

Senior Decisions Administrator

The College of Physicians and Surgeons of Ontario (CPSO) is the province's medical regulator. We have a mission to serve the public interest in Ontario's health system, ensuring patients receive quality care from fully trained, highly competent, deeply compassionate, and ethically guided doctors.

The College issues decisions in response to public complaints and Registrar's Investigations about doctors. These decisions are made by the Inquiries, Complaints and Reports Committee (ICRC), made up of physician and public members, which oversees all investigations into physician care, conduct and capacity. The ICRC reviews on average 3700 matters and makes approximately 2600 decisions each year. The College also issues decisions about applicants who wish to become members of the College and to practice medicine in Ontario or wish to amend the terms of an existing certificate to practice medicine in Ontario. These decisions are made by the Registration Committee, which oversees all applications made to the College to practice medicine in Ontario. The College also issues decisions about Out-of-Hospital Facilities, and the Decisions Administrators send Decisions arising out of the Premises Inspection Committee (PIC) meetings about whether facilities may continue or cease operations based on our Standards. Senior Decisions Administrators draft, on behalf of the ICRC, Registration Committee, and PIC, clear, concise and plain language reasons for the Committee decisions.

Candidates for the role must be able to fashion plain language explanations of regulatory outcomes and medical terminology. Candidates must be able to communicate effectively in a fast-paced Committee setting to ensure that the Committee is acting within its legislative mandate and providing full reasons for its decisions.

Responsibilities:

- Draft decisions and reasons on behalf of the ICRC and PIC and orders with reasons on behalf of the Registration Committee in accordance with benchmarks.
- Draft decision case summaries of moderate risk outcomes for posting on the College's Register.
- Prepare for each committee meeting by reviewing case materials, members' notes, etc.
- Attend committee meetings, as required, to take detailed notes, in relation to the committee's discussions, conclusions, and final disposition of each case reviewed.
- Interact with the committee members and College staff to obtain, clarify or confirm information.
- Ensure draft decisions and orders reflect the correct disposition and the essential reasoning/intent of the committee.
- Ensure draft decisions/orders can withstand scrutiny from a variety of sources.
- Ensure draft decisions/orders are clear and comprehensible to all parties.
- Participate in other activities as required such as special projects, input to policy revision, and mentoring new staff.

Qualifications:

- University degree required; law degree preferred.
- Superb writing and editing skills with emphasis on an ability to write clearly, simply and comprehensively.
- Attentiveness and demonstrated ability to follow complex discussions by the committee members both at meetings and online, and to show good judgment in selecting relevant information to include in a written decision.
- Excellent and demonstrated analytical skills.

- Proven organizational skills to handle high volumes of work and to multi-task.
- Demonstrated ability to work to benchmarks and key performance indicators in a continuous improvement environment.
- Strong presentation skills.
- Strong initiative: ability to work both independently and as part of a cohesive team.
- Knowledge of the *Regulated Health Professions Act*, preferred.
- Knowledge of administrative law principles, preferred.
- Knowledge of health care delivery systems and medical terminology, preferred.
- Demonstrated proficiency with Microsoft Office 365, MS Teams.
- Knowledge or training in Equity, Diversity and Inclusion an asset.

How to Apply

Please click apply now and submit a cover letter along with your resume. Deadline to apply is **May 3, 2026**.

Additional Information

- It is a fundamental requirement of employment at CPSO that employees reside in Ontario and can attend the College office as required.
- Proof of COVID-19 vaccination required (minimum two doses).
- Hybrid, remote work with in-office attendance one day per week and/or more as needed.
- This posting is for an existing vacancy.

Pay Details: Salary from \$110,675

CPSO is committed to being an accessible, diverse, equitable and inclusive workplace where the rights of all individuals and groups are protected and all individuals feel safe, respected, empowered, and celebrated.

The College recognizes that Employment Equity plays a crucial part in our journey towards inclusion, and actively seeks to increase its diversity by encouraging and welcoming applications from members of groups with historical and/or current barriers to equity, including, but not limited to, Indigenous peoples, members of groups that commonly experience discrimination due to race, colour, religion, beliefs or place of origin, individuals with disabilities, and members of the LGBTQ2S+ community and individuals who identify as women.

If you require an accommodation at any stage of the recruitment process, we invite you to notify the Human Resources Department at CPSO.