



Application deadline: December 21, 2020

Target start date: February 2021

The Alliance of Canadian Dietetic Regulatory Bodies is seeking a qualified individual for a part-time (about 300 hours per year), one-year contract valued at \$15,000 to provide oversight to and manage the national registration exam (Canadian Dietetic Registration Exam (CDRE)). At the end of the one-year contract, the contract may be revised and renewed based on an evaluation of the position and performance of the individual.

Summary of the position

The CDRE Manager will provide oversight to the CDRE that is held twice a year. The independent contractor will perform a wide range of professional and administrative activities. These activities will be completed in consultation and collaboration with the Alliance, the Alliance's administrative support, individual provincial regulatory bodies, exam provider Yardstick Assessment Strategies Inc. (YASI), exam chairperson and committees.

Qualifications & Skills

- Excellent project management skills
- Knowledge of the development and delivery of high-stakes (eg. registration) exams
- Ability to problem solve
- Working at ease with technology and computer software.
- Excellent verbal and written communication skills.
- Ability to collaborate.
- Ability to multi-task and prioritize.
- Attention to detail and care for accuracy.
- Ability to store personal and confidential data and information to meet legislative privacy requirements
- High capacity to deliver quality results under pressure and during times of ambiguity.
- Professionalism and good judgement.
- Experience working or volunteering with a regulatory body is an asset
- Policy writing experience is an asset.
- Bilingualism is an asset.

Essential Duties of the position

- Central contact for exam writers
 - Provide information and answer questions regarding exam logistics
 - Provide all writers with current copy of CDRE Preparation Guide
 - Notification of exam results to candidates/provincial regulatory bodies
 - Conduct and collate post exam survey

- Manage accommodation requests and exam appeals (ie. collect forms/documentation, send to committee, communicate committee decision)
- Central contact for Exam Company (YASI)
 - Oversee and trouble shoot nominal roll submissions
 - Coordinate logistics of approved exam accommodations
 - Assist with CDRE contract negotiations, review and RFP management
 - Liaison with exam company psychometrician and Alliance with regard to the Technical Report produced following each writing
 - Assist with Exam Blueprint development in consultation with exam company
 - Problem-solving with on-going administration issues (e.g. how to submit nominal roles for accommodations, invigilation issues, unusual circumstances at an exam sitting).
- Liaison with Exam Chairperson
 - Support to Exam Chairperson and committees (ie. item writers, exam development, French language)
 - Ensure appropriate representation of volunteers on exam committees with respect to geography and area of practice
 - Assist with logistics for exam committee meetings/work
 - Assist Alliance representative and Exam Chairperson with the setting of the pass score
 - Review the Exam Chair's annual report with the Alliance and follow-up as required
 - Address on-going exam development issues (e.g. pandemic and contingency planning, implementation of ICDEPS, tagging of performance indicators, adding professional practice representative, adding internationally educated dietitians in exam development process, virtual vs in-person meetings, online proctoring).
- General:
 - Liaise and provide regular reports to the Alliance
 - Support the Alliance's accommodation and exam appeals committees
 - Create and manage annual exam budget in collaboration with the Exam Chairperson and Alliance treasurer
 - Contribute to CDRE-related policy development
 - General administrative tasks
 - Review exam survey results from candidates at each sitting
 - Explore and if required assist in setting up a website to accept CDRE applications and payment
 - Professional development/continuing competency re. exam administration and development (e.g. remote proctoring, establishing cut-score, accommodations)

About the Alliance of Canadian Dietetic Regulatory Bodies and the CDRE

The Alliance is an incorporated body whose membership consists of ten provincial dietetic regulatory bodies. The provincial dietetic regulatory bodies regulate the profession of dietetics in each of their jurisdictions in the public interest. Statutory responsibilities are set out in provincial legislation for each provincial regulatory body. These responsibilities include setting, maintaining and enforcing standards related to qualifications, registration, continuing competence, conduct and ethics.

There are approximately 12,500 dietitians in Canada. The Alliance is a not-for-profit organization and operates exclusively on funding provided by the examination and the provincial dietetic regulatory bodies. Each of the provincial dietetic regulatory bodies use a credential-based assessment to assess candidates for registration and eligibility to write the Canadian Dietetic Registration Exam (CDRE). The CDRE has traditionally been a proctored computer-based examination. In November 2020 we trialled an online proctored exam format. It is offered two times per year (May and November) and approximately 480 candidates are assessed each year. The exam is available in both official languages (English and French).

The Alliance currently has a contract with YASI for exam development and delivery of the CDRE. We also have an Exam Committee Chair and three committees: exam development, item writers, and French translation. Oversight of the Exam Committee Chair, committees and tasks associated with exam administration has been provided on an in-kind basis by one of the members of the Alliance with some administrative support.

If you are interested in this contractual position

please email a cover letter and a resume to office@collegeofdietitiansmb.ca by Dec. 21st, 2020 at midnight.

****Please note that resumes will not be kept on file and only successful candidates will be contacted.***