

## Job Posting: Assessment Centre Coordinator

**Position:** Full-time, Permanent

**Compensation:** Starting salary of \$57,000 with a comprehensive benefits package and pension plan.

**Location:** Vancouver, BC. During the COVID-19 pandemic, this position will split time between our office at 200 Granville St, working from home and supervising assessments at Langara College in Vancouver.

### THE OPPORTUNITY

Are you an events professional with a focus on healthcare? Or an LPN or HCA looking for a unique way to combine your skills with events coordination? If you have healthcare-related experience in events management and/or administrative coordination, we'd love to meet you!

The Nursing Community Assessment Service (NCAS) is looking for an Assessment Centre Coordinator. This event planning and coordination role will provide technical, administrative, and operational support to the delivery of the NCAS Simulation Lab Assessment and Oral Assessment – high stakes examinations taken by hundreds of health professionals annually who are seeking licensure as nurses and health care aides in British Columbia.

NOTE: This position has a Tuesday to Saturday work week. Saturdays involve either opening the Assessment Centre early in the day or closing the Assessment Centre into the evening. Schedule flexibility may be required to support staff training, or other activities.

NCAS is an essential service, with strict COVID-19 Health and Safety protocols in place. We are continuing to operate throughout the pandemic, delivering competency assessments in a simulation centre. Our work actively supports the healthcare labour force but does not involve clinical patients.

### WHO WE ARE

The Nursing Community Assessment Service (NCAS) is an initiative of the BC College of Nurses and Midwives. BCCNM is empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, nurse practitioners, registered midwives, registered nurses, and registered psychiatric nurses in British Columbia. Regulation helps to protect the public by ensuring that professional care or service received by the public is competent, ethical, and meets the standards that society views as acceptable. NCAS operates as a unique and independent unit within BCCNM.

BCCNM launched NCAS in January 2017 to assess the competencies of those seeking licensure to enter nursing practice in BC and other parts of Canada. Our high-stakes assessment is comprised of a computer-based test that is administered at testing sites all over the world, as well as a simulation-lab and oral assessment, which are delivered either in Vancouver or Halifax. The NCAS assessment represents a consistent, rigorous, and defensible approach for determining the extent to which individuals possess the competencies required to enter practice safely.

As a member of our small, creative, and talented team, you can expect to be treated in a respectful and professional manner. While your workload will be busy, and the environment is dynamic, the college supports staff in achieving a healthy work-life balance.

## THE POSITION

Reporting to the Operations Manager, the Assessment Centre Coordinator manages the administration of the Simulation Lab Assessment and Oral Assessment at a state-of-the art simulation lab at Langara College in Vancouver, BC. Assessments run like clockwork, and involve 15-20 support staff, plus examinees.

The ACC ensures the assessments are delivered to the highest standards of security, consistency, rigour and professionalism, according to defined policies, procedures, and standards. The coordinator facilitates the regular operations of the simulation and oral assessment by, among other responsibilities: recruiting and overseeing the work of all part-time assessment service employees

(including assessors, standardized patients, standardized patient trainers, and technicians); purchasing supplies; setting up and taking down assessment stations; scheduling assessment takers (test takers), staff and assessment dates; and working closely with the NCAS staff team to support the continuous improvement of the overall program.

Weekdays (Tuesday through Friday, normal business hours) are spent on full-cycle administrative coordination of NCAS assessments, while Saturdays (assessment operation hours) involve the delivery and supervision of an SLA-OA assessment day at Langara College.

NCAS employs two Assessment Centre Coordinators. Responsibilities are allocated and shared between the two positions.

## RESPONSIBILITIES

### A. Assessment Administration

The ACC ensures the NCAS Simulation Lab Assessment and Oral Assessment are delivered as per established standards, policies, and procedures, and facilitates the regular operations of the assessments. Typical responsibilities include, but are not limited to:

- Setting up and taking down all assessment stations
- Attending assessment day sessions; ensuring all equipment, supplies and materials are prepared and meet specifications of the assessment.
- Facilitating assessment taker flow at site, including all aspects of the assessment taker experience
- Identifying, resolving and/or escalating and reporting problems and issues as they emerge
- Data entry; supporting testing of the computer platform.
- Supporting all activities related to assessment field testing and dry runs in the simulation lab
- Supporting appeal processes and preparing reports as necessary.

## B. Staffing

The ACC is responsible for managing the part-time NCAS assessment centre staff, including recruiting, contracting, training, and monitoring performance. Additional related tasks include:

- Preparing contracts, timesheets, and invoices
- Identifying, resolving and/or escalating employee conflict, issues, and concerns as they arise and in a timely manner.
- Delivering, monitoring, and contributing to the continuous improvement of training programs
- Scheduling all part-time employees, assessment takers; helping to develop, optimize and revise (as necessary) annual, rolling assessment date calendars
- Managing, and from time to time evaluating, any technology platforms, apps, databases, and systems required to schedule staff and assessment takers.

## C. General NCAS Responsibilities

The Assessment Centre Coordinator contributes to the day-to-day activities of NCAS, liaising with assessment takers, supporting all projects and programs, contributing to organizational planning processes, and furthering NCAS' spirit of innovation.

## ESSENTIAL SKILLS AND QUALIFICATIONS

This ideal applicant for this position will have the following set of skills and experience:

- Associate's or bachelor's degree, ideally LPN or HCA; or an equivalent combination of experience and training.
- Training in simulation education would be an asset.
- Training in events coordination would be an asset.
- Minimum of two years complex events planning experience.
- Experience working with health care aides and/or nursing professionals.
- Experience administering high-stakes examinations, in a health care setting.
- Experience administering activities in a health care simulation lab.
- Demonstrated experience managing, coaching, and evaluating staff teams.
- Demonstrated experience resolving problems and addressing issues in real-time situations.
- Experience delivering customer service with speed, care, and attention to detail.

## Hours of Operation on Assessment days

- Assessment days are held weekly on Saturdays, and infrequently on Sundays.
- Morning shifts are defined as early as 6:00 AM
- Afternoon shifts are defined as early as 1:30 PM

## APPLICATION INSTRUCTIONS:

Please forward your resume and cover letter, to [careers@bccnm.ca](mailto:careers@bccnm.ca). Please use "NCAS Assessment Centre Coordinator" as the subject line of your email. We will accept applications until the position is filled, with the aim to have the incumbent begin in late July / early August 2021.

**Note:** References, education and professional credential verifications, and a criminal record check will be required for all final candidates.

*While we appreciate all responses, only shortlisted applicants will be contacted.*

Thank you for your interest in the BC College of Nurses and Midwives.