



The Pharmacy Examining Board of Canada

Le Bureau des examinateurs en pharmacie du Canada

POSITION TITLE: MCQ Examination Development Lead
REPORTS TO: Manager, MCQ Exam Development

PEBC is currently recruiting for **two** MCQ Examination Development Lead positions to support the ongoing development and maintenance of its national certification examinations.

One position will focus on the Pharmacist Qualifying Examination and is being offered as a one-year contract. This is a one-year contract position. While the initial assignment is intended to provide coverage, business needs may change over the course of the contract. If so, the successful candidate may be reassigned to another comparable role, project, or area of responsibility at an equivalent level

The second position will support the Pharmacy Technician Qualifying Examination and is being offered as a 0.8 FTE part-time permanent role, although full-time employment may be considered for the right candidate.

If you are interested in either of these opportunities and would like to be considered, please submit your resume and cover letter to **rguirke@pebc.ca**.

SUMMARY:

The MCQ Examination Development Lead develops, reviews and maintains PEBC's multiple-choice examination content for the pharmacist or pharmacy technician examinations, ensuring examination forms and item bank content are current, accurate and aligned with approved blueprints and PEBC standards. This role coordinates examiner panels, supports examination form construction in English and French and contributes to quality assurance processes that protect the validity, reliability and fairness of PEBC's MCQ examinations.

This position operates within defined assessment frameworks, blueprint requirements and examination security standards, independently coordinating content development workflows, panel activities, translation review processes and item bank maintenance. This role exercises judgment in determining when items require revision, deactivation or escalation for review, and in identifying content-related risks that may affect examination integrity. Complex matters involving policy interpretation, significant examination risk or contentious content decisions are escalated to the Manager, MCQ Exam Development as appropriate.

KEY RESPONSIBILITIES:

MCQ Content Development

- Oversee development, review and revision of MCQ and alternate computer-based examination content in alignment with approved blueprints and professional standards.
- Ensure items are usable, viable, current and aligned with professional practice and assessment standards.
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- Monitor legislative, clinical and practice changes and determine when items require revision, temporary hold or deactivation to maintain examination currency.
- Identify items requiring review, revision or deletion and prepare materials for panel review.
- Explore the use of technologies to support expansion of content development activities.

Panel of Examiners Coordination

- Coordinate and support the work of panels of examiners, including preparation of materials and facilitation of meetings.
- Lead in-person and virtual panel meetings to accomplish defined development goals.
- Provide training and guidance to panel members in item development and interpretation of statistical information.
- Integrate panel feedback into revised examination content.

Examination Form Construction

- Assemble English & French examination forms using approved blueprints and item bank parameters.
- Identify items requiring French translation, prepare materials for translation and coordinate with French translators.
- Review translated items and forms against English originals to ensure conceptual and professional alignment.
- Facilitate translator review of final French forms prior to release.
- Coordinate with the testing provider to ensure accurate form assembly and content integrity.

Item Bank Oversight and Quality Assurance

- Maintain and monitor the MCQ item bank, ensuring appropriate tagging, categorization and currency.
- Oversee pretesting of new items and review item-level statistics in collaboration with psychometric staff.
- Identify items that fall outside acceptable thresholds and determine need for panel review.
- Collaborate with the MCQ Examination Associate to ensure psychometric values and tags have been appropriately applied.

Incident Review and Remediation Oversight

- Collaborate with Examination Services and psychometric staff to investigate content-related examination incidents.
- Provide oversight and consultation regarding candidate remediation submissions, clarifying

content-related concerns as needed.

- Escalate complex or contentious candidate matters with potential reputational implications.

Strategic Initiatives Projects and Cross-Functional Alignment

- Support assessment-related initiatives including blueprint revisions, test assembly / delivery implementation, standard setting and other projects relevant to MCQ examinations in line with PEBC's strategic priorities
- Collaborate with psychometric staff and relevant internal / external teams on examination enhancements and innovation initiatives.
- Review new pharmacy and pharmacy technician educational programs to support credentialing alignment and ensure linkage between educational preparation and entry-to-practice expectations.
- Identify opportunities to enhance alignment between the two Parts of the Qualifying examinations.

Examination-Related Communications

- Review and update website content and related materials relevant to MCQ examinations.
- Revise sample questions and learning resource references to ensure ongoing currency and clarity.

General Duties

- Perform additional relevant and appropriate duties as required to support PEBC operations.

QUALIFICATIONS:

Skills and Experience

- Minimum of a professional degree in Pharmacy is required for the position responsible for the Pharmacist MCQ examinations; Pharmacy Technician diploma and relevant post-graduate degree (e.g., M.Ed.) may be considered for the position responsible for the Pharmacy Technician MCQ examinations.
- Must be a pharmacy professional in good standing with a Canadian provincial regulatory authority.
- Minimum 5 years of professional pharmacy practice experience in Canada, preferably across a variety of practice settings.
- Minimum 5 years of experience related to educational assessment, competency evaluation, professional certification or related activities.
- Experience supervising, mentoring or assessing students, interns or early-career practitioners.
- Strong item-development, editing and written communication skills.
- Strong verbal communication and collaboration skills, including working with subject matter experts and other external partners.
- Intermediate to advanced proficiency in Microsoft Office and familiarity with document sharing platforms such as SharePoint.
- Proficiency in French is an asset.
- Continuing to practice as a pharmacy professional in Ontario on a part-time basis would be an

asset.

Core Qualities

- High level of professional integrity and accountability in safeguarding examination validity and security.
- Sound judgment in content development decisions and application of examination policies.
- Strong ownership of quality assurance processes and outcomes.
- Independent and self-directed in managing complex content development workflows.

Personal Attributes

- Confident facilitator capable of leading professional working groups and guiding structured discussions.
- Detail-oriented and methodical in managing item banks and form construction.
- Collaborative and respectful in working with internal teams, translators and vendors.
- Adaptable and proactive in responding to evolving practice standards and assessment methodologies.
- Professional and composed when addressing content-related candidate concerns.

WORKING CONDITIONS AND OTHER REQUIREMENTS:

- Majority of work is performed at a desk in a temperature-controlled office environment, requiring sustained periods of computer use, document review and visual concentration.
- Applicable PEBC Remote Work Policy Category: B
- Occasional longer days (greater than 7 hours) may be required to meet deadlines. Overtime work as required or deemed necessary including evenings and on weekends.
- Confidentiality and secure handling of candidate information required at all times.