



*College of
Physicians and Surgeons
of Saskatchewan*

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REGISTRAR
KAREN SHAW, M.D.

4 June, 2018

Dear Colleague,

Employment Opportunity: Deputy Registrar

The College of Physicians and Surgeons of Saskatchewan, a professionally led regulatory body whose mandate is to protect the public by regulating the practice of medicine, is seeking a Deputy Registrar to join its Senior Management Team. Reporting to the Registrar, the Deputy Registrar works closely with the Senior Management Team in operationalising the Council's Strategic Direction and its Ends. The Deputy Registrar has administrative and operational oversight of several key functions of the College, in particular the management of the Quality of Care, an education-oriented process that responds to complaints related to physician conduct and the provision of care.

In addition, the Deputy Registrar assists with improvements in assessment work, scope of practice, physician health issues including the monitoring of physicians affected with blood borne pathogens, and provides expertise to the Prescription Review Program and the Opioid Agonist Therapy Program as required. The Deputy Registrar is also the primary point of contact for members who wish to speak to a physician at the College.

Requirements

The successful candidate must:

- be a medical doctor who is licensed or eligible for licensure in the province of Saskatchewan;
- have at least 10 years of clinical practice experience and knowledge of medical standards and practice guidelines;

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*To serve the public by regulating the practice of medicine
and guiding the profession to achieve the highest standards of care*

- be energetic and be passionate about the College's mission to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care;
- have strong leadership and interpersonal skills;
- be able to work both independently and as a member of a team;
- have strong analytical and problem-solving skills, excellent judgment and well-developed written and verbal communication skills; and
- the desire to seek improvements in processes.

A high level of attentiveness is required in this position to deal with the complexity and volume of work. An understanding of regulation would be an asset.

Work is performed in an office environment in Saskatoon and some travel is required. Salary is commensurate with the position and the candidate's experience. The desired commencement date is September 2018.

Additional details about the position can be found in the attached profile. Interested candidates may submit a curriculum vitae confidentially to Dr. Karen Shaw, Registrar at karen.shaw@cps.sk.ca by no later than midnight on Monday 25 June, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Shaw', written in a cursive style.

Karen Shaw
Registrar