assurance checks on item bank and administration data to review approved accommodations, exam irregularities, agreement between candidate registries and exam sessions, and accuracy of data and outputs,
 - Performing financial reconciliation of test administration invoices,
 - Preparing school reports with data from the psychometric services vendor,
 - Coordinating release of candidate results, score reports, provincial/national statistics, and school reports following each administration, and
 - Communicating as needed with psychometric services provider.
- Prepare activity reports as needed for administration and committee activities.
- Review and coordinate internal distribution of the technical report prepared by the psychometric services vendor following each administration.

PCE Delivery (10%)

- Work with test administrator and psychometric services vendor to coordinate administration dates and deadlines.
- Communicate with regulatory bodies in relation to candidate registration and respond to inquiries from candidates.
- Coordinate meetings of the Administrative Working Group for each examination administration.
- Review draft candidate communications from test administrator to ensure accuracy prior to distribution.
- Coordinate regular reviews of the Candidate Handbook and provide to PCE Steering Committee for approval.

PCE Development (25%)

- Oversee development activities provided by external vendor(s).
- Provide project management support and coordinate development activities and deadlines in consultation with the external vendor(s).
 - Prepare and maintain internal project plans and reports.
- Recruit subject matter experts to support development activities (e.g., competency profile review, blueprint review, item writing and review).
- Schedule meetings of the Examinations Committee and PCE Steering Committee and provide committee support.
- Coordinate item writing training and communication of item writing assignments managed by external vendor(s).
- Coordinate item writing, review and editing, and manage use and distribution of textbooks for item writing.
- Prepare activity reports as needed for development activities.

PCE Translation (10%)

- Oversee exam translation activities.
- Provide project management support and coordinate translation activities and deadlines in consultation with the psychometric services vendor.
- Recruit subject matter experts to support translation of the examinations.
- Manage translation assignments and respond to subject matter expert inquiries.
- Schedule meetings of the Chinese Examinations Committee and provide committee support.
- Engage certified translator(s) to complete proofreading of translated items.
- Manage pilot testing of the translated exams.
- Coordinate multilingual data entry and cleanup of translated items in the test administration software.
- Coordinate validation meetings for the translated examinations.
- Prepare activity reports as needed for translation activities.



Appeals and Accommodations (10%)

- Schedule annual appeal and accommodation deadlines in alignment with exam administration and communicate deadlines to regulatory bodies.
- Review applications for compliance with application/policy requirements, complete any required follow up with applicants, and acknowledge receipt of applications.
- Schedule Appeals and Accommodations Committee meetings following annual appeals and accommodations deadlines.
- Prepare applications for review by the committee, manage the committee's decision tracking spreadsheet, and support committee meetings.
- Complete any required follow-up arising from committee meetings, issue decision notices to candidates, and communicate decisions to regulatory bodies.
- Communicate special accommodation requirements to the examination administrator.
- Respond to inquiries from candidates and regulatory bodies regarding appeals and accommodations policy and requirements.

General Program Management (5%)

- Refer PCE Program issues and recommendations to the Executive Director.
- Prepare program statistics for inclusion in quarterly reports to the Board of Directors.
- Review and verify subject matter expert expense claims and external vendor invoices prior to forwarding to Executive Director for approval.
- Manage volunteer recognition of subject matter experts and committee members.
- Post and maintain examination content on the CARB-TCMPA website.
- Support Executive Director with ad hoc projects as required.

