



## College of Physicians and Surgeons of British Columbia

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## JOB DESCRIPTION

### Administrative Assistant, Registration (Six-month contract)

#### POSITION SUMMARY

Reporting to the manager, independent practice registration, the administrative assistant completes the application and registration requirements process for applications to practice as a physician in British Columbia. Additionally, the administrative assistant will assist in triaging all applications for registration for independent practice and visitors, ensuring provisional applicants have met all their requirements in order to proceed with the application, sending templated emails and general correspondence to applicants, and helping with related duties as required.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- complete tasks related to applications for registration and licensing:
  - manage incoming requests and files for application for registration
    - compile and review required documentation
    - liaise with applicants regarding additional documentation required
    - prepare files prior to registration appointment scheduling
    - review pending applications to determine if any outstanding are ready for licensure, ensuring appropriate contact is made
    - schedule registration interviews for physicians applying for licensure
- triage applications for registration and licensure
  - data entry of file management/assignment details
  - ensure provisional applicants have met all their requirements before proceeding to formal application
  - send template emails/application documents
  - manage monthly statistics
  - file and prepare internal and external documentation related to provisional licensure candidates as required (including Ministry of Health letters and Service Canada letters)

- other related duties as required

### **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:

- post-secondary degree preferred or an equivalent combination of education and experience
- a background in health care or familiarity with medical language is preferred
- medical/surgical terminology an asset
- previous experience interfacing with patients or the public is an asset
- working knowledge of Microsoft Office applications including Word, Access, Outlook and PowerPoint
- excellent editing and proofreading skills
- excellent analytical and investigative skills
- ability to interpret, research and apply complex standards to provided information
- attention to detail and a high level of accuracy
- demonstrated high level of initiative, time management and organizational ability
- excellent communication skills, both written and verbal
- ability to organize and set work priorities
- ability to work both independently and as a team member
- ability to maintain a calm demeanor during busy or stressful times
- ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must

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 including a hybrid work-from-home/in-office model, 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/careers/employment-opportunities>.

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

The College welcomes all applicants and is dedicated to promoting a diverse, equitable and inclusive environment.