



College of Chiropractors of Ontario
L'Ordre des Chiropraticiens de l'Ontario

Director of Professional Practice – Job Posting

September 13, 2021

Introduction

The College of Chiropractors of Ontario (CCO) is the regulator established by the Ontario government to regulate chiropractors in the public interest in Ontario. CCO operates in accordance with the *Regulated Health Professions Act, 1991 (RHPA)* and the *Chiropractic Act, 1991* and its mission, vision, values and strategic objectives. CCO is one of 26 regulatory Colleges that regulates their respective health professions in Ontario under the *RHPA*, and is directed by a Council comprised of 9 elected members of the profession and 6 – 7 public members appointed by the Lieutenant Governor of Ontario. As of January 1, 2021, there are 5,109 chiropractors registered with CCO. For additional information about CCO, please visit the CCO website at www.cco.on.ca.

CCO's long serving Director of Professional Practice (DPP), Dr. Bruce Walton, is moving to Nova Scotia! Accordingly, CCO is seeking an individual for the position of DPP. The new candidate must have excellent communication, interpersonal, organizational, writing and technical skills, and must be able to interact, communicate and work effectively with staff, Council and committee members, stakeholders, registered chiropractors and members of the public. Professionalism, flexibility, commitment to professional regulation in the public interest, and a willingness to undertake new projects are considered an asset for this position.

Duties and Responsibilities

- Coordinate, manage, review and update CCO's Peer and Practice Assessment (PPA) Program, including working with CCO staff and the Quality Assurance (QA) Committee to:
 - Select and notify members when they are selected for PPAs
 - Assign peer assessors to members
 - Manage, process and distribute PPA materials
 - Manage the team of peer assessors, including coordinating resource needs, selecting and dismissing peer assessors, providing ongoing training and developing workshops for peer assessors, providing advice and direction to peer assessors
 - Providing PPA dispositions and managing follow-up and remediation
 - Reviewing and updating PPA materials and processes
 - Develop new and innovative components of the PPA, including but not limited to website and social media reviews.

- Providing staff support to the QA Committee, including working with CCO staff, and specifically the Deputy Registrar, to:
 - Develop and distribute agendas and meeting packages for the QA Committee

- Research and develop draft standards of practice, policies, guidelines, memoranda, background documents and other materials for the QA Committee’s review and consideration
 - Coordinate, manage and update components of the QA program, including professional portfolio, self assessment and continuing education
 - Complete any other tasks as directed by the QA Committee
- Developing, updating and presenting presentation materials on behalf of CCO to members, stakeholders and the public, including current record keeping workshops, peer assessor workshops, annual general meetings, road shows and new and innovative workshops, webinars and presentations related to CCO’s mandate and programs.
- Fielding and responding to calls and emails from members of the profession, members of the public, chiropractic and health care stakeholders and other organizations, providing information related to CCO legislation, standards of practice, policies, guidelines and processes in response to these questions and consulting with CCO staff and committees, if necessary.
- Assisting CCO staff with projects and tasks related to Quality Assurance and Peer and Practice Assessment, including but not limited to:
 - Developing and implementing peer mentoring guidance and reporting protocols for members referred from the Inquiries, Complaints and Reports (ICR) Committee and Registration Committee
- Liaising and communicating with other chiropractic and health care stakeholders, including government officials and staff, professional associations, professional malpractice insurance providers, other Ontario health regulators and other chiropractic regulators.
- Developing written and presentation material for CCO annual reports, newsletters, website material, email blasts, annual general meetings and other CCO resources.
- Attending CCO meetings, as required, including CCO Council meetings and QA Committee meetings.
- Handling other duties and tasks, as assigned by Registrar and General Counsel, including assisting with the planning of CCO events and programs.

Requirements for Applicants

The successful candidate must have the following requirements:

- Doctor of Chiropractic Degree from an accredited chiropractic program
- Membership in the General class of registration with CCO
- Good standing status with CCO
- Direct experience with chiropractic care of patients for a minimum of 5 years
- Prior experience with professional regulation and the ability to communicate in both official languages are assets
- No current professional affiliations with organizations that may present a conflict of interest with CCO’s mission and mandate

Skills and Qualifications

- Knowledge of the *RHPA, Chiropractic Act, 1991* and CCO standards of practice, policies and guidelines
- Knowledge and experience with:
 - CCO's Quality Assurance Program and Peer and Practice Assessment Program
 - a regulatory environment and applying relevant legislation and regulation
 - the chiropractic profession
- Excellent professional writing and verbal communication skills for a variety of audiences
- Demonstrate proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Demonstrate proficiency in other computer and technology programs (e.g., database programs, Zoom and other evolving technologies)
- Detail and results oriented
- Manages and organizes complex and varied workload
- Can work efficiently to meet deadlines
- Ability to work effectively in a team environment, working with other staff and council and committee members
- Ability to work in a dynamic environment with shifting priorities and able to adapt and learn new skills to meet priorities
- Understanding of and commitment to the duty of confidentiality

How to Apply

Please submit a cover letter and resume to the attention of Mr. Joel Friedman, Deputy Registrar at jfriedman@cco.on.ca on or before **October 25, 2021, at 4 pm**. Please state "Director of Professional Practice Application" in the subject line and include your contact information, including a telephone number and email address on your resume.

This position is a part time position, which requires working in-person at the CCO office 3 full days a week. This position reports to Mr. Joel Friedman, Deputy Registrar. Compensation is in the range of \$80,000 - \$90,000, depending on relevant experience. Details, such as a travel allowance, may be considered for those outside of Toronto. CCO thanks all applicants in advance; however, only those selected for an interview will be contacted. The successful candidate will work along-side Dr. Bruce Walton, DPP, for training purposes. CCO will conduct virtual interviews on or around the weeks of **November 1 - 12, 2021**. The anticipated start date for this position is approximately **December 1, 2021**.

CCO values diversity and inclusion and is committed to promoting equal opportunity and integration in the workplace.