



COLLEGE OF CHIROPODISTS OF ONTARIO

Regulating Chiropodists and Podiatrists in Ontario

Coordinator of Professional Conduct and Hearings College of Chiropodists of Ontario

Key Responsibilities

Case Management of Complaints and Reports:

- Manage the process from intake to final consideration by ICRC or by Hearing by Discipline Panel or Hearing by Incapacity Panel (the latter is very rare)
- Maintain the Coordinator's database of all matters relating to complaints and reports
- Maintain the College's database (and future database) with current information relating to complaints and reports
- Assist with investigation and processing of complaints and reports
- Provide support and act as a resource to the ICRC/Discipline Panels, and other panels as required
- Liaise with Chairs of ICRC/Discipline as required
- Schedule dates/times and attend all teleconferences with ICRC Panels/Discipline hearings
- Compose panel document packages for circulation to ICRC panel members
- Compose Decision and Reasons documents
- Liaise with legal counsel for all matters pertaining to ICRC and Discipline
- Liaise with webmaster for posting of current information to the public register
- Attend meetings pertaining to ICRC and Discipline matters (e.g. Investigations and Hearings symposiums with other Colleges, etc.)
- Schedule and attend annual ICRC training session (usually held in either November/December/January)

Follow up to ICRC Decision and Reasons & Discipline Orders:

- Follow-up and arrange all requirements arising from Discipline Orders and ICRC decisions
- Compose member suspension/restriction notices and distribute to insurance companies and other parties, as required
- Liaise with members regarding suspensions/restricted periods/supervision periods stemming from Discipline matters
- Format Discipline decisions for posting to CanLII and submit decisions to CanLII

Appeals Process:

- Organize, process and send documents and College resources requested by the Health Professions Appeals and Review Board within 5 business days (organize record, re-paginate record, create new table of contents, etc.)
- Attend and represent the College by phone at all pre-conference reviews for Appeals matters

- Attend and represent the College in person or by phone at all Hearings for the Appeals process

Record Keeping:

- Ensure Complaints and Investigation files up to date according to statutory requirements
- Keep records as required to provide ongoing status reports to parties regarding processing of complaints and reports
- Prepare and write summary reports for Council and Annual Report

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; *Chiropractic Act, 1991*; all College regulations, standards, guidelines, etc.

Skills Required:

- Experience in a regulatory environment an asset
- Excellent organizational skills
- Excellent Communication skills
- Critical thinking skills
- Knowledge of terminology pertaining to chiropractic/podiatry
- Strong writing and editing skills
- Knowledge of Microsoft Word, Excel, Access
- Knowledge of Dropbox

Terms and Working Conditions

- This is a 12—18 months maternity contract
- Position is 4 days week, with flexibility to work from home part of the time

Please respond by e-mail to fsmith@cocoo.on.ca by Wednesday, December 12, 2018.

Start date for the position will be January or early February, 2019