



Review Analyst 1.0 EFT – Registration Department

The College of Physicians and Surgeons of Manitoba (CPSM) is the medical regulatory authority in Manitoba, serving the public interest by regulating the practice of medicine. Comprising of approximately 50 staff, this unique not-for-profit organization carries out its mandate to protect the public through three core functions:

- **Registration** verifies that individuals seeking licensure to practice medicine in Manitoba meet all the established competency and registration requirements.
- **Quality** supervises the competency of medical practice and proactively promotes safe care for Manitobans through ongoing education and quality improvement initiatives.
- **Complaints and Investigations** respond to concerns regarding conduct or care and investigate complaints about CPSM registrants.

The Opportunity

CPSM is looking for a full-time Review Analyst to join the Registration Department. This position provides technical and analytical support to Manitoba registrants by reviewing applications for registration, medical corporations, and provisional registration audits and monitoring. This requires strong attention to detail and following standard operating procedures while providing exceptional customer service to our potential or current registrants. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

The Individual

As a member of the Registration Department, you possess excellent organization, time management and customer service skills, including the ability to work and problem-solve independently within specific guidelines and with multiple deadlines. The ideal applicant has experience working in a position that requires following standard operating procedures in a detailed and complex environment. The ideal candidate would be capable of understanding & facilitating a high volume of confidential and, in some cases, sensitive matters in a legislated framework while maintaining a high level of customer service.

Duties & Responsibilities:

Analyzes and processes registration applications/renewals within a legislated framework:

- Reviews and processes applications from several categories of physicians including specialists, foreign-trained medical graduates, medical students, medical corporations, etc.

- Reviews internal and external databases to verify and validate documentation.
- Compiles the necessary information and prepares summaries for both standard and non-standard applications.
- Supports applicants through the process of registration both in writing and through in-person meetings.
- Connects with relevant partners throughout the registration process to ensure the application is effectively triaged.
- Initiates and monitors standard contracts related to practice supervision.
- Accurately tracks and records all documents related to the licensure application.
- Tracks tasks and projects to ensure appropriate prioritization of projects with respect to deadlines and organizational developments.
- Data entry to update registrant files, issuing follow-up letters, liaising with other CPSM departments to verify and validate information, and responding to registrants through phone call follow-ups.
- Ensures the Director and Coordinator are effectively briefed on issues or concerns relating to new applications or renewals.
- Assists the Coordinator and Director with projects and other duties as assigned.

Qualifications:

Education & Experience:

- A minimum of 2 years of quality control, screening, regulatory experience or associated administrative duties. A combination of education and experience will be considered.
- Effective communication skills, particularly in dealing with registrants, partners, and multi-disciplinary members of a professional organization.
- Must be able to communicate in English.

Competencies:

- Typing Speed and Accuracy
- Attention to Detail
- Technical Proficiency in database use
- Time Management and Organization Skills
- Confidentiality and Data Security
- Critical and Analytical Thinking Skills
- Knowledge of Standards and Regulations
- Effective Communication skills
- Adaptability
- Team Collaboration

The College of Physicians & Surgeons of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons/ persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

All qualified candidates are encouraged to apply.
Accommodation is available upon request during the assessment and selection process.

This position is subject to a Criminal Record Check.

Salary and Benefits

We offer a comprehensive, Employer-paid benefits package. A salary range has been established. Individuals will be placed in a range commensurate with qualifications and experience.

Contact:

Submit resume and cover letter by email by **March 30, 2025**, directly to:

Email: Recruiting@cpsm.mb.ca

Attn: **Jeremy de Jong**

Interim Director, Registration Department

College of Physicians and Surgeons of Manitoba

1000-1661 Portage Avenue

Winnipeg, Manitoba R3J 3T7

We thank you for your interest in this position.