Position: Manager of Examinations

Company: Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR)
Classification: Fully Remote
Work Hours: 37.5 hours per week, with occasional overtime during peak periods

About The Alliance

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) is the national organization representing the provincial regulatory bodies (Colleges) responsible for regulating Medical Laboratory Technologists across Canada.

Working collaboratively, CAMLPR develops and maintains national standards that define the knowledge, skills, and professional judgement required for safe and competent practice. The Alliance is committed to advancing regulatory excellence by promoting fair, transparent, and inclusive approaches to the regulation of medical laboratory professionals across Canada.

We Value Our Staff

We are a small (four people—you would be five) and dynamic organization. We provide:

- A competitive salary of **$90,000 to $100,000**, depending on experience
- A fully remote work environment
- Three weeks of vacation
- Comprehensive benefits
- RRSP program
- Opportunities for continuous learning and professional development

The Right Fit

We believe the kind of person you are matters. We have a culture of respect, and we want employees who will thrive in our environment. We are passionate about what we do. When we hire, we look beyond experience and consider your potential, your strengths, and how you will contribute to our team.

You Will Succeed Here if You Are:

- **An Excellent Communicator** – You will collaborate with our internal team, subject matter experts, and examination candidates (registrants). Your communication style must be confident, reassuring, and clear.
- **Detail-Oriented** – You will apply a keen eye for detail to ensure all examination documents are accurate and polished. You will also review examination materials for consistency, completeness, and compliance with examination standards.

- **Independent and Organized** – You are self-motivated and work well both independently and as a dedicated team member. You manage your time effectively to coordinate all aspects of the examination process.

The Position

The Manager of Examinations leads the planning, development, and delivery of the CAMLPR Field-of-Practice examinations. Key responsibilities include overseeing examination processes and ensuring adherence to established standards, policies, and procedures. The Manager of Examinations works closely with subject matter experts, consultants, and applicants, providing clear guidance and support throughout the examination development and delivery process.

Key Responsibilities Include:

Field of Practice Examinations

- Manage the eligibility, registration, and delivery of the CAMLPR Field of Practice examinations.
- Oversee the development, maintenance, and security of the examination question bank and examination forms.
- Validate and release examination results in accordance with established standards and procedures.
- Recruit, train, and support subject matter experts throughout the examination development process.
- Collaborate with third-party service providers, educational institutions, regulatory bodies, and other stakeholders to support the effective and efficient delivery of examinations.
- Ensure all examination activities are conducted in accordance with CAMLPR policies, procedures, and quality standards.

Documentation and Reporting

- Prepare reports on examination activities, outcomes, and process improvements.
- Maintain accurate, confidential, and up-to-date examination records in compliance with applicable privacy and data protection requirements.
- Report to the Director of Assessments.

Applicant Support

- Provide applicants with clear guidance and timely support throughout the examination process, including responding to inquiries and explaining examination requirements.

Quality Assurance

- Monitor and evaluate examination processes to ensure consistency, fairness, and accuracy.
- Identify opportunities for continuous improvement and implement enhancements to examination processes in collaboration with staff and consultants.

What Makes You the Ideal Candidate?

- A degree in business administration, communications, or a related field.
- Education and/or experience in Medical Laboratory Technology required
- A minimum of 3 years of experience in a related field, preferably within a regulatory or educational environment.
- Registration as a Medical Laboratory Technologist (MLT) in good standing with a Canadian provincial regulatory body.
- Experience in the management and development of competency-based examination questions and examination forms is preferred.
- Previous experience recruiting, coordinating, and supporting volunteers is considered an asset.
- Superior oral and written communication skills, combined with the ability to break down complex information into clear, concise, and easy-to-understand communications.
- Solid knowledge of health professional regulatory frameworks, particularly the registration pathways for regulated health professionals.
- Highly organized and self-directed, with a proven ability to manage multiple priorities while maintaining confidentiality and professionalism.
- Proficient in Microsoft Office applications, including MS Teams, Zoom, and social media platforms.
- Demonstrated commitment to diversity, equity, and inclusion.
- Fluent in French, both written and verbal, is a strong asset
- The role is fully remote and may require occasional evening or weekend work during peak examination periods.

Diversity, Equity, and Inclusion at CAMLPR

CAMLPR is an equal opportunity employer. We encourage all qualified individuals who identify as part of an equity-seeking group, including those identifying as part of the LGBTQ2S+ community, to apply. We are committed to a barrier-free, equitable, and inclusive recruitment process and workplace.

How to Apply

Please submit your resume **in confidence** to Katherine Taylor at **ktaylor@taylormcmahon.com**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.