



**Job Posting: Item Writing Facilitator**  
**Term: Casual for one year**  
**Expected number of days: Between 40-60**  
**Location: Vancouver, BC**  
**Posting Date: February 8, 2018**  
**Start date: Immediate**  
**Website: [www.ncasbc.ca](http://www.ncasbc.ca)**

**The Nursing Community Assessment Service has an immediate opening for an Item Writing Facilitator** to support NCAS with its assessment development process. This is a casual, term position. NCAS is an assessment service aimed at internationally-educated and return-to-practice health care professionals. This role will be ideal for an individual with comprehensive item development experience, including strong and demonstrated group facilitation skills, item writing or exam development experience, and familiarity with competency-based assessment. If you are looking for a unique opportunity to support current and future health care professionals, please apply with us!

#### WHO WE ARE

The Nursing Community Assessment Service assesses the competencies of internationally-educated and return-to-practice health care professionals – specifically, health care assistants, registered nurses, licensed practical nurses, and registered psychiatric nurses – who are hoping to register and practice in BC. NCAS serves four community stakeholders: the BC Care Aide and Community Health Worker Registry, the College of Registered Licensed Practical Nurses of BC, the College of Registered Nurses of BC, and the College of Registered Psychiatric Nurses of BC. Through computer-based, simulation-lab and oral assessments, NCAS offers a consistent and streamlined approach to assessing the competencies of IEPs. The NCAS assessment supports regulators as they assess potential registrants for readiness to practice, and in their mission to protect the public.

#### ITEM TYPES

NCAS develops items for its Computer-based Assessment, Simulation Lab Assessment and its Oral Assessment.

- Computer-based Assessments are case-based, multiple choice or multiple-select questions that are delivered direct to assessment takers through computers. Typically 20 cases, each with 4-6 items associated with them, comprise one assessment form.
- Simulation-Lab Assessment items take the form of dynamic clinical scenarios that unfold over the course of 20 minutes to one hour in a nursing simulation laboratory. Scenarios are patient-centric, case-based, and involve mannequins and/or standardized patients.
- Oral Assessments take the form of case-based interview questions designed to examine clinical judgement and decision making. They are administered in person directly to assessment takers by assessors.

The **Item Writing Facilitator** will work with subject matter experts in all four professions to revise and renew items for all three assessments noted above.

## RESPONSIBILITIES

Working with the Manager of Competency Assessment and Outreach, the **Item Writing Facilitator** plays a fundamental role within NCAS by administering the full assessment/item development cycle for all four nursing professions noted above. Specific responsibilities include:

- Refreshing and maintaining item writing manual and guidelines on the basis of standards and best emerging practices in the field of item development
- Developing item and assessment form specifications
- Recruiting and screening of all SMEs (administrative support will be provided)
- Facilitating item writing sessions with varied groups of subject matter experts
- Completing all other steps in the item writing cycle including (but not limited to):
  - Item analysis (with reference to blueprint, standards and testing/psychometric principles, bias and sensitivity, and entry-level competencies)
  - Review and edit of items
  - Table reads of items/scenarios
  - Field testing and piloting
  - Validation
  - Standard setting
- Session prep and post-session documentation
- Development of item bank principles, policies and procedures

## QUALIFICATIONS

The ideal applicant must possess:

- Extensive experience with facilitation of item writing processes with a broad base of stakeholders and subject matter experts
- Demonstrated experience with item writing, form analysis, field testing, validation and standard setting
- Solid foundational knowledge of principles of psychometric analysis
- Extensive knowledge of competency-based assessment and strong familiarity with standards
- Exceptional oral, listening, written, and interpersonal communication skills;
- Demonstrated ability to write and edit items at a level of excellence
- Knowledge of health care regulation
- Strong organizational and documentation skills
- An ability to work on weekends and evenings
- Demonstrated skill with digital technologies, and ease with on-line programs
- A demonstrated ability to take initiative, manage multiple projects, and meet deadlines
- Experience with exam blueprinting and competency mapping would be considered an asset.

## TERMS

Subject matter experts are working professionals, and as such, are generally available only on weekends and evenings. It is expected, therefore, that much of the facilitation work will take place in these time periods. The **Item Writing Facilitator** will deliver workshops primarily at CRNBC's offices or at our SLA Assessment Centre at Langara College in Vancouver.

## TO APPLY

Submit your CV and cover letter immediately in confidence by email to [humanresources@crnbc.ca](mailto:humanresources@crnbc.ca).