

Request for Proposal
National Occupational Analysis for Dental Assisting in Canada 2019

The National Occupational Analysis (NOA) on dental assisting is a key research project used to advance the profession of dental assisting in Canada. The results of this comprehensive survey impact the future domain description for dental assisting; informs labour mobility trends; identifies and addresses emerging practices, technologies, tools and issues; informs the scope of practice; identifies regional disparities; highlights actual practice versus scope; impacts the content of the national dental assisting exam; informs dental assisting curriculum, and impacts government regulation and policy development related to the profession of dental assisting.

The NOA was last completed in 2014 and is completed approximately every 5 years. The 2014 online survey consisted of 800 questions distributed to approximately 28,000 dental assistants across Canada. The survey questions were available in English only and the final report was not translated. A copy of the final 2014 report can be found at <http://www.cdaa.ca/wp-content/uploads/2015/02/National-Occupational-Analysis-2014.pdf>. The response rate (4.6%) was very low across Canada and in some provinces, no statistically relevant results were attained on many topics. Consensus among partners and end users was that the end product in 2014 did not satisfy their needs.

The 2019 iteration of the NOA is being co-led by industry stakeholders: provincial regulators, the National Dental Assisting Examination Board (NDAEB), the Canadian Dental Assistants' Association (CDA) and select provincial professional associations.

For 2019, the stakeholder project partners would like to commission a current NOA research project which at a minimum will include:

- A comprehensive online survey.
- A significant reduction in the number of questions and a triage of questions according to specific topic areas.
- Utilization of many of the same question topics as the 2014 NOA, to allow for comparison analysis.
- In addition to the survey, a consideration of how to incorporate focus groups and potentially key informant interviews in order to provide additional context on select topics in each province and territory, as determined by stakeholder partners.
- A strategy to significantly increase response rates beyond the 2014 NOA, in each province and territory.

- A facilitation plan including an April 11, 2019 in-person project partner kick-off meeting in Ottawa, Ontario
- A fiscally responsible project with a maximum project envelope of approximately \$60,000 Cdn (inclusive of potential travel, taxes and related expenses)
- A strong commitment to the project principles of: collaboration, transparency, attention to detail, bias to action and an efficient, cost-effective approach

Survey

The survey should be conducted using an online questionnaire available to all dental assistants across Canada. The survey must be conducted in English and French incorporating proper dental assisting terminologies. Focus groups and any key informant interviews must be conducted in both official languages, where necessary.

Report of Findings

A detailed report of findings (English only) must be prepared by the consultant, including an Executive Summary that is to be provided in both official languages. The draft final report must be completed and submitted to project partners by December 31, 2019 with the final report completed by March 31, 2020.

Ownership of project deliverables will become and remain the sole property of the NDAEB and the CDAA and written permission must be obtained for use by others.

Please provide a quotation, including a detailed breakdown, for the above-mentioned deliverables and a projected timetable, via email to: info@cdaa.ca

If you have any questions, require further background or other information, please feel free to contact:

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Deadline for expression of interest: February 20, 2019

Deadline for receipt of quotation/proposal: March 1, 2019