

## Dental Analyst/ Consultant

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**The Royal College of Dental Surgeons of Ontario (RCDSO) is a leader in health care regulation. As the governing body for more than 11,000 dentists in Ontario, our mission is to act in the public interest by putting patients first. We are committed to transparency, accessibility, openness, and fairness in all our work.**

*Bring your excellent analytical and problem-solving skills to our team as a Dental Analyst/ Consultant within our Professional Conduct and Regulatory Affairs (PCRA) department.*

The College's PCRA department responds to inquiries from the public about dental concerns, investigates the conduct, competence and capacity of dentists, provides support to the Inquiries, Complaints and Reports Committee (ICR Committee), Discipline Committee and Fitness to Practise Committee in their decision-making roles and enforces committee decisions.

You will be responsible for comprehensive reviews and written analysis of patient dental records including, but not limited to chart entries, treatment plans, radiographs, financial records, and insurance documentation (relating to coverage and claims), obtained during investigations. You possess the knowledge and understanding of current standards of practice for dentistry in the province, as well as the expectations set out for all dentists as defined in legislation, regulation, College Standards, and College Guidelines.

You are an individual with excellent analytical and report-writing skills, exceptional oral communication with the ability to convey complex information concisely, objectively, and clearly. You are flexible in managing shifting or competing priorities, able to multitask, convey rationale, and demonstrate the evidence relied on to support opinions and analytical findings.

*This role is to fill an existing vacancy. This role will require the successful candidate to work onsite at our Toronto office occasionally as needed and some travel within Ontario may be required.*

*At this time, we are only considering candidates located in Ontario or who are willing to relocate.*

### What can I expect to do in this role?

Reporting to the Team Lead/ Dental Consultant, you will:

- Develop comprehensive reviews and analyses of patient dental records obtained during investigations
- Prepare objective and succinct analysis reports that synthesize large volumes of information to assist investigators, decision writers, legal counsel, and the Inquiries, Complaints and Reports Committee (ICRC)
- Adhere to timelines for analysis completion
- Review and analyze dentists' responses to the College to assist staff in preparing for ICRC meetings and/or to assist in the enforcement of ICRC outcomes (i.e. remedial programs and education)
- Maintain dental records in a secure and organized fashion to ensure the integrity and accuracy of the process
- Maintain case files in an organized, accurate and complete manner that is consistent with legislative requirements and timelines
- Manage case files using the College's electronic case management system
- Draft memos to PCRA staff, managers, legal counsel (internal and external), or others as required
- Advise department staff on clinical issues related to formal investigations, as well as matters being considered in the Resolution Program
- Assist the Compliance team with the review of dentists' self-reflection reports, peer review reports, and/or other required remediation as directed by the ICRC
- Participate in working groups and contributing to continuous quality improvement initiatives intra- or inter-departmentally

## What skills and background do I need?

The Dental Analyst/ Consultant requires:

- Degree in dentistry and current registration with the RCDSO
- Minimum of 5 years of clinical dental practice experience
- Comprehensive knowledge of, and the ability to apply, the ODA Fee Guide and related materials
- Experience with content analysis or auditing is an asset
- Practical knowledge and understanding of the College's Standards, Guidelines, Practice Advisories, as well as the overall standards of practice expected of the profession
- Knowledge of the *Regulated Health Professions Act* (RHPA), related legislation, and an understanding of the role of the regulator
- Superior organizational, time management, and case management skills
- Ability to balance competing priorities and work well under pressure
- Strong attention to detail and accuracy

- Ability to assess and explain the level of clinical risk posed, using the College's risk assessment framework (available on our website) as a guide
- Ability to synthesize large volumes of information and documentation, and make it accessible to a broad range of stakeholders, including those with diverse experiences or training, and non-dentists with a diverse level of understanding of dentistry (i.e. College staff, ICRC members, dentists, complainants and the general public)
- Excellent interpersonal, oral, and written communication skills
- Ability to participate in and to contribute to a positive culture of diversity, equity, and inclusivity
- Comfort working independently and with focus
- Comfort working as a team player and open to consulting with others with diverse experience and backgrounds
- Demonstration of sound judgment
- Ability to work objectively and to maintain confidentiality
- Proficiency in Microsoft Office, including Word, Excel, Outlook, SharePoint and/or OneDrive
- Ability to excel in a dynamic team environment
- Demonstrated natural curiosity to ask questions, review research; identify all required and relevant information
- Relies on best-practices, data, research and/or evidence to make informed decisions
- Ability to adapt explanations of complex problems to a wide range of stakeholders without using technical jargon
- RCDSO is building its bilingual (French/English) capacity and excellent French language proficiency is an asset

## Compensation and Total Rewards

- Base annual hiring salary from \$127,868 to \$143,851.50 commensurate with experience
- Comprehensive extended health benefits package, paid vacation, wellness and sick days
- A matched Pension Plan (up to 8% of salary), Voluntary Tax-Free Savings Account (TFSA) and Registered Retirement Savings Plan (RRSP)
- Career-related learning and development opportunities
- Half-day Fridays between July 1<sup>st</sup> and September 1<sup>st</sup> as well as a half-day workday before statutory holidays
- Onsite gym, corporate discount to GoodLife Fitness, and wellness-related webinars
- Opportunities to connect with colleagues through virtual and in-person social events

## How do I apply?

To apply to this vacancy please submit your resume and cover letter describing why you are interested in this position and how your knowledge and skills may be well suited for the role via the **RCDSO Job Portal** on our [Careers](#) page by **May 29, 2025 at 5 pm**.

Our recruitment process is conducted remotely unless otherwise specified. Candidates are welcome to request an in-person interview.

*Thank you for your interest; only applicants selected for an interview will be contacted.*

*The Royal College of Dental Surgeons is an inclusive employer.*

*Accommodation is available upon request under the [Ontario Human Rights Code](#).*

[www.rcdso.org](http://www.rcdso.org)