



## College of Physicians and Surgeons of British Columbia

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## JOB DESCRIPTION

### Registration Assistant, Registration (12-month Contract)

#### POSITION SUMMARY

Reporting to the educational registration and documentation manager, registration, this position is primarily responsible for the preparation and distribution of certificates of professional conduct requested by registrants, health authorities or other stakeholders. The position liaises with the Ministry of Health, other health regulatory authorities both within BC and across Canada, Doctors of BC, Health Match BC, and other national and international offices external to the College.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- create certificates of professional conduct (CPC)
  - maintain and update the registration department CPC policy and process manual
  - be the primary contact with registrants and College staff regarding CPC inquiries
    - log requests for CPCs
    - review registrant files in search of applicable data for CPC
    - prepare CPCs
    - coordinate CPC and additional confidential information for registrants
    - maintain processes including a bring-forward system to ensure a timely completion of requests for CPCs
- front counter registration
  - assist physicians coming in for registration and licensure
    - cite original/electronic documentation
    - provide orientation envelope
    - ensure required paperwork is completed by the physician
  - provide applicant file to executive director for review/interview/sign-off
  - process payments and licence as needed
- create wall certificates

- process applications for licence renewal from existing clinical observers
- assist with the annual licence renewal process
  - provide telephone and email assistance to registrants during the renewal period
  - assist with follow up of a series of questions
- perform other 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:

- high school graduation plus a minimum one year of post-secondary education with training in administrative/secretarial practices or an equivalent combination of education and experience
- demonstrated high level of initiative, time management and organizational ability
- experience drafting minutes and correspondence
- excellent communication skills, both written and verbal
- excellent editing and proofreading skills
- attention to detail and a high level of accuracy
- working knowledge of Microsoft Office applications including Word, Access, Outlook, and PowerPoint
- minimum typing speed of 50 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 an interview will be contacted.