



COTBC

College of Occupational Therapists
of British Columbia

Job Title

Manager, Quality Assurance Program (QAP) and Practice Advisor

Reports To

Deputy Registrar

Working Conditions

Full-time / 7.5 hr workday / 37.5 hr work week / Monday-Friday

Location: Victoria

Position Summary

The Manager is responsible for managing and implementing the Quality Assurance Program, including quality improvement, while ensuring the College works efficiently per industry bylaws and policy.

This role is responsible for ensuring the College meets its mandate as outlined in the *BC Health Professions Act* for registering Occupational Therapists in BC and delivering the Quality Assurance Program that supports and monitors the competence of BC Occupational Therapists as part of protecting the public.

This role advises and supports the Quality Assurance Committee and Patient Advisory, Standards and Ethics Committee. The Manager collaborates with external partners and acts as a part of the practice advisory team.

Responsibilities

Quality Assurance Program

- Oversees, develops, operates, and evaluates the QAP for the College.
- Stays current with best practices for assessing and supporting continued competence of regulated health professionals.
- Develops relationships and works collaboratively with regulators and subject matter experts.
- Shares knowledge of legislation related to the QAP with the committee members and individuals inquiring about practice questions.
- Works with committees to maintain and monitor the QAP, including program development, implementation, and evaluation.
- Works with QAP-related subcommittees (i.e., Case writers) to maintain the QAP.
- Responds to registrant feedback on QAP activities, ensuring relevance and value.
- Ensures the process invokes trust and confidence from the public to receive safe, effective, and ethical Occupational Therapist services in BC.
- Provides strategic advice to the Registrar & CEO about quality assurance and continuing competence matters.
- Monitors and advises the Quality Assurance Committee on quality assurance and continuing competence trends, assesses their implications, and develops plans to address impact.



COTBC

College of Occupational Therapists
of British Columbia

- Writes or provides content for COTBC communications regarding quality assurance and continuing competence.
- Responsible for the development and implementation of practice standards.
- Reporting on key performance indicators related to practice trends, including developing action items related to KPIs.
- Other duties as required.

Practice Advisor and Resource Development

- Oversees, advises, and guides individuals, including the public and registrants, to appropriate resources.
- Answers questions from the public and registrants.
- Collaborates with the Deputy Registrar to determine and develop practice resources for short-term and long-term needs.
- Develops practice standards and advisory statements as needed.

Competencies

- *Teamwork: Ability to work with others; demonstrate visibility and support to colleagues.*
- *Accountability: Ability and willingness to be accountable to the public and registrants through a robust Registration Program and Quality Assurance Program.*
- *Communication: Ability to communicate with various individuals internally and externally clearly and professionally to articulate rationales and reasoning and demonstrate credibility.*
- *Coaching and Developing Others: Ability to support, share knowledge and rationale, coach and educate various team members, registrants, and individuals to add value to the Registration and Quality Assurance Program while adhering to college mandates.*
- *Initiative: Ability to work independently, self-motivate, be self-directed, and take initiative.*
- *Critical Thinking: Ability to view situations from different perspectives, be non-judgemental, and be solutions oriented.*

Qualifications, Experience & Education

- Degree in Occupational Therapy (additional Degree in Health Administration, Education, Health Policy, or a related field is an asset)
- Must be registered with the College of Occupational Therapists of BC.
- Minimum five years of experience working as an Occupational Therapist.
- Demonstrated ability to lead teams and work collaboratively as a team member.
- Experience in practice leadership, education, learning, and development is an asset.
- Excellent interpersonal, verbal, and written communication skills.
- Intermediate-level experience with Microsoft Office Suite.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Sound analysis, judgment, and decision-making skills.



COTBC

College of Occupational Therapists
of British Columbia

- Ability to build and maintain effective and appropriate relationships with staff and stakeholders.
- Demonstrated familiarity with and application of the principles of continuous quality improvement and/or program evaluation.
- Awareness of options for assessment and resourcing, such as online platforms, types of reviews, webinars, etc.
- Comfortable with public speaking and presenting for a variety of audiences.
- Proficient in the use of technology and able to learn new online platforms.
- Ability to adapt to ever-changing needs and work efficiently.
- Knowledge of applicable legislation.
- Must complete a criminal record check with a satisfactory result.

How to Apply

COTBC has retained the services of Elevate Search Group to ensure a consistent, fair, and engaging selection process. If you are interested in being considered for this exciting opportunity, please contact:

Allan Welyk, Owner
Elevate Search Group
allan@esgc.ca

We thank all applicants who are interested, however only those selected for an interview will be contacted. COTBC is an equal opportunity employer who provides a workplace that is free of discrimination and supports EDI (equality, diversity, and inclusion) hiring practices.