



The College of Naturopaths of Ontario

## **Examination Coordinator**

The College of Naturopaths of Ontario regulates naturopathic doctors in the public interest. Our mandate is to support patients' rights to receive safe, competent and ethical naturopathic care. We fulfill our role by establishing requirements to enter the profession, setting standards of practice, ensuring continuing competence, and providing accountability through Complaints and Discipline.

### **Position Overview**

Reporting to the Senior Coordinator, Examinations and indirectly to the Director of Registration and Examinations, the Examinations Coordinator provides ongoing support for the development, facilitation, and maintenance of College examinations.

This position involves a variety of activities, including but not limited to, the delivery of entry-to-practise and post-registration examinations, development and maintenance of examination policies and procedures, and providing support to the Exams Committee (Entry-to-Practise), and the Exam Appeals Committee.

### **Duties & Responsibilities**

The incumbent will be responsible for:

1. Assisting with the Development and Ongoing Maintenance of College Examinations.
  - Providing administrative support for the on-going development of entry-to-practise registration examinations (Ontario Biomedical Exams, Ontario Clinical Sciences Exams, Ontario Clinical [Practical] Exams, and Ontario Jurisprudence Exam) and post-registration examinations in Intravenous Infusion Therapy (IVIT) and Prescribing and Therapeutics, including liaising with external consultants and volunteer members, recruiting volunteers, scheduling working meetings and providing administrative support at these meetings.
  - Aiding in identifying examination policy amendments, innovations and recommendations for the provision of service and information to applicants and Registrants with respect to the examinations.
  - Providing administrative support for implementing new registration exam initiatives under the direction of the Senior Coordinator, Examinations and/or designate..
  - Providing administrative support for examination development projects, including liaising with stakeholders, external consultants and volunteer members of the profession.
2. Facilitating the Delivery of College Examinations.
  - Providing administrative support to ensure that the entry-to-practise registration exams are offered a minimum of two times in each fiscal year.
  - Providing administrative support to ensure that the Prescribing & Therapeutics exam and the IVIT examination are offered a minimum of two times each in each fiscal year.

- Providing administrative support to ensure ongoing maintenance and delivery of the online Ontario Jurisprudence exam.
  - Providing administrative support to ensure fair access to the written exams and OSCEs for eligible Prior Learning Assessment and Recognition (PLAR) applicants.
  - Coordinating and organizing annual exams schedules, including exam registration opening and closing dates, deadlines for candidates to submit pertinent documents (such as exam registration forms, accommodation documentation and deferral documentation) and internal operating deadlines.
  - Setting contingency back-up exam planning and activities for COVID-19 and inclement weather.
  - Under the guidance of the Senior Coordinator, Examinations and/or designate reviewing accommodation requests, preparing related letters and e-mails and ensuring approved exam accommodations are factored into candidate exam schedules.
  - Recruiting, scheduling and vetting exam volunteers (e.g., examiners, assessors, and invigilators), including screening for conflicts of interest for practical exams.
  - Assisting in the training and onboarding of all new and existing volunteers.
  - Liaising with vendors to purchase examination supplies, secure facility rentals, arrange catering and ensure facility set-up is completed within specified timelines.
  - Processing exam applications, deferrals, withdrawals, and fee payments (as needed).
  - Ensuring that the printing, copying, and collating of examination materials for onsite delivery is completed accurately and promptly.
  - Disseminating exam timetables and examination results to exam candidates, apart from accommodation offer letters to concerned candidates.
  - Providing onsite support at the examinations, including back-up invigilating assistance (as needed), patient modelling (as needed), overseeing examiners and invigilators, exam supplies and location set-up, clean-up and transportation to and from the exam site.
3. Providing Committee Support for the Examination Appeals Committee and Exams Committee (ETP).
- Assisting with committee member recruitment and retention and scheduling committee meeting dates under the direction of the Senior Coordinator, Examinations and/or designate.
  - Ensuring that all members of the Examinations Committee, Examination Appeals Committee and Registration Committee (when applicable) receive information and support in a timely manner.
  - Assisting with preparing Committee materials under the direction of the Manager, Registration (for Registration Committee) and Senior Coordinator, Examinations and/or designate.
  - Ensuring copying and distribution of agenda packages for exams-related Committees and other meetings is completed promptly and accurately.
  - Collecting information for Committee briefings and trainings as directed by the Senior Coordinator, Examinations and/or designate.
  - Processing expense claims according to College protocols.
  - Drafting meeting minutes according to College protocols and policy requirements.
4. Performing General Duties Related to Examinations

- Maintaining knowledge of College policies around Examinations, Registration and Standards of Practice.
  - Maintaining knowledge of the Ontario Human Rights Code as it pertains to examination accommodations.
  - Providing accurate and prompt responses to inquiries from the public, Applicants, and Registrants concerning examinations.
  - Updating database and website content as required.
  - Assisting in the implementation of best practices in conjunction with the Office of the Fairness Commissioner's 'fairness principles' as they relate to registration examinations.
  - Ensuring all correspondence, reports and documents are prepared for distribution quickly and accurately as directed by Senior Coordinator, Examinations and/or designate.
  - Processing exams related expense claims using College protocol
  - Updating examination material under the direction of the Senior Coordinator, Examinations and/or designate, including handbooks, guides, forms and letters.
  - Ensuring supply purchases, facility rentals, and disbursements are within approved budgetary allotments.
  - Assisting in the ongoing development of the department's operational policies and staff procedural manuals related to examinations.
5. Other Duties
- Performing other duties as assigned.

### **Qualifications**

The Examination Coordinator will be extremely reliable with the commitment to take pride in, and ownership of, all projects and initiatives. They must ensure that all work is high quality and is completed on deadline.

### Education

- A post-secondary education is required.

### Skills and Experience

The following are the minimum level of skills and experience of the incumbent:

- Minimum of three years of experience in project coordination and delivery or related roles; experience in examination development, coordination and delivery would be considered an asset.
- Excellent oral and written communication and interpersonal skills.
- Strong organizational skills based on effective time-management, high accuracy, and the ability to pay attention to detail.
- Highly effective problem-solving skills.
- Ability to meet deadlines.
- High level of computer literacy (MS Office, Adobe Pro).
- Knowledge of the functionality and role of a regulatory College or health-related organization is preferred but not essential.
- The ability to speak a second language, particularly French, would be considered an asset.

### Personal Attributes

The College's environment is best suited for individuals with the following attributes:

- An independent self-starter who is creative, innovative and solutions-oriented.
- A person with a high degree of integrity and accountability.
- Is flexible.
- Ability to maintain personal composure during times of stress.
- Is patient and empathetic but believes in fairness, equality, objectivity and impartiality.
- Ability to work as part of a team but is respectful of the decision-making processes and legal responsibilities of the College.
- Excellent judgement, tact and diplomacy.

### **Terms and Working Conditions**

The following terms and working conditions apply to this position:

- This is a full-time permanent position with the College.
- The position is based on a 35-hour work week, Monday to Friday with occasional weekend work required (seven in-person examinations are conducted each year on Sundays).
- The College offers a hybrid remote and in-office work schedule.
- Salary will be based on the experience, skills and qualifications of the incumbent within a range of \$59,000 - \$75,000 per year.

### **Benefits**

College employees enjoy a competitive group benefits plan (life insurance, LTD, health, dental and paramedical services). The College will also provide opportunities for professional development.

### **Application Process and Deadline**

Cover letters and resumes can be e-mailed to [agnes.kupny@collegeofnaturopaths.on.ca](mailto:agnes.kupny@collegeofnaturopaths.on.ca) and must be received by May 10, 2024. Please include "Examination Coordinator" in the subject line of your e-mail. Only those applicants who are selected for an interview will be contacted by the College following the job posting close date. The College requests that no telephone inquiries be made.