



The College of Physicians and Surgeons of Saskatchewan (CPSS) is looking for a **part-time Administrative Assistant** (approximately 20-24 hours/week) to join our Prescription Review Program (PRP) and Opioid Agonist Therapy Program (OATP) team. **This is a term contract to March 31, 2023, with the possibility of extension.**

The PRP is Saskatchewan's educationally focused prescription monitoring program administered by CPSS on behalf of the Ministry of Health (MoH). The Program monitors a provincially designated panel of prescription medications with known misuse, abuse, and diversion potential for possible inappropriate prescribing by physicians and possible inappropriate use by patients.

The OATP is administered by CPSS on behalf of the Ministry of Health, Community Care Branch. The program manages the methadone and buprenorphine/naloxone approval process for Saskatchewan physicians interested in providing opioid agonist therapy (OAT) and works to ensure the safe and appropriate use of medications used as OAT. Educating physicians and other healthcare professionals about OAT are part of the program deliverables.

The Opportunity

Reporting to the Operations Manager, the Administrative Assistant is responsible for supporting the success of the PRP and OATP by providing general administrative support, coordination and planning for the programs and staff.

Key Responsibilities

- Provides general administrative support to Program staff
- Tracks Program correspondence with a high degree of accuracy and efficiency
- Generates, formats, proofreads, and distributes a variety of correspondence in an accurate, timely and professional manner
- Accurately identifies and retrieves patient information from appropriate databases as requested
- Generates reports for the purpose of analyzing data, tracking communication, and updating stakeholders
- Participates in planning, coordinating, and hosting educational events as requested
- Responds to telephone, in-person, and electronic inquiries and provides timely, accurate and up-to-date information
- May provide administrative support to PRP and OATP working groups including gathering agenda items, preparing meeting agendas, circulating agendas for approval, attending meetings, taking, and transcribing meeting minutes
- Other duties as may be assigned from time to time

What you have

- Successful completion of a related one-year business college diploma, including the completion of a medical terminology course, is required
- Minimum of one year's experience performing administrative functions in a fast-paced office environment

- Ability to enter data with a high degree of accuracy and efficiency
- Ability to deal with confidential information in a professional manner while complying with the *Health Information Protection Act* (HIPA)
- Ability to multi-task while managing competing priorities
- Ability to work independently and as part of a team
- Strong verbal and written communications skills
- Proficient skill in the use of basic office equipment and a computer with Microsoft Office software and database software
- Knowledge of standard office equipment and procedures
- Demonstrated ability to deal courteously, tactfully, and respectfully with internal and external stakeholders in person, on the telephone and via electronic communication

About CPSS

The College of Physicians and Surgeons of Saskatchewan exists to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care. CPSS is a statutory, professionally-led regulatory body established by legislation of the Government of Saskatchewan and charged with the responsibility of licensing properly qualified medical practitioners; developing and ensuring the standards of practice in all fields of medicine; and investigating and disciplining of all doctors whose standards of medical care, ethical or professional conduct are questioned.

We offer an excellent compensation package with a focus on your health, wealth, career, and life including:

- Competitive salary
- Excellent pension plan
- Comprehensive benefit package that includes health and dental plan, life insurance, accidental death and dismemberment insurance, disability insurance, Employee Family Assistance Program and annual health and wellness allowance
- Generous leave provisions including vacation days, sick days, and personal obligation days
- Free on-site gym and ample electrified parking
- Development opportunities

Work is normally performed on-site in a typical office environment. However, temporarily due to COVID-19, the duties of the position may be fulfilled through a combination of remote and in-office work.

Application Process

Please submit your resume and a cover letter no later than Thursday, September 2, 2021 at 5:00 PM to careers@cps.sk.ca. Only those candidates selected for an interview will be contacted.