



The College of Physicians and Surgeons of Ontario (CPSO) is the self-regulating body for the province's medical profession. The College regulates the practice of medicine to protect and serve the public interest. It issues certificates of registration to doctors to allow them to practise medicine, monitors and maintains standards of practice through peer assessment and remediation and investigates complaints against doctors on behalf of the public.

DECISIONS ADMINISTRATOR

FULL TIME CONTRACT / SECONDMENT

You are a highly skilled writer with experience drafting plain language explanations of complex matters for a variety of audiences. You have a strong understanding of the principles of administrative law and its applications. You work well independently with a high volume of work. If this is you, consider applying to join the College of Physicians and Surgeons of Ontario as a **Decisions Administrator** in this contract position.

You will be responsible for the process by which decisions and reasons of the Inquiries, Complaints and Reports Committee (ICRC) are drafted, as well as case summaries. You will work with panels of the Committee and College staff as necessary to ensure that these documents accurately reflect the ICRC's disposition and reasons. You will carry out these tasks in accordance with benchmarks, and will rely on file material and records of ICRC meetings, liaising with the ICRC and College staff when necessary to obtain clarification or confirmation of information.

You will use your analytic reasoning skills and objectivity to ensure that decisions are clear and comprehensible to all parties and able to withstand scrutiny from a variety of sources. You will prepare for each ICRC meeting by reviewing relevant materials, and will attend ICRC meetings as required.

You will take on other file management and/or project responsibilities which may require mail, email and telephone communication with outside parties.

Qualifications:

- University degree required, law degree preferred
- Demonstrated technical proficiency, including Word Perfect, Microsoft Office 2010 (MS Word and MS Excel)
- Demonstrated ability to write clearly, simply and comprehensively
- Proven organizational skills to handle high volumes of work
- Demonstrated ability to work under strict time frames and in a team environment
- Knowledge of the *Regulated Health Professions Act*, administrative law principles, health care delivery systems, and medical terminology is preferred

The College offers a flexible 35-hour week, and is located at 80 College St., Toronto, ON.

Successful candidate must be available to attend onsite for meetings in Toronto. After probationary period is complete, some occasional drafting may be performed remotely from offsite with the Manager's approval.

Interested parties are invited to submit their cover letter and resume to cps2017-2@hrassociates.ca.

Please note, applications will be reviewed on a rolling basis.

For more information about the College visit www.cps2017-2@hrassociates.ca

Position Details			
Recruitment:	17-32	Reports To:	Manager, Committee Support
Job Family:	Individual Contributor II	Status:	Contract/Secondment
Start Date:	ASAP	Hours of Work:	35 hours per week
Reason for Posting:	Replacement	Scope of Search	Internal / External

The College is committed to hiring practices that support accessibility for people with disabilities, employment equity and diversity in the workplace. The College actively seeks to increase their diversity by welcoming applications from women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Applicants with a disability may request accommodation at any stage of the recruitment process by contacting the Human Resources Department