

## POSITION PROFILE

**POSITION TITLE:** Assistant Registrar, Continuing Competence

**POSITION CLASSIFICATION:** Specialty

**REPORTS TO:** Registrar

**POSITION SUMMARY:** As a member of the senior leadership team, this position has overall responsibility for CPSA's Continuing Competence department, along with supporting CPSA's overall mandate to protect the public by guiding the medical profession, as directed legislatively under Part 3 of the Health Professions Act. This strategic role is responsible and accountable for ensuring the department's work is aligned with CPSA's Strategic Plan as well as being an essential part of the CPSA Leadership team that supports the organization's values.

### TYPICAL DUTIES

#### Major Responsibilities:

Overall responsibility for development and implementation of the Continuing Competence Program.

- The objectives of the Continuing Competence Program are:
  - (i) General Assessment Program - To develop and direct regular reviews of the professional performance of all Alberta physicians;
  - (ii) Competence Assessment Program – To direct registered practitioners to undertake individual and practice based assessments and remediation of competence as required
  - (iii) Infection Prevention and Control – To develop standards and monitor compliance, to ensure that all physicians who reprocess medical instruments do so in a safe and appropriate manner.
  - (iv) To facilitate and promote appropriate medical education opportunities to practicing physicians;
  - (v) To identify trends on the performance of physicians, and
  - (vi) To identify personal and system factors affecting physicians' performance.
- Support the activities of the Competence Committee, and to provide oversight to the advisory committees of the Competence Committee
- Works with the Director of Continuing Competence to review and submit a department budget, and to ensure effective functioning of the department including a positive corporate culture.
- Innovate and lead strategic direction for Continuing Competence Program
- Provide supportive direction and performance management of diverse program teams, including Senior Medical Advisors

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- Represents CPSA at the provincial and national levels to advance the objectives of the Strategic Plan related to the Continuing Competence Program.

**General Responsibilities**

- As a member of CPSA’s senior executive team, ensures alignment and integration of the Continuing Competence Program with CPSA’s mission, vision, and values.
- Provides advice to Albertans and the medical profession.
- Provides assistance to team members as required.
- Participates in department, secretariat, and council meetings.
- Acts as liaison with external partners and organizations as required.
- Actively contributes to maintaining and enhancing a positive culture at CPSA
- Embodies and promotes CPSA values and displays CPSA brand characteristics in their work with internal and external audiences.
- Undertakes other duties assigned by the Registrar.

**COMPETENCIES**

**CORE COMPETENCIES:**

**Attitude**

Exhibits a positive outlook towards work and co-workers.

**Continuous Quality Improvement (CQI) Focus**

Anticipates and plans to deal with future events, trends, problems and opportunities, and exercises judgment as appropriate; continuously looks for creative ways to improve processes and/or outcomes.

**Customer Service**

Anticipates and responds to the needs of internal and external customers...develops and maintains strong relationships with all customers...seeks ways to achieve service excellence.

**Integrity**

Demonstrates honesty and ethical conduct in business dealings including the way individuals treat one another and handles confidential information.

**Teamwork**

Works productively in groups to achieve common objectives; respects and values the contribution of all employees in achieving the mission and goals of the CPSA.

**ADDITIONAL COMPETENCIES:**

**Commitment**

Exhibits a high level of personal involvement in one's job and persistence in overcoming obstacles and completes difficult assignments; exhibits a strong work ethic; believes in what one does and its purpose.

**Communication**

Speaks and writes clearly and concisely; uses active listening skills; getting one's message across efficiently and effectively.

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**Decision Making**

Makes sound decisions within an optimal time frame, often in ambiguous and changing situations.

**Flexibility**

Remains open-minded and flexible when presented with different perspectives and/or faced with changes; copes effectively with pressure and adversity.

**Professional Image**

Personal presentation is consistent with the values, culture and image of the College.

**Leadership**

Has a "big picture" perspective and continuously emphasizes the broader vision...applies a comprehensive understanding of our company's business plan to establish and drive the organization's agenda.

**POSITION CLASSIFICATION EVALUATION CRITERIA**

**Training & Experience Requirements:**

- MD, CCFP or equivalent, and/or Royal College Fellowship eligible for licensure in Alberta
- Broad medical knowledge and experience in a variety of health care settings
- A minimum of ten years in clinical practice and recent leadership/administrative experience
- Assessment and teaching experience with physician learners and/or practicing physicians
- Training and/or experience in quality improvement and patient safety, and/or executive coaching would be an asset

**Complexity:**

- Requires a sound knowledge of CPSA policies and practices
- Requires interpretation of professional conduct and standards of practice
- Requires superior verbal and written communication skills.

**Independence in Decision Making:**

- Makes decisions and recommendations on complex issues
- Exercises considerable judgment and initiative in interpreting professional conduct, and regulatory language.
- Identifies, initiates, and completes projects and assignments.

**Supervision Received:**

- Works under the general direction of the Registrar

**Supervision Exercised:**

- Director of Continuing Competence
- Senior Medical Advisors in the portfolio

**Computer Experience:**

- Computer literacy required, including familiarity with MS Office applications

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**Other Requirements:**

- Strong interpersonal skills
- Strong interest in leadership development and team building
- Strong interest in the development of enhanced /outcome based assessment and remediation model.