



## College of Physicians and Surgeons of British Columbia

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## JOB DESCRIPTION

### Credentials Analyst, Registration

#### POSITION SUMMARY

Reporting to the manager, registration, the credentials analyst will assist in conducting preliminary assessments for international medical graduates who are applying for registration with the College to determine if the applicant has the relevant training/experience and credentials to be registered, and draft preliminary assessment letters for review by the manager and executive director. Additionally, the credentials analyst will manage the application and documentation processes for clinical trainees, visiting physicians, and applicants for the provisional and full classes of registration.

The credentials analyst will work independently and collaboratively with College staff and departments to ensure the registration department functions efficiently and effectively.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- conduct preliminary assessments to determine whether the applicant has the relevant training and experience to be registered with the College
  - manage incoming pre-screening assessments for potential applicants
    - compile and review required documentation
    - liaise with Health Match BC regarding additional documentation required from applicants
  - review the credentials of applicants who are international medical graduates to determine whether they qualify for registration and licensing under the *Health Professions Act* and the College Bylaws
  - prepare applicant's file for presentation to the Registration Committee if an eligibility ruling is required
    - analyze the applicant's credentials with Royal College of Physicians and Surgeons of Canada specialty, subspecialty, special program, and/or area of focused competence diploma requirements
    - analyze the applicant's credentials as a general practitioner with the requirements set out by the College of Family Physicians of Canada, under the *Health Professions Act*, and the College Bylaws

- analyze the applicant's credentials with requirements set out by the provincial or federal authorities related to that area of practice
- follow up with applicants to provide supporting documentation or additional information about training, experience or credentials
- review the applicant's registration history with other medical regulatory authorities (i.e. monitoring, complaints, disciplinary or other issues)
- create summaries in preparation for Registration Committee meetings
- prepare monthly statistics for the registration department
- develop policies and procedures related to international medical graduate credentialing
- respond to applicant inquiries at the front counter, by telephone and email
- the completion of tasks related to applications for registration and licensure for clinical trainee, visiting physician, provisional, full, and assessment class applicants
  - manage incoming application requests and files for registration
    - compile and review required documentation
    - liaise with applicants regarding additional documentation required
    - prepare files for review by department leadership
    - schedule registration interviews for physicians applying for licensure
  - print, file and prepare internal and external documentation related to provisional and assessment class licensure candidates as required (including Ministry of Health letters and Service Canada letters)
- other related duties
  - office support (phone, voicemail, fax, email, filing, photocopying)
  - provide coverage for the registration main telephone extension
  - data entry
  - typing routine correspondence
  - front counter assistance with document citation
  - perform other duties as required

### **CONSEQUENCE OF ERROR/JUDGMENT**

The employee in this position is expected to perform professionally and make proper and sound decisions. With access to a wide range of confidential information, which 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 education with training in administrative practices or an equivalent combination of education and experience
- 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
- excellent editing and proofreading skills
- working knowledge of Microsoft Office applications including Word, Access, Outlook and PowerPoint
- ability to organize and set work priorities
- ability to work both independently and as a team member
- ability to maintain a calm demeanour during busy or stressful times
- ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must
- background in health care or familiarity with medical language is preferred
- previous experience interfacing with patients or the public is an asset
- minimum typing speed of 70 wpm

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.