

Job Posting

Job title

Managing Director, Accreditation and Evaluation

Location

Ottawa, Ontario (remote, with occasional in person requirement)

Reports to

Executive Director

Job overview

Responsible for leadership, management, evaluation and expansion of the Canadian Association of Schools of Nursing (CASN's) accreditation programs and certification exams. Promotes the accreditation programs and the certification examinations. Manages accreditation and evaluation programs staff.

Responsibilities and Duties

Leads, manages and evaluates accreditation programs

- Leads the delivery, evaluation, and revisions/updating of the national and international accreditation programs.
- Manages and mentors accreditation program staff to plan, meet and evaluate the goals of the accreditation programs, as well as the accreditation-specific strategic directions of CASN.
- Facilitates the nomination and/or appointment of suitable members for various accreditation committees.
- Ensures that CASN Accreditation Bureau (CAB) members receive the training needed and that the CAB of each accreditation program is supported and functions effectively in compliance with accreditation program policies.
- Ensures that the Advisory Committee on Accreditation Policy (ACAP) is well supported and that the accreditation policy development process is followed;
- Develops new accreditation programs and updates policy documents, frameworks and manuals to include new programs as needed.
- Oversees regular reviews of standards as per policy (every seven years).
- Ensures that communications content (i.e. website, board, marketing, accredited programs lists/records) is accurate and updated in a timely manner, in collaboration with CASN's Communications team.
- Promotes CASN and its Accreditation Programs nationally and internationally.
- Ensures that schools of nursing undergoing accreditation reviews receive guidance and support according to policy and the needs of the school leadership.
- Oversees accreditation reviewers' recruitment, orientation and assignment to accreditation reviews.
- Networks and collaborates with other national and international organizations to support the

functioning of the accreditation programs, such as regulatory bodies, Association of Accrediting Agencies of Canada (AAAC), Commission on Collegiate Nursing Education (CCNE) etc.

- Leads regular (normally annual) evaluation and evolution of the accreditation program to keep abreast with the changing national and international education agendas.
- Ensures that confidential and current files and data systems are maintained. Oversees incorporation of relevant and current technologies to improve record keeping and reporting processes.
- Provides regular reports to the Board of Directors.

Leads and manages certification exam programs

- Oversees the management, delivery, and updating of the certification examinations programs.
- Facilitates the nomination and/or appointment of suitable members for the Exam Advisory Board and various related working groups.
- Ensures that the certification exam development and implementation processes follow best practices and international standards and meet contractual requirements.
- Ensures that communications content is accurate and timely (i.e. website, board, marketing, etc.).
- Manages staff involved in planning for, meeting and evaluating CASN's goals for the certification examinations programs.
- Establishes and manages contractual relationships with service agencies and individuals required to develop and/or implement the certification exams.
- Promotes the certification exam programs.
- Provides regular reports to the Board of Directors.

Other Duties

- Works collaboratively with the leadership team to facilitate the overall functions of the organization.
- Carries out and/or leads external projects related to accreditation and evaluation.
- Provides support for relevant interest groups and CNEI courses.
- Provides support for major CASN activities, such as Council meetings, board meetings, conferences, special projects and initiatives.
- Supervises nursing student placements and precepts nursing students.
Carries out other tasks as assigned, including taking direction from other staff and the Executive Director as needed.

Qualifications

Required qualifications

- Registration in good standing as a registered nurse or nurse practitioner in a Canadian jurisdiction.
- Graduate degree in nursing or education.
- Minimum five years experience in accreditation and evaluation programs.
- Minimum five years in a managerial or senior administrative role, including managing, mentoring, orienting and evaluating employees. Note that accreditation and evaluation experience may be concurrently obtained with management experience.
- Experience with and demonstrated use of project management processes and tools.
- Experience as a theory and clinical educator in nursing degree programs.
- Knowledge of and/or experience with certification examinations.

- Knowledge of the structure and functions of the Canadian nursing profession.
- Relevant experience creating standards, policies, processes and manuals.
- Understanding of Indigenization, equity, diversity, inclusion, accessibility and anti-racism principles and ability to implement them in work and activities.
- Excellent and accurate written and oral communication and presentation skills.
- Working knowledge of French (written, comprehension and oral/presentation).
- Ability to collaborate effectively and maintain working relationships with faculty, nursing leaders and stakeholders at all levels.
- Ability to contribute effectively and collaboratively as part of a team.
- Ability to work independently/remotely with minimum supervision, with occasional in person attendance requirements.
- Excellent organizational skills, ability to take initiative, prioritize multiple responsibilities and meet deadlines.
- Ability to use good judgement, strategic/critical thinking and problem-solving skills.
- Attention to detail and excellent proof-reading/editing skills.
- Willingness to learn new skills/software/technology.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint – basic to intermediate expertise) and email – Outlook (intermediate to advanced experience for email and scheduling).
- Professional and positive attitude, excellent interpersonal skills, client-focused and responsive to customer requests (i.e. customer-service skills).
- Available to work a flexible schedule occasionally to accommodate meetings with schools in different time zones across Canada and internationally.
- Willingness to travel nationally and/or internationally occasionally as required.

Preferred qualifications

- PhD in nursing, education or related healthcare field.
- Fully bilingual in French and English.
- Working knowledge of or fluency in Spanish.
- Knowledge of and/or experience with practical nurse (IEN) programs, internationally educated nurse (IEN) programs, nurse practitioner (NP) programs and simulation programs.
- Experience in graduate level teaching in nursing.
- Experience using and/or setting up Zoom and Microsoft Teams meetings.
- Experience using an online survey tool (such as Qualtrics).

What we offer

- Generous leave entitlements, including December holiday closure.
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services.
- Participation in a defined contribution pension plan (some exceptions may apply).
- Remote work benefits; e.g. improved work-life balance, fewer expenses, improved efficiency, minimal commuting requirements, greater inclusivity

We offer an annual salary between \$90,000 and \$105,000, commensurate with experience and qualifications.

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

The closing date for applications is Sunday, June 22, 2025 at 11:59 p.m. Eastern Daylight Time. Please submit a cover letter and resumé to: HRRecruiting@casn.ca

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.