

Subject matter expert (SME)

Competency framework development and standard setting

Role description

This panel of SMEs will contribute to the creation of a multi-profession assessment by participating in two stages of the development process: designing the competency framework and setting scoring standards.

Designing the competency frameworks is one of the first steps of the assessment development process. At this stage, this group of SMEs are convened to discuss options for establishing a competency framework. This work involves identifying key entry-level competencies to be assessed, mapping these competencies into categories, and identifying and levelling indicators for the measurement of these competencies. The competency framework then serves as a kind of roadmap for content writers, who will draft the assessment's questions and scenarios. The NCAS assessment is made up of both a multiple-choice, computer-based assessment (CBA), and a hands-on, simulation lab assessment.

After the assessment content has been written, piloted and field-tested, we will convene this group of SMEs to help set the scoring standard. This is the last step of the development process where participants define and validate the levels of achievement of assessment takers and the cut (pass) scores associated with those levels. The outcome of this work will ensure that the assessment can reliably distinguish between proficient and non-proficient assessment-takers.

Time commitment and travel (estimates – needs may change)

NCAS recognizes that most SMEs have other jobs and commitments. This is part-time, occasional work which will take several days to complete. The role is ideally suited to individuals who can free up time on weekends, or who can take a break from their regular work schedule to free up several consecutive weekdays at a time.

- **Competency frameworks development:** 1 or 2 weekends (intensive) and/or or half-day sessions over a few weeks. Intensive work sessions could be scheduled in person and require travel.
- **Standard setting:** Approximately two weekends in person.

Qualifications

****No previous experience in a similar role is required.****

Minimum qualifications

- Registered nurse (RN), licensed practical nurse (LPN) or health care assistant (HCA) with at least 2 years of experience in your role.
- Must be registered and in good standing with your regulating body in British Columbia or New Brunswick.

Other qualifications

NCAS welcomes applications from candidates with diverse backgrounds and professional experiences.

- Knowledge of entry-level competencies of the RN, LPN and HCA professions
- Knowledge of the scopes of practice of the RN, LPN and HCA professions
- Knowledge of internationally educated nurses' needs
- Experience in clinical care, nursing education and training, nursing regulation and/or nursing policy
- Assets (but not required): bilingualism (English and French); experience developing competency assessments

Subject matter expert (SME)

Item development

Role description

This group of SMEs will be responsible for drafting, reviewing and editing assessment questions and scenarios for a competency-based assessment. Some SMEs will be responsible for developing content in French.

NCAS will assemble two teams of approximately 10 members each:

- One team will work on developing content for the written component of the assessment.
- The other team will design scenarios and develop performance indicators for the simulation lab component of the assessment.

Item developers will be trained and supported by psychometricians, assessment developers and certified translators.

Time commitment and travel (estimates – needs may change)

NCAS recognizes that most SMEs have other jobs and commitments. This is part-time, occasional work which will take several weeks to complete. The role is ideally suited to individuals who can free up time on weekends, or who can take a break from their regular work schedule to free up several consecutive weekdays at a time.

- Training sessions in person or virtually: up to 2 full days
- Independent work over 3-4 months from January to April 2023, interspersed with group sessions every few weeks. Complete writing and review assignments at your own pace, with regular deadlines for submitting completed/reviewed items.

Qualifications

****No previous experience in a similar role is required.****

Minimum qualifications

- Registered nurse (RN), licensed practical nurse (LPN) or health care assistant (HCA) with at least 2 years of experience in your role.
- Must be registered and in good standing with your regulating body in British Columbia, New Brunswick, Nova Scotia or Prince Edward Island.

Other qualifications

NCAS welcomes applications from candidates with diverse backgrounds and professional experiences.

- Knowledge of entry-level competencies of the RN, LPN and/or HCA professions
- Knowledge of the scopes of practice of the RN, LPN and/or HCA professions
- Knowledge of internationally educated nurses' needs
- Experience in clinical care (all settings, including hospital, home care, clinic, etc.), and/or in nursing education and training
- Strong writing skills
- Asset: bilingualism (French and English)
- Asset: experience developing competency assessments

Subject matter expert (SME)

Bilingual “Super SMEs”

Role description

Super SMEs are a small cluster of nursing experts who support NCAS and other SMEs throughout the development of a bilingual competency-based assessment. Super SMEs serve as the project’s top consultants on current nursing practice and are fluent in both English and French. Super SMEs are called in to provide advice, make recommendations, share expertise, and guide other teams of SMEs as well as NCAS core staff at every stage of the development process. Super SMEs will also review the blueprint of the new assessment.

Time commitment and travel (estimates – needs may change)

NCAS recognizes that most SMEs have other jobs and commitments. This is part-time, occasional work which will take several months to complete. The role is ideally suited to individuals who can free up time on weekends, or who can take a break from their regular work schedule to free up several consecutive weekdays at a time.

Competency framework development September-October 2023	1 or 2 weekends (intensive) or half-day sessions over a few weeks. Intensive work sessions could be scheduled in person and require travel.
Blueprint review December 2023	Minimum 1 full day, virtually
Item development January to April 2023	<ul style="list-style-type: none"> • Training sessions in person or virtually (TBD), up to 2 full days • Work sessions, virtually or in person, over 3-4 months • Occasional support over email, phone or videoconferencing
Pilot and field-testing May-July 2023	<ul style="list-style-type: none"> • May attend simulation assessment sessions in person • Occasional support over email, phone or videoconferencing
Standard setting August-September 2023	Minimum two weekends in person

Qualifications

****No previous experience in a similar role is required.****

Minimum qualifications

- Registered nurse (RN), licensed practical nurse (LPN) or health care assistant (HCA) with at least 5 years of experience in your role.
- Must have current registration in good standing with their regulatory body (in BC or New Brunswick).
- Ideally, must be bilingual (English and French, speaking and writing).

Other qualifications

NCAS welcomes applications from candidates with diverse backgrounds and professional experiences.

- Knowledge of entry-level competencies of the RN, LPN and/or HCA professions
- Knowledge of the scopes of practice of the RN, LPN and/or HCA professions
- Knowledge of internationally educated nurses’ needs
- Experience in clinical care, nursing education and training, nursing regulation and/or nursing policy
- Asset: experience developing competency assessments
- Asset: experience teaching and assessing entry-level competencies in nursing students