

**Track Examiner  
Job Description**

**Responsibilities and duties:**

- Review all training material and do any necessary preparation work prior to Mass Training
- Attend all training sessions
- Responsible to understand importance of exams to the college, confidentiality, and standardization
- Responsible to know/teach criteria of your station during Mass Training
- Edit and make all necessary training notes
- Work with other Track Examiners and senior staff to ensure exam continuity and standardization
- Ensure your stations are running properly on exam days and offer support and clarity to examiners when needed regarding material and room set up.
- Handle any issues that arise regarding your station during exams and address incident report issues when needed
- Ensure Standardized Patient safety and work with Standardized Patient Coordinator
- Handle any examiner conflict in a professional and respectful manner
- Document any issues or conflict with examiners and bring to the attention of the Exam Quality Assurance Officer
- Supervise examiners in designated stations to ensure quality of work and complete fair unbiased evaluations
- Set examples for all other examiners in the way of professionalism, confidentiality, and punctuality
- Track Examiners are expected to work as part of a team whose main goal is to run efficient and fair regulatory exams
- Maintain confidentiality of candidates' information & candidates' performance

**Compensation**

- Track Examiners must commit to a 2-year contract with 6 months' notice of non-renewal
- A T4-A will be issued by the CMTNL office at the end of the year
- Track Examiners will be paid an hourly rate of \$
- Track Examiners will be paid travel to and from site location, if < 50km's outside of St. John's. Travel will be paid at a rate of \$0.20/km
- Track Examiners will be paid for all extra training sessions & pre-approved hours for at home preparation time
- Track Examiners will receive 1 CEU for every 2 hours of training or proctoring