



Position Description

Title of position	National Occupational Therapy Certification Exam (NOTCE) Item Writer
Brief description/purpose	Generates items for the NOTCE and attends an item-writing workshop
Primary responsibilities or tasks	The Item writer will work under the direction of the Item Generator Coordinator(s) and CAOT in order to generate new cases and items for the NOTCE. Role Description: The Item writers will be responsible for developing 5 cases with 5 items (questions) per case (total 25 items) as directed by the Item Generation Coordinator(s). References must also be cited for all items. Items will be written in English.
Qualifications <ul style="list-style-type: none"> • Experience • Skills • Qualities or attitudes 	Clinical experience required, with experience regarding the environment, whether institutional, financial, cultural, or social, for any population. Preference given to those who have been preceptors for students or involved in teaching at the entry-to-practice level. Selection based on representation of regions and practice areas. Items written in English. Must be able to receive feedback on item writing and discussion of exam concepts, focus for a two-day workshop, and collaborate with other item writers.
Time commitment	Attend training teleconference January 2018 (TBA), Write and submit 5 items per week over 6 weeks (deadlines TBA), attend 2-day in-person workshop, Toronto, Ontario, April 27/28, 2018
Benefits	An honorarium of \$2,000.00 (incl. HST). Reimbursement for travel (mileage and parking or airfare) food, and overnight accommodation where necessary. Meet amazing OTs from across the country.
Orientation/Training	Provided by Item Generation Coordinator(s). Consists of webinar training session, email feedback on individual writing of items, in-person workshop in Toronto.
Boundaries of the position	Contract is provided that will outline duties and dates.



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Supervision	Item Generation Coordinator(s) and CAOT Exam Coordinator
Evaluation/feedback	Regular intervals for feedback established in contract noted above.
Special resources or policies/ contracts	Must sign confidentiality agreement and contract with dates/responsibilities.
Success Measures	Contribute to writing high quality exam items.
Screening measures	Submit CV and cover letter to Exam Coordinator email: exam@caot.ca

Date approved: ___Dec 12, 2017_____

Approved by: ___A. Douglas_____