



POSITION DESCRIPTION

Position Title: Practice Advisor, Occupational Therapy

Position Category: Employee Part-Time (0.4 FTE)

Department: Quality Practice: Professional Practice & Practice Support

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the x^wməθk^wəy̓əm (Musqueam), Sḵw̓x̓wú7mesh (Squamish) and səliwətał (Tsleil-Waututh) Nations — the lək^wəŋən (Lekwungen) Peoples — represented today by the Songhees and x^wsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKKÉĆEN (Pauquachin), SʔÁ,UTW (Tsawout), WJOLELP (Tsartlip), and WŚÍKEM (Tseycum) Nations.

Position Summary

The Practice Advisor, Occupational Therapy, is responsible for supporting and advising registrants, the public, and other regulatory programs within CHCPBC on profession specific issues relating to ethics, professional and clinical practice standards, and the laws that govern the practice of Occupational Therapy in British Columbia. The Practice Advisor, Occupational Therapy, provides practice support information to assist registrants to comply with their ethical and professional obligations and maintain their knowledge and understanding of applicable laws and standards.

Working collaboratively within the Quality Practice team, the Practice Advisor, Occupational Therapy, also supports the Professional Practice & Standards Advisory Committee (PPSAC) and the Quality Assurance Committee (QAC) and participates in policy development processes and decision-making.

It is essential for all College staff to contribute to a team approach with a public protection focus, delivering efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Manager, Professional Practice & Support and Quality Assurance

Direct reports: N/A

Duties & Responsibilities



1. Provide practice consultations to registrants as it relates to relevant legislation and the College's standards and bylaws.
2. Provide profession-specific support to the Quality Assurance Program for Occupational Therapy, including completing professional performance assessments and development of registrant remediation plans.
3. Provide profession-specific practice advisory support to Investigations, Discipline & Monitoring and Licensure staff teams, as well as the Inquiry Committee (IC) and Registration Committee (RC) as required.
4. Develop resources for registrants to support practice and regulatory compliance.
5. Support the development of practice standards, policies, and guidelines.
6. Ensure registrants are compliant with the Health Professions Act (HPA), the Speech and Hearing Health Professionals Regulation, the CHCPBC Bylaws, and relevant standards and policies.
7. Maintain knowledge of the profession of Occupational Therapy, relevant legislation and practices in regulation, identifying trends, risks, and best practices.
8. Collaborate with regulators in BC and other jurisdictions to share best practices and develop common approaches to regulation.
9. Other duties as assigned by the Manager(s).

Qualifications

1. Post-secondary education in Occupational Therapy, plus a minimum of five (5) years' practice experience in health care delivery.
2. Registration in good standing with CHCPBC.
3. Experience in interpreting legislative requirements and identifying and analyzing the implications on internal policies and procedures.
4. Knowledge of the HPA and a demonstrated understanding of regulatory functions and related administrative law principles preferred.
5. Tech savvy with excellent working knowledge of cloud computing systems and Microsoft Office suite (such as Word, PowerPoint, Excel, Outlook).
6. Collaborative spirit with a passion for fostering regulatory excellence.
7. Demonstrated understanding of diversity, inclusion, and cultural safety and humility as they apply.
8. Awareness of, and commitment to, learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the In Plain Sight report (2020), the Declaration on the Rights of Indigenous Peoples Act (2019) and Reclaiming Power and Place's (the Missing and Murdered Indigenous Women & Girls National Inquiry's Final Report) Calls for Justice, and how they intersect across the health care system.

Salary & Benefits

1. The full-time compensation for this position is \$95,000-\$132,400 annually (prorated at \$38,000-\$52,960) based on a 37.5-hour work week (prorated at 15 hours).
2. The starting salary will be determined based on factors such as the successful candidate's job-



related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

3. The College provides competitive compensation and an attractive benefit package.
4. We have a flexible work environment that includes a hybrid/remote work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

The College values and celebrates diversity. We acknowledge the uniqueness of every individual and that employing people who reflect a spectrum of skills, background, identity, and lived experience is essential to our success. We value our employees who identify with diverse groups including but not limited to, people who self-identify as First Nations, Métis or Inuit/Inuk, Black or racialized persons, women, 2SLGBTQIA+, and gender diverse, disabled and neurodivergent people. We are committed to fostering an open, welcoming and inclusive work environment where we value and respect diverse perspectives. We aspire to employ and support our staff who are representative of the diverse BC communities which we serve.