



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Administrative Assistant, Investigations (Pregnancy/Parental Leave Coverage – 12-month Contract)

POSITION SUMMARY

The College's investigations team investigates matters involving serious allegations against physicians, as well as allegations of unlawful practice of medicine and unauthorized use of reserved titles by non-registrants of the College. In addition, the investigations team conducts off-site visits and inspections, as required, to monitor compliance with limits and conditions placed on physicians.

Under the direction of, and reporting to, the director, investigations, the administrative assistant will provide administrative assistance and support the day-to-day activities of the investigations team in accordance with the requirements of the *Health Professions Act*, College Bylaws and College policies and procedures.

This position calls for the ability to act with a high degree of independence, attention to detail and accurate decision-making, as well as a demonstrated ability to act with initiative and sound judgment.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- open and close files assigned to the investigations team
- file management including related administrative functions: tracking correspondence, photocopying, and printing
- maintaining current filing and bring-forward systems, both manual and electronic, in coordination with the director, investigations and case managers
- correspond with members of the Inquiry Committee to schedule in-person and teleconference meetings, and transmit resolutions for considerations
- assist with preparation for Inquiry Committee meetings, disciplinary hearings and interviews, including preparing agendas, photocopying and distribution of materials
- communicate with external parties, including complainants, witnesses, health authorities and law enforcement agencies, on routine matters
- when required, accompany members of the investigations team on out-of-office inspections at physicians' offices

- schedule meetings, interviews and appointments, both internal and external; review, photocopy and distribute related files and documents, as required
- draft standard correspondence and other documents or reports
- draft memoranda of interviews with various parties, where required, and minutes of meetings, including finalizing Inquiry Committee meeting minutes for final review
- identify, document and accurately track various matters for follow-up and further action
- maintain a tracking system of matters referred to the investigations team
- compile expense claims on behalf of the investigations team and submit claims for processing
- ongoing maintenance of investigations and legal precedents, and established procedures
- file correspondence and other documents on a daily basis
- other duties and responsibilities as assigned by the chief legal counsel and the director, investigations

CONSEQUENCE OF ERROR/JUDGMENT

The employee is expected to perform professionally and make proper and sound decisions. With access to a wide range of confidential information that may be governed by the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, the employee must make informed decisions regarding the release of information.

SKILLS AND QUALIFICATIONS

Required skills and qualifications include the following:

- successful completion of grade 12, supplemented by a two-year office administration diploma or legal administrative assistant certificate or diploma
- two to four years of related administrative experience gained in a professional environment, preferably in a legal or regulatory environment or an equivalent combination of education and experience
- demonstrated high level of initiative, time management and organizational ability
- excellent editing and proofreading skills
- attention to detail and a high level of accuracy
- high level of proficiency in Microsoft Office applications including Word, Excel, Outlook and PowerPoint
- ability to accurately record minutes of meetings, and in-person and telephone interviews
- strong typing speed ability
- team oriented and ability to work collegially in a multidisciplinary environment
- excellent interpersonal and communication skills, both written and verbal, including the ability to work with discretion in preparing and handling information of a confidential or sensitive nature
- demonstrated sound judgment when dealing with sensitive and confidential information

- ability to solve problems and prioritize tasks
- good judgement with respect to identifying when to escalate matters to supervisor

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly-talented employees. We offer an excellent working environment, opportunities for personal and professional growth, and a comprehensive benefits package.

All applications for this position must be submitted online at <https://www.cpsbc.ca/about-us/careers>.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.