



Deputy Registrar

College of Physicians and Surgeons of Newfoundland and Labrador

About Us

The College of Physicians and Surgeons of Newfoundland and Labrador is a Medical Regulatory Authority that serves and protects the public by regulating the practice of medicine in the province. Our vision is to ensure quality healthcare in Newfoundland and Labrador through the regulation of the medical profession in the public interest.

Overview of the Role

Reporting to the CEO and Registrar, the Deputy Registrar is responsible for the overall leadership, management, and oversight of the College's Quality and Registration Departments in accordance with the *Medical Act, 2011* and the College's [Strategic Plan](#). The Registration Department serves the public interest by making fair and defensible licensing decisions and by maintaining accurate information on the province's registrants while the Quality Department oversees the delivery of physician assessment services, compliance, and the work of the Quality Assurance Committee (QAC).

As the individual responsible for ensuring the College is meeting its mandate to serve in the public's best interest as it relates to the licensing and quality of physicians in Newfoundland and Labrador, the Deputy Registrar will lead and advise the Registration and Quality Departments on key policies, procedures, and practices to make informed timely decisions on licensing physicians and physician performance, and support the Complaints Authorization Committee (CAC) and other Committees of Council as necessary, while ensuring alignment with the College's strategic drivers: Easy to work with; Collaborating widely with stakeholders to resolve challenges; and Innovating regulatory practices to fit an evolving landscape.

You hold yourself to the highest standard of ethical behavior and integrity, motivating your team members to do the same. You recognize the important role the College plays in ensuring Newfoundlanders and Labradorians have access to safe and high-quality medical care and work cross functionally within the organization to deliver results together. You are self-motivated with strong leadership and communication skills. You effectively utilize your relationship building skills to work with the College's key stakeholders and identified partners to enable collaboration and innovation to solve complex problems and continuously improve the College's policies and practices to deliver on its mandate.

Requirements

- Must be legally entitled to work in Canada.
- Doctor of Medicine (MD) degree and eligible for a medical license in the province of Newfoundland and Labrador.

- A satisfactory criminal record check.

Ideal Candidate

- 5+ years of clinical experience.
- Experience leading and motivating successful teams and demonstrating strong people management and leadership skills.
- Experience in senior medical administration is considered an asset.
- Outstanding critical thinking and problem-solving skills with a continuous improvement mindset.
- Demonstrated working knowledge and understanding of the Medical Act and Regulations.
- Proven track record of creating and maintaining strong, impactful relationships.
- Excellent written and verbal communication skills.
- Strong project management, multitasking, and decision-making skills.

What We Offer

- Challenging and rewarding work.
- Competitive compensation.
- Vacation and leave entitlement.
- Health, Dental and Wellness benefits.
- Defined contribution pension plan.

The College of Physicians and Surgeons of Newfoundland and Labrador is committed to building and maintaining a diverse workforce and an inclusive work environment. We are a proud equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic that makes us unique.

If you require reasonable accommodation to take part in the employment process, please call 709-437-4300 or send an email to maddie@ethree.ca and let us know the nature of your request.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

To Apply: Please submit your CV and an expression letter of interest [here](#)

Position: Full-Time Permanent

Location: St. John's, NL

Application Close Date: January 12th, 2024