



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

Physiotherapist Advisor

The Canadian Alliance of Physiotherapy Regulators (CAPR) has an immediate opening for a part-time Physiotherapist Advisor (18-20 hours/week) with our Examinations Program for a 6-month part-time contract with the possibility of extension and/or conversion to a permanent role. We are seeking a subject matter expert to consult and support our Examinations Program on matters related to the development and administration of the Written Component of our Physiotherapy Competency Exam. If you are an experienced leader with analytical, critical thinking and problem-solving skills, and the ability to exercise courtesy, professionalism, tact and diplomacy to build rapport with our examination stakeholders and other relevant contacts, we hope you will consider working with us.

WHAT WE DO:

The Canadian Alliance of Physiotherapy Regulators (CAPR) is a credentialing and assessment agency that provides evaluation services on behalf of the Canadian provincial and territorial physiotherapy regulators (called Colleges). On behalf of the regulators, we review the education and qualifications of applicants educated outside of Canada to determine whether their education is substantially different from those of Canadian-educated physiotherapists. For both Canadian and internationally educated physiotherapists, we administer the Physiotherapy Competency Examination (PCE) to determine a candidate's readiness for safe, effective, and independent physiotherapy practice.

POSITION SUMMARY:

Reporting to the Manager, Examinations, the Physiotherapist Advisor provides subject matter expertise, consultation, and support to the examinations program. This includes but is not limited to guiding the development of exam content, managing the PCE item bank, validating exam questions, assembling and reviewing exam forms, facilitating committee meetings, developing resources for exam candidates, and reviewing requests for testing accommodations. The position leads the recruitment and training of item writers and other exam development committee members and works on examination program projects that require the expertise of a physiotherapist.

KEY CONTACTS:

Internal contacts:

- Reports to the Manager, Examinations
- Works closely with the Physiotherapist Advisor, Lead Psychometrician, and the Examinations Specialist
- Works with the Client Services Coordinator – Examinations and the Examinations Assistant.

External contacts:

- Regular contact with item writing committee members (Written Test Development Group, Written Item Generation Teams), the Key Validation Committee, and CAPR's exam vendor.
- Education and engagement with exam candidates and other relevant stakeholders.

KEY RESPONSIBILITIES:

- Provides physiotherapist expertise in all aspects of the exam item development process.
- Participates in planning activities in preparation for each exam administration.
- Supports program staff and item generation committees in the development, organization, and updating of exam content, and item bank management.
- Works closely with the Lead Psychometrician to create and review exam forms.
- Processes testing accommodations requests.



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- Participates in pre-exam and exam day tasks to support the examinations team and candidates as needed.
- Supports external examination program committees such as the Written Test Development Group, Written Item Generation Teams, Key Validation Committee, and Standard Setting Committee.
- Leads the recruitment, selection, and training of external committee members.
- Develops and updates candidate examination preparation resources such as the Essential Guide for Candidates and practice examinations.
- Prepares and delivers virtual candidate information sessions.
- Participates in the examinations program's quality improvement initiatives.
- Attends professional development and training sessions as appropriate.
- Maintains the security of CAPR materials by ensuring physical security and privacy of all file documents and examination items.
- Completes other duties as assigned.

QUALIFICATIONS:

- Bachelor's or Master's degree in physiotherapy required.
- Registered physiotherapist in good standing.
- Education in assessment, measurement, statistics, education, psychometrics, or management-related areas is an asset.
- Excellent understanding of the scope of practice of physiotherapy, including an appreciation of both federal and provincial/territorial legislative implications.
- Solid knowledge of entry-to-practice competencies.
- Minimum 5 years work experience in clinical patient care delivery, ideally in a broad range of practice settings.
- Work experience in a supervisory, management, or professional practice role is an asset.
- Demonstrated proficiency in word processing, spreadsheet, database, email, and virtual meeting applications.
- Exceptional interpersonal skills, tact, and diplomacy to build rapport with stakeholders and service partners.
- Fluency in both official languages is an asset.

WHAT WE OFFER:

We offer our employees a competitive salary, training, and development opportunities. We promote an equitable and positive work environment and encourage a healthy work-life balance.

Understanding the importance of equity, diversity, and inclusion, we value the uniqueness each person brings to their work, not only because it is the right thing to do, but also because diversity makes us and our workplace stronger. If you share these values, you will be a great addition to our team.

HOW TO APPLY:

To apply, please respond with a copy of your **resume and cover letter** in PDF format outlining the qualifications and experience you would bring to this position by **April 30, 2024**.

Email: resume@alliancept.org



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We thank all applicants for their interest in this opportunity, however, only those under consideration will be contacted. No phone calls or employment agencies, please.

For more information, please visit our website at www.alliancept.org

CAPR is committed to fair and accessible employment practices, and we are committed to providing accommodation for persons with disabilities. If you require accommodation to apply for this opportunity, require this posting in an additional format, or if contacted for an interview and require accommodation during any stage of the recruitment process, please contact us at the email below. We will work with all applicants to determine appropriate accommodation for individual accessibility needs.