



Assistant Registrar

The College of Physicians and Surgeons of Manitoba protects the public as consumers of medical care and promotes the safe and ethical delivery of quality medical care by physicians in Manitoba.

*Make a mark on your profession
for future generations of physicians!*

This is a newly enhanced role overseeing quality initiatives and providing support and education to the members of the College of Physicians & Surgeons of Manitoba (CPSM). Reporting to the Registrar, the **Assistant Registrar** will support and build system initiatives to ensure the supervision of the practice of medicine and the competence of members. As part of the Senior Leadership Team, this key individual will participate in discussions and decision making on a variety of topics impacting the CPSM, to allow for continued future success. This position will enjoy significant autonomy and responsibility towards a quality improvement focus and offers the opportunity for a practicing physician to make a meaningful impact in the profession and see the results of their work by applying practical solutions in innovative ways! The opportunity offers an attractive salary, excellent benefits, flex-time, impressive office and views, and the occasional opportunity to travel within Canada. <http://cpsm.mb.ca/>

The Organization:

The CPSM is directed by a Council consisting of physicians and public representatives, enabled and guided by [The Regulated Health Professions Act](#), its [Regulations](#) and Council's [Code of Ethics](#) and [By-Laws](#). The functions of CPSM include registration and licensure of Manitoba physicians, clinical and physician assistants and medical trainees; addressing any complaints and conducting investigations regarding members; and ensuring standards are met. The organization exists to serve and protect the people of Manitoba.

The Opportunity:

CPSM has a dedicated, proficient, stable team of approximately 40 people. CPSM, a complex organization, is seeking a collaborative physician, committed to .75 FTE, with the ability to apply new approaches and implement change to improve standards and operations. This integral individual will have the ability to help shape the profession for future generations of members, and more importantly, enhance the role of the CPSM in protecting the public.

Selection Criteria:

- Post graduate degree in medicine, must be eligible for a Certificate of Practice to practice medicine in Manitoba;
- Practicing physician with recognizable contributions and network in the physician community;
- Business acumen including knowledge of the fundamentals of financial statements;
- Track record of strong problem-solving and decision-making, coupled with the ability to balance broad and strategic goals with a detailed perspective;
- Strategic thinker with the capacity to analyze, conceptualize, orchestrate and execute realistic plans;
- Demonstrated success using digital tools and technology to optimize operations;
- Exceptional interpersonal and communication skills. Media and public relations experience are assets;
- Experience in an administrative position in the health care sector is an asset.

Responsibilities Include:

- Build and maintain contact with members regarding questions or concerns about Standards, advising, monitoring and developing action plans as required by the program to resolve issues as needed;
- Oversee the daily operations of the Standards Department, programs, and projects by providing guidance developing policies/processes, and oversight of the Physician Quality Improvement Program;
- Represent/promote the CPSM in meetings and other various interactions with stakeholders;
- Perform the Registrar's duties as assigned by the Registrar during the Registrar's absence;
- Act as the conduit between the daily operations of the Standards Department and Standards Committee, finalizing the agenda, being cognizant with marketplace trends and the impact on the CPSM overall.

For more information or to apply for this exceptional opportunity, contact Jen@harrisleadership.com quoting project #19121. Please send resume and address the selection criteria in your cover letter.