

The Canadian Midwifery Regulators Consortium seeks Examination Consultant(s)

The Canadian Midwifery Regulators Consortium (Consortium) is seeking a bilingual (French/English) Examination Consultant or consultancy team to manage the Canadian Midwifery Registration Examination (CMRE) on an ongoing basis from 2008.

General Information

The *Canadian Midwifery Registration Exam* (CMRE) is a national written examination to assess applicants for midwifery registration and ensure that they meet the entry-level competency standards set out in the *Canadian Competencies for Midwives*. Its goal is to ensure that midwives registering in Canada are competent and safe practitioners providing a consistent standard of care.

The *Canadian Competencies of Midwives* describes the competencies being tested. The *Exam Blueprint* outlines the test parameters – how many questions on each competency area, contextual variables taken into account on the exam, and elements of standardization, such as the use of metric measurements. Both of these documents can be found at www.cmrc-ccosf.ca.

The CMRE was implemented for internationally-educated applicants in some provinces in 2006 and 2007. It will be implemented for the majority of applicants for registration in Canada as of 2008. All applicants except for current Canadian registrants applying to register in another province or territory under the inter-provincial mobility agreement will be required to take the exam. The other potential exception would be for anyone applying in a jurisdiction where legislation does not allow use of a national exam.

From 2008, the exam will be taken by both graduates of Canadian midwifery education programs and by internationally-educated midwives from a variety of countries with a wide diversity of educational and clinical experience. All exam candidates will have proven a high level of English or French language competency.

The exam will be offered twice per year, in May and September. It is expected to be offered simultaneously in from three to five sites per sitting in major cities across Canada and in one or two northern communities in Manitoba and Ontario. There will be 80 to 100 candidates annually, with three-quarters or more of the candidates expected to take the May offering.

An exam committee, made up of representatives from midwifery regulatory bodies across Canada, directs the development and administration of this national exam.

The CMRE will be housed in a CMRC Exam Secretariat at one of the Canadian midwifery regulators' offices. The secretariat will provide a small amount of office space, access to a secure computer capable of supporting LXR exam software, secure storage for exam materials and oversight of the contract administration, including

accounting and audit services. An annual budget of \$5,000 for these services will be provided out of CMRE revenues to the Exam Secretariat.

Currently the Exam Secretariat is housed at the College of Midwives of BC. The initial handover of administration to the consultant/consultancy group would need to take place in-person in Vancouver. However, if the consultancy team is located in another Canadian province, the Exam Secretariat could potentially be housed at another regulatory body in another province.

Responsibilities of Examination Consultant(s)

The examination consultant or consultancy team will be responsible for the successful administration of the CMRE and the ongoing maintenance of the exam databank (i.e. the content renewal process). Note that the list of specific responsibilities below assumes that at least two consultants will be dividing the work up. Applicants may propose alternate working arrangements as long as all tasks are covered.

I. Administration

- Ensuring the security of all exam related materials;
- Liaising with exam committee, including regular updates via teleconference and attendance at one in-person meeting per year;
- Communicating regularly with the consultant coordinating content renewal;
- Managing the exam administration budget;
- Providing accurate and timely financial reporting to the Exam Secretariat for bookkeeping, accounting and audit purposes;
- Maintaining current exam administration manual, including updated policies;
- Liaising with provincial contacts to confirm sites and proctors;
- Training and support to proctors, including maintaining current Proctor Manual and facilitating a proctor teleconference prior to each offering;
- Contracting with markers;
- Training and support to markers, including maintaining current Marker Manual;
- Updating information to candidates and providing this to provincial contacts;
- Maintaining the CMRE section of the CMRC website;
- Formatting and copying exams, response booklets, and marker booklets;
- Coordinating the distribution of materials to each site and back to the exam secretariat;
- Coordinating the marking process, including the facilitation of a marker teleconference and an exam committee teleconference;
- Generating exam statistics with the use of LXR-Test software and providing this information to the exam content renewal consultant;
- Generating score reports for provincial contacts and candidates;
- Ensuring all reports are complete and that revisions are passed on to the consultant coordinating content renewal;
- Updating the history of exam questions, in conjunction with the exam content renewal consultant. For example, ensuring that any revisions and translations made are recorded;

- Maintaining exam filing system;
- Coordinating the translation of all general exam materials;
- Ensuring regular back-up of data in-house and sending a back-up disk to the Consortium secretariat at least once per year and after any major changes;
- Writing an exam report annually.

II. Content Renewal

- Ensuring the security of all exam related materials;
- Liaising with exam committee, including regular updates and attendance at one in-person meeting per year;
- Managing the content renewal budget;
- Communicating regularly with the consultant coordinating content renewal;
- Updating the history of exam questions, in conjunction with the exam administration consultant. For example, ensuring that any revisions and translations made are recorded;
- Coordinating and facilitating item writing sessions in English and French (alternating from year to year);
- Coordinating and facilitating validation and angoffing sessions in English;
- Coordinating translation of new and revised items;
- Ensuring the exam databank, housed in LXR-Test, is kept up-to-date in both English and French;
- Attending the marker teleconference;
- Analysing statistical information from each offering and providing this analysis to the exam committee;
- Facilitating the exam committee meetings to review exam statistics;
- Writing the CMRE technical report annually.

Timeframe

This work will start with a part-year contract from August 1, 2007 to March 31, 2008. The most concentrated work times in this contract period will be from August through September 2007, focusing on orientation, training and handover and the consultants work with the current exam development and administration team leading up to the September 2007 exam offering, and in March 2008, when consultants will have full responsibility for preparation for and administration of the May 2008 offering.

The major contract is expected to start at the beginning of the April 1, 2008 fiscal year. The CMRC is looking for contractors willing to commit to a minimum of two fiscal years through to March 31, 2010. Contractors must be able to ensure availability for this work during peaks periods: March through June and mid-July through October.

CMRE Budget Projections for this Contract

- I. Training, Orientation and Handover: \$6,000
Majority of this work would take place in 6-7 weeks Aug-Sept 2007 (training, orientation, handover) and 4 weeks in March 2008 (beginning prep for May offering – balance covered under II below).

- II. Administration: \$30,000 per fiscal period (April 1 – March 31) total available. All costs associated with administering the exam must be covered with this fee, including consultant fees and taxes, marker fees, communications & couriers, office supplies, translation, fees related to updating CMRE portion of website. (Proctor and site rental fees are covered by the regulatory body in the province or territory where the exam is held.)
- III. Content Renewal: \$24,000 per fiscal period (April 1 – March 31) total available. All costs associated with content renewal must be covered with this fee, including consultant fees and taxes, communications & couriers, office supplies, travel and site fees and/or secure internet conferencing fees, translation, etc.

Direction to Consultant:

While all major decisions about the CMRE will be made by the member organisations of the CMRC, the Exam Committee will provide general and ongoing guidance, direction and evaluation to all consultants. The exam committee will also be involved directly in the statistical review of each exam form and in the content renewal processes (especially validation and angoffing).

- **Interested parties should submit a proposal** to CMRE Committee c/o the College of Midwives of British Columbia at [information\(at\)cmbc.bc.ca](mailto:information(at)cmbc.bc.ca) by **June 26, 2007**.
- The proposal must include:
 - curriculum vita for each consultant;
 - a one - two page summary addressing why you are the right consultant or team to take on this work, including specific details of any similar work you have done with high stakes exams;
 - a proposed budget covering both administration and content renewal for fiscal 2008-09 that is consistent with the budget projections above;
 - a proposal regarding the regulatory body that would act as the exam secretariat and the location for coordinating exam administration if the consultants are not in British Columbia (if consultants are in BC, the exam secretariat will be at the College of Midwives of BC);
 - confirmation that the consultant will be available both for the peak work periods (Aug-Sept and March-May) and for a minimum of two years (i.e. until the end of 2010) to maintain this contract.

While not the preferred option, separate proposals may also be considered for the administration and content renewal components in the event that an appropriate joint proposal has not been received.

For further information, go to www.cmrc-ccosf.ca or contact Dena Morgan at [information\(at\)cmbc.bc.ca](mailto:information(at)cmbc.bc.ca) or Jane Kilthei at [registr\(at\)cmbc.bc.ca](mailto:registr(at)cmbc.bc.ca).