



## College of Physicians and Surgeons of British Columbia

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## JOB DESCRIPTION

### Case Administrator, Complaints and Practice Investigations (Eight-month Contract)

#### POSITION SUMMARY

Reporting to the clinical manager and in accordance with College policies and procedures, the complaints assistant is responsible for maintaining complaint files and providing clerical support for the daily activities of the complaints department and other College departments as needed.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

##### **Maintain complaint files**

- act as a liaison between all parties involved in each complaint
- create, open, close and file complaint files
- send form letters to complainants and physicians
- manage bring-forward system and send form letters accordingly
- review complaint files for completeness, consistency, and accuracy
- track further actions arising from case conclusions
- file committee minutes
- cull records following appropriate destruction guidelines

##### **Provide administrative and clerical support to the complaints department**

- draft correspondence and other documents or reports
- attend interviews with physicians and senior deputy registrar
- take clear, legible notes during interview process
- type up comprehensive briefing notes after interview completion
- complete dictation as required
- respond to telephone inquiries from both physicians and members of the public regarding the complaint process
- assist with the preparation for committee as required

- photocopy complaint file documents as necessary
- other administrative duties as required

## **SKILLS AND QUALIFICATIONS**

Required skills and qualifications include:

- successful completion of grade 12 supplemented by a two-year office administration diploma or equivalent combination of education and experience; post-secondary education is advantageous
- demonstrated ability to work under pressure and deal with diverse members of the public and the profession in emotional situations
- strong interpersonal skills required to successfully facilitate resolution to complex situations
- solid understanding of professional regulation and processes an asset
- a background in health care or familiarity with medical language is preferred
- working knowledge of Microsoft Office applications including Access, Outlook and Excel
- 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
- excellent critical thinking, analytical and problem-solving skills
- high level of attention to detail, with demonstrated ability to multi-task in a fast-paced environment
- excellent written and verbal communication skills
- excellent editing and proof reading skills
- previous experience interfacing with patients or the public is an asset
- previous experience with dictation equipment is advantageous
- minimum typing speed of 70 words per minute

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 interview will be contacted.