



College of
TRADITIONAL
CHINESE MEDICINE
PRACTITIONERS +
ACUPUNCTURISTS
of British Columbia

Position description

Position: Practice Advisor (Quality Assurance)
Hours: Part-time (0.32-0.40 FTE (12-15 hours / week))
Reporting to: Director of Professional Practice
Rate of pay: Competitive salary
Date posted: July 28, 2021
Closing date: Open until the position has been filled

Role of the College

The College of Traditional Chinese Medicine Practitioners and Acupuncturists (“CTCMA”) is the professional regulatory authority that regulates traditional Chinese medicine practitioners and acupuncturists in the province of British Columbia.

Operating under the *Health Professions Act* (“the Act”), the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation, and the College Bylaws, CTCMA’s mission is to serve and protect the public interest by regulating safe and ethical practice in BC, including granting licenses and registration, setting practice standards and guidelines, investigating complaints and professional discipline.

Position summary

Reporting to the Director of Professional Practice, the Practice Advisor provides expertise and assistance for the development of Practice Standards and the Quality Assurance Program and provide practice support and guidance to registrants.

Duties and responsibilities

- Supports the Quality Assurance Committee
 1. Providing knowledge, experience and expertise
 2. Assisting the committee in developing Practice Standards and Quality Assurance Policies.
 3. Researching national and international practice standards and any other topics relating to clinical practice.
 4. Drafting new Practice Standards and revising/updating current Practice Standards (if required).
 5. Drafting Quality Assurance Policies for the committee to consider.
 6. Assisting the Director of Professional Practice in setting meeting agendas and drafting minutes and reports.
- Drafting articles for the newsletters on practice topics and quality assurance.
- Facilitating effective communications with registrants on quality assurance.
- Providing practice support by answering inquiries through emails / phone calls based on regulatory resources (Health Professions Act, TCMPPA Regulations, College Bylaws, Safety Program Manual, Jurisprudence Handbook, other practice guidance documents, and relevant laws).

Qualifications

A combination of relevant professional experience, training, skills and education below will be considered.

- At least five (5) years' experience in active clinical health practice. Registrant of the College as a R.TCM.P. or Dr.TCM in good-standing preferred. Other health professionals will be considered.
- Demonstrating a broad knowledge of standards and practices for the TCM / Acupuncture profession in BC and/or other health-related practices.

Required Skills

- Strong interpersonal skills and ability to communicate with clients.
- Proven analytical, problem solving and decision-making abilities.
- Ability to prioritize under the pressure of tight deadlines.
- Strong organizational and time-management skills.
- Strong English written and oral communication and presentation skills.
- Able to work independently and as part of a team.
- Proficiency in Windows applications including Office, Outlook, Excel, Word, PowerPoint etc.
- Knowledge of and ability to use the internet and web meeting applications.
- Objective, fair, and patient.
- Detail-oriented.

Preferred qualities

- Professionalism: maintaining confidentiality, communicating in a professional manner in written and verbal communication.
- Stress management: adapting behaviour to cope with stressful situations, including workplace stressors.
- Tactful: having or showing a sense of what is fitting and considerate in dealing with others.
- Achievement oriented: the personal need to accomplish challenging but achievable goals and projects; competing against one's own definition of excellence.
- Initiative: reference for taking action without being prompted to by others (e.g. being a self-starter).
- Self-confidence: ability to select an effective approach to a task or situation; and having confidence in one's ability and in one's decisions or opinions.

Applications

Please submit a PDF copy of your resume and cover letter to the attention of the Director of Professional Practice at Simon@ctcma.bc.ca.