



EMPLOYMENT OPPORTUNITY

Coordinator, Registration Services (SIPPA)

The College of Physicians and Surgeons of Saskatchewan (CPSS) is looking for a Coordinator, Registration Services (SIPPA) to join our Registration Services team for a 1 year, full time term position.

THE OPPORTUNITY

Reporting to the Director of Registration Services, the Coordinator, Registration Services (SIPPA) will be responsible for carrying out a variety of administrative activities and coordinating processes, including data entry, phone and email management and tracking and processing large volumes of information, in support of physicians seeking selection and licensure for engagement in the Saskatchewan International Physician Practice Assessment (SIPPA) program.

KEY RESPONSIBILITIES

- Communicate with applicants, physicians, and representatives of the Ministry of Health, College of Medicine, Saskatchewan Health Authority and/or physician offices to obtain general information and/or documentation in a timely manner.
- Access various external data sources to assist with verifying credentials of Saskatchewan applicants and to gather background registration information.
- Prepare and distribute documentation and forms related to registration, licensing, medical corporations, practice assessments and supervision, and Certificates of Professional Conduct.
- Manage and maintain multiple email inboxes and files in compliance with related procedures.
- Receive, screen and respond to requests ensuring the information provided is accurate and complete.
- Ensure all required documentation and data are collected in a comprehensive file to facilitate case assessment and final determination.
- Develop and maintain effective working relationships with co-workers to support a culture of collegiality.
- Provide backup coverage to the CPSS main office reception, as required.

WHAT YOU HAVE

Education/Experience

- A minimum of one-year Vocational/Technical/Business School diploma from a recognized institution

- 3 years of relevant work experience as an administrative assistant in a professional environment
- An equivalent combination of education and experience may also be considered

Knowledge/Skills

- Proven ability to deal with confidential and sensitive information in a professional manner while complying with Health Information Protection Act (HIPA).
- Ability to multi-task while managing competing priorities.
- Ability to enter data with a high degree of accuracy and efficiency.
- Effective interpersonal communication (both verbal and written)
- Excellent proofreading and editing skills.
- Training and/or experience in taking, transcribing and appropriately distributing meeting minutes.
- Training and/or proficiency at an advanced level with Microsoft Tools (Word, PowerPoint, and Outlook) and intermediate level in the use of spreadsheet/database packages (ie. Excel or Access).
- Knowledge of standard office equipment and procedures.
- Excellent organizational skills and demonstrated ability to take initiative and to multi-task with minimal direction/supervision.
- Demonstrated ability to deal courteously, tactfully and respectfully with internal and external stakeholders in person, on the telephone and via electronic communication.

ABOUT THE CPSS

The College of Physicians and Surgeons of Saskatchewan exists to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care.

The CPSS is a statutory, professionally-led regulating body established by legislation of the Government of Saskatchewan and charged with the responsibility of licensing properly qualified medical practitioners; developing and ensuring the standards of practice in all fields of medicine; and investigating and disciplining of all doctors whose standards of medical care, ethical or professional conduct are questioned.

We offer an excellent compensation package which includes:

- Competitive salary
- Option to participate in the pension plan
- Comprehensive benefit package that includes health, dental, life insurance, accidental death and dismemberment.
- Employee and Family Assistance Program
- Annual health and wellness allowance

- paid leave provisions including vacation days
- Free on-site gym and ample electrified parking

APPLICATION PROCESS

Please submit your resume and a cover letter to careers@cps.sk.ca by the end of day, **Friday, February 9, 2024**

All applications will be held in strict confidence. No references will be contacted without the applicant's consent.

We thank all applicants for their interest in the CPSS, however, only those selected to move forward in our candidate selection process will be contacted.

By applying to this position, you are confirming you possess either a Canadian Citizenship, permanent resident status, or valid work permit.

The College strives to create a diverse and inclusive work environment that enhances our ability to meet the needs of the communities we serve. All qualified candidates will be considered regardless of physical ability, age, race, ethnicity, religion or belief, sex, sexual orientation, gender identity or expression.