



Job Posting

About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an Examinations Data Analyst

Posting #:	2022-27
Department:	Certification and Assessment
Division:	Academic Family Medicine
Reports to:	Manager, Psychometric Services
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional/Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	No

Summary

As directed by the Manager, Psychometric Services, this position performs activities related to examination data management, analysis, research support, and generation of any post-examination reports and notification letters connected with two national certification examinations in family and emergency medicine and with any alternative routes to certification programs of the College of Family Physicians of Canada.

Main Responsibilities

Pre-examination

- Support registration process data needs
- Generation of appropriate eligibility files required by examination delivery vendors
- Support scheduling of the Family Medicine Simulated Office Oral exam component and the Emergency Medicine oral exam component as required

During examination administration

- Duties within an examination's command centre include examination process monitoring and reviewing of completeness of submissions from examiners

Post-examination

- Ensure data integrity, logistics, storage, and security as per CFPC policies
- Assist with examination data capture, collection, manipulation, sharing, and analysis
- Assist with resolving computer-based scoring process issues and ensure accurate data exchange with Medical Council of Canada's Psychometric Assessment Services
- Assist with drafting examination summary reports to the Board of Examinations and Certification
- Assist with drafting examination performance reports for the University Departments of Family Medicine and other internal and external stakeholders
- Assist with generating and releasing individualized exam results to candidates, and for those who were unsuccessful on their exam, individualized feedback on performance
- Assist with continuous quality improvement, notably
 - For a standardized approach to the reporting of examination results and of examination performance data
 - For research studies currently underway, or planned, around examinations and assessments at the College
 - For ongoing research and development on the measurement or psychometric aspects of the examinations, of the materials and methods used to develop them, and of the examination results and their predictive value
 - For other issues identified as important

Requirements

- Masters' Degree in research/information science discipline or measurement of Psychometrics required
- 3 years' related experience in similar organization preferred
- Experience with managing data generated from computer-based delivery of large-scale high-stakes examinations preferred
- Use of different analytical database tools preferred
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English required
- Advance knowledge of Statistical methods' including Excel and Statistical Package for the Social Sciences (SPSS) preferred
- Intermediate MS Office Suite experience: Word, Outlook, PowerPoint, Excel required
- Ability to work independently and as a team player is required
- Intermediate knowledge of research principles, methodology, analysis, and reporting required
- Intermediate Programming Software knowledge required
- Data mining methodologies required
- Attention to detail and interpersonal skills required

- Ability to work within established timelines required

Working Conditions

- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. 5 days a week
- Flexibility to work overtime at peak times may be required

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2022-27 to: careers@cfpc.ca by June 15, 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity or expression. The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.