



## COLLEGE OF CHIROPODISTS OF ONTARIO

*Regulating Chiropodists and Podiatrists in Ontario*

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### **Coordinator, Professional Conduct and Hearings 10- month Contract Position to Start Immediately**

#### **About the College**

The College of Chiropodists of Ontario is the regulatory body that oversees the practice of chiropodists and podiatrists in Ontario. Our job is to ensure that the public receives safe, effective, competent and ethical care. Our mission is to act in the public interest

#### **Position Summary**

The College has an immediate need for a Coordinator, Professional Conduct and Hearings. This position reports directly to the Registrar. It is a 10-month contract with an immediate start date.

#### **Key Functions and Responsibilities**

##### **Case Management of Complaints and Reports:**

- Assist with investigation and processing of College complaints and reports
- Provide support and act as a resource to College ICRC/Discipline Committees
- Liaise with Committee Chairs to arrange Panels for complaint and discipline matters
  - Schedule and manage dates/times and attend all Panel teleconferences
- Compose Decision and Reasons documents based on investigation results, Panel decision and reasons
- Liaise with legal counsel for all matters pertaining to ICRC and Discipline

##### **Follow-up to ICRC Decision and Reasons & Discipline Orders:**

- Follow-up and arrange all requirements stemming from Discipline Orders and ICRC decisions
- Review, follow-up and process all inspections/reports by mentors/supervisors
- Manage and ensure payments and documentation are received by members relating to mentorships/inspections/orders

##### **Appeals Process:**

- Organize, process and send documents and College resources requested by the Health Professions Appeals and Review Board
- Attend and represent the College by phone at all pre-conference reviews/hearings for Appeals matters

##### **Record Keeping:**

- Keep Complaint Files up to date according to statutory requirements
- Update the College database with regards to all complaints and discipline matters including inputting of Discipline Hearing Orders, suspension details, etc.

**Information:**

- Act as a resource to members of the public, College members, etc.
- Develop and maintain knowledge of the *Regulated Health Professions Act, 1991*; Health Professions Procedural Code; Personal Health Protection Information Act; *Chiropody Act, 1991*; all College regulations, standards, guidelines, etc.

**Skills Required:**

- Excellent organizational skills
- Communication skills
- Critical thinking skills
- Knowledge of terminology pertaining to chiropody/podiatry
- Strong writing and editing skills
  - Knowledge of Microsoft Word, Excel, Access. iMIS

If you are interested in the position, please reply to [fsmith@cocoo.on.ca](mailto:fsmith@cocoo.on.ca) Applications will be reviewed as they arrive and interviews conducted immediately thereafter.

We thank all applicants for their interest. Only those selected for an interview will be contacted.