

Administrator – Dental Test Centre

The National Dental Examining Board of Canada (NDEB®) is the organization responsible for establishing and maintaining a national standard of competence for dentists in Canada. Its mission is to serve the Canadian public, Dental Regulatory Authorities, and dental education institutions by ensuring a valid and reliable evaluation of competence for dentists in Canada.

The NDECC® is the third examination in the NDEB® Equivalency Process and the purpose of this exam is to assess the clinical competence of dentists trained in non-accredited programs. Our Test Centre located in Ottawa is where we host this two-day examination, examinees will be required to perform clinical requirements on simulated patients (manikins) in a clinical setting, in addition to completing situational judgement requirements.

As an Administrator in our Test Centre, your primary focus will be preparing the clinic for test days, including end of day clean up to ensure all equipment and materials are ready for examinees. All clinical requirements are performed on manikins, there are no 'live' patients in the simulation clinic.

Your administrative experience or experience in a clinical setting or as a Dental Assistant will set you up for success as you transition into this role.

KEY ACTIVITIES

- Play a hands-on role in the Test Centre clinic operations
- Monitor inventory of instruments and supplies
- Provide exam day support to both examinees and invigilators as needed
- Clean and prepare instruments and materials for next exam day
- Prepare typodonts for approval and final check by Chief Examiner
- Cross train and provide administrative support as needed for the situational judgement requirements
- Your work hours will be 10am – 6pm on test days
- Ability to work weekends (approximately 4 per year)

REQUIRED SKILLS AND COMPETENCIES

- Experience working in a team-oriented workplace
- Strong computer skills in a Microsoft Windows environment
- Tech savvy with the ability to pick up new programs and applications
- Strong written and communication skills
- Strong interpersonal relationship building skills
- Ability to practice a high level of confidentiality
- Previous experience working in a dental clinic setting would be considered an asset
- Registration and/or certification as a Dental Assistant would be considered an asset
- French would be considered a strong asset

The starting annual salary for this position is \$50,000, with opportunities for growth through performance and progression within the role.

Accommodations will be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.

If you have the skills and experience and are interested in applying, please send your resume to cdesbiens@ndeb-bned.ca. We thank all applicants for their interest. However, only candidates selected for an interview will be contacted. The National Dental Examining Board of Canada (NDEB) is an equal opportunity employer.