



Royal College of  
Dental Surgeons of Ontario

*Ensuring Continued Trust*



# Dental Consultant

## Join us!

The Royal College of Dental Surgeons of Ontario (RCDSO) is a leader in health care regulation. As the governing body for nearly 10,000 dentists in Ontario, our mission is to act in the public interest by putting patients first. We are committed to transparency, accessibility, openness and fairness in all our work.

*Bring your excellent analytical, organizational and report writing skills to our team as the Dental Consultant in our Professional Conduct and Regulatory Affairs (PCRA) department.*

The PCRA department responds to public inquiries about dental concerns, investigates the conduct of dentists, provides support to the Inquiries, Complaints and Reports Committee (ICRC), and Discipline Committee in their decision-making roles and enforces their decisions.

The Dental Consultant is responsible for supporting the PCRA department by conducting Registrar's investigations, including obtaining and analyzing dental charts and records, interviewing witnesses and preparing reports. The Dental Consultant will also provide dental advice to PCRA staff as needed and conduct dental office monitoring visits from time to time.

We are looking for a dentist who can work 2-3 days per week. You have excellent analytical, organizational and report writing skills, as well as highly-developed interpersonal skills, including written and verbal communication. As a current member of the RCDSO, you have in-depth knowledge and an understanding of the current standards of practice of the profession and are a demonstrated team player.

## What can I expect to do in this role?

You will:

- [Conduct investigations on behalf of the Registrar](#) under Section 75 of the Regulated Health Professions Act, including attending at dental offices, collecting documents and information, and preparing reports, as needed
- Analyze dental charts and records, including financial records, to assist in the preparation of Registrar's Reports
- Review and analyze members' responses to Registrar's Reports in order to assist in preparing for Inquiries, Complaints and Reports (ICR) Committee meetings
- Maintain dental charts and records in a secure and organized fashion to ensure integrity and accuracy of process
- Interview complainants, patients, dentists and other witnesses by telephone and in-person
- Maintain case files in an organized, accurate and complete manner that is consistent with legislated requirements and timelines
- Manage case files using the College's electronic case management system
- Monitor members' dental practices in accordance with committee decisions and prepare monitoring reports
- Provide dental advice to PCRA staff as needed
- Contribute to regular team meetings and engage in collaborative teamwork

## What skills and background do I need?

The Dental Consultant requires:

- University degree in dentistry
- Current registration with the RCDSO
- In-depth knowledge of the RCDSO's Guidelines, Practice Advisories and Standards of Practice
- Knowledge of the Regulated Health Professions Act, related legislation, and administrative tribunal procedures
- Superior organizational, time management and case management skills, and ability to work well under pressure
- Strong attention to detail and accuracy, and ability to synthesize large volumes of information and documentation
- Excellent interpersonal, verbal/written and interviewing skills
- Ability to work independently and demonstrate sound judgment
- Ability to work objectively and maintain confidentiality
- Proficient in Microsoft Office
- Ability to excel in a dynamic team environment
- Experience and training in investigative techniques an asset
- Experience in teaching and/or mentoring an asset

## How do I apply?

Submit a cover letter and resume, telling us why you are interested in this position and how your skills meet our needs. Your letter and a resume must be emailed to [careers@rcdso.org](mailto:careers@rcdso.org) by **December 10, 2018 at 5 pm.**

*Thank you for your interest; only applicants selected for an interview will be contacted.*  
*The Royal College of Dental Surgeons is an inclusive employer.*  
*Accommodation is available upon request under the Ontario Human Rights Code.*  
[www.rcdso.org](http://www.rcdso.org)