



Expression of Interest

**Entry to Practice Examination Development and Maintenance
for
Canadian Organization of Paramedic Regulators/Organisation
Canadienne des Régulateurs Paramédicaux (COPR)**

Issued: May 1, 2022

**SUBMISSIONS WILL BE ACCEPTED UNTIL 4:00 PM CST
ON
June 1, 2022 at exam@copr.ca**

Organizational Background

The Canadian Organization of Paramedic Regulators (COPR), founded in 2009, is comprised of self-regulating colleges and government regulators of the paramedic profession in Canada.

The purpose of COPR is to facilitate collective and collaborative action that aligns with the current and future interests of pan-Canadian paramedic regulation; and to support the development of a common understanding of provincial and federal obligations that may impact regulatory functions.

COPR administers the paramedic entry to practice examination for seven regulatory jurisdictions in Canada and serves as the single point of entry and body responsible for the preliminary assessment of internationally educated paramedic candidates for Primary (PCP) and Advanced Care (ACP) Paramedicine. Internationally educated Emergency Medical Responder (EMR) and Critical Care Paramedic (CCP) applicants are required to apply for equivalency through the provincial regulator in the province in which they wish to seek registration/licensure/certification.

Overview

COPR's examination item development follows a three-step process: item development, independent item review and group review. Upon completion of those steps, the items are added to the examination data bank and are introduced to the examination as experimental items (not graded) until undertaking vigorous psychometric analysis.

In addition, COPR undertakes a standard setting session every two years. Prior to and post each examination administration, the examination is reviewed by subject matter experts.

COPR is seeking expressions of interest from qualified, Canadian Paramedic practitioners licensed/certified/registered in a Canadian jurisdiction to support the development and maintenance of the COPR Entry to Practice Examination. Successful proponents will contract with COPR to provide services under a contractual service agreement and will formally be referred to as the *Examination Maintenance Committee (EMC)*.

Successful proponents will be trained in item development, examination maintenance and standard setting and will be supported through monthly virtual meetings.

What We're Looking For

COPR is seeking individuals, with extensive expertise and understanding of the paramedic profession in Canada. Specifically, proponents need to have expert knowledge of the Paramedic Association of Canada 2011 National Occupational Competency Profile and have a minimum of 5 years' experience at the practice level at which they wish to develop and review examination items. (EMR, PCP or ACP).

Ideally the successful proponents will have experience in examination development and maintenance. Preference for pre and post examination review will be given to proponents with extensive examination development experience. Bilingual in French and English is an asset.

Scope of Work

Item development

Items must be written in compliance with the current *COPR Paramedic Examination – Item Development Guide*; and must be referenced and complete with all appropriate metadata to avoid being rejected during the review process. Items rejected in either the independent item review or group review process will not qualify for compensation. If, in the opinion of the reviewers, the item is salvageable or is incomplete, it will be sent back to the original author to revise. Items become compensable once they are added to the experimental data bank.

Each contractor must commit to writing 10 new items per quarter in each calendar year (6 stand alone multiple-choice or multiple-select type questions and 4 case passage/patient profile with associated questions.) Development targets (including competencies, cognitive levels, item types, etc.) will be directed by the COPR Examination Manager or contracted psychometrician who oversees the examination development, maintenance and administration processes.

COPR will host a monthly virtual meeting to provide support to item authors and reviewers and will purchase and loan each contractor two (2) reference textbooks.

Independent Item Review

- Independent item reviewers review each assigned item (written by a separate EMC member previously), and check that the item includes all correct metadata and conforms to all requirements set forth in the current *COPR Paramedic Examination – Item Development Guide* (e.g., spelling, grammar, etc.). Each independent reviewer must commit to reviewing 6 stand alone items and 4 passage type items per quarter in each calendar year.
- Items that are missing any metadata or have substantive COPR Style Guide errors are to be rejected and sent back to the original author to revise.

Group Review

- The primary role of the group (or team) review process is to ensure that the item is pan-Canadian in scope and does not contain jurisdiction-specific content. In addition, the group review serves as second review to ensure that all newly-approved COPR items conform to the requirements set forth in the *COPR Paramedic Examination – Item Development Guide*. Group reviewers must review a minimum of 10 stand alone and 4 passage type items per quarter.

Pre-Administration Review

- The role of EMC members engaged in this activity is to review and approve each new COPR Examination form. This task will be conducted by experienced EMC members who have extensive authoring and reviewing experience. Pre-administration reviewers:
 - Check to ensure that the items included on each examination are valid, in-scope, pan-Canadian and a fair assessment of candidates' ability in paramedic practice.
 - Review the draft examination form to determine if there are any item(s) on the examination that should not be included (e.g., item “enemies” that are too similar, outdated content, etc.), indicate any edits that may be required to items, ensure metadata for the items are correct and indicate any metadata that require revision.

Post-Administration Review

- The role of EMC members engaged in this activity is to review the statistical performance of examination items presented by the psychometrician following each examination administration. This task will be conducted by experienced EMC members who have extensive authoring and reviewing experience and who also conducted the pre-administration review. Post-administration reviewers:
 - Review (via virtual meeting) examination items identified by psychometric analysis to have performed questionably to ensure only valid, fair and clear items are scored.

Remuneration Structure

COPR will remunerate the above functions at the contractual rates specified below. Amounts are in Canadian dollars.

Payment Structure for Item Development

<u>Item Type</u>	<u>EMR</u>	<u>PCP</u>	<u>ACP</u>
Stand alone (multiple choice or multiple-select).	\$20.00	\$25.00	\$35.00
Case scenario or patient profile with a minimum of 4 items linked to the passage. (\$10.00 per question for more than 4 items attached to a passage).	\$45.00	\$60.00	\$70.00

Note: Items that are rejected during either independent or group review will not be eligible for compensation.

Payment Structure for Item Review

Independent Item Review

<u>Item Type</u>	<u>EMR</u>	<u>PCP</u>	<u>ACP</u>
Four (4) stand alone (multiple choice or multiple-select)	\$20.00	\$25.00	\$35.00
Case passage or patient profile with a minimum of 4 items linked to the passage (\$5.00 per question for more than 4 items attached to a passage)	\$20.00	\$25.00	\$35.00

Group Review

In accordance with meeting honoraria below:

Pre-Examination Form Review and Post-Examination Validation

\$75.00 EMR; \$150.00 PCP and ACP per administration

Meeting Honoraria

Teleconference, Video Conference or Committee Meeting or Training (includes group review and standard setting):

- Less than 2 hours: Considered volunteer work and a contribution to the profession.
- 2 hours or more but less than 4 hours: ½ day honorarium (\$75.00 EMR; \$100.00 PCP; \$140.00 ACP).
- More than 4 hours in one day: Full day honorarium (\$150.00 EMR; \$200.00 PCP; \$250.00 ACP).

Submissions

To receive full consideration during evaluation, submissions must include the following:

- i) Curriculum Vitae or Resume describing in detail experience and expertise in the Paramedic Profession
- ii) Proof of certification/licensure/registration in good standing with a Canadian Paramedic regulator
- iii) Exemplary knowledge of the Paramedic Association of Canada 2011 National Occupational Competency Profile
- iv) Experience in examination development
- v) Aspects of process are interested in providing (item development, independent and/or group review, pre and post examination review)
- vi) Acceptance of time commitment to attain quarterly deliverables
- vii) Potential conflicts of interest if any

Contact Information

All enquires related to this Expression of Interest – including any requests for information and clarification – are to be directed in writing to Tammy Leach, Examination Manager at exam@copr.ca.

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