

Program Design Consultant (18-Month Contract)

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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 critical thinking skills to our team as a Program Development Specialist with our Facility Inspection Program (FIP).

The FIP department coordinates inspections of dental offices that administer sedation and/or general anesthesia and take dental CT scans. The team reviews and processes applications and annual renewals for permits and authorizations required to offer and administer dental sedation services, and prescribe, order and take dental CT scans.

You will be responsible for assisting the FIP department by designing and supporting the implementation of inspection programs founded in the dimensions of quality, with relevance for the public and the practice of dentistry. This work will align with the College's schedule for review of the two Standards of Practice currently implemented by the Facility Inspection Program.

You are an innovative individual with demonstrated program design and analytical skills, who is a self-starter, that requires minimal direction, excels in a team environment and are flexible and agile in fast-paced environments with deadlines.

This is anticipated to be an 18-month contract, and the successful candidate will be required to attend in-person meetings occasionally, as needed. 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 Manager, Facility Inspection Program, you will:

- Work collaboratively on a project with the College's Quality Department and Policy Team through which the Facility Inspection Program Department will be re-envisioned to adopt a quality focused, risk-based approach to regulation of the practice of dentistry
- Engage in an evidence review to develop proposals and recommendations for programs and interventions that support the delivery of quality oral healthcare in high-risk areas of the practice of dentistry

- Support Committee and Council decision-making, as needed, and be responsible for operationalizing the approved proposals with the assistance of other Facility Inspection Program staff
- Conduct an evidence-based review (research and jurisdictional scan) to identify areas of risk, means of assessing risk and quality care, and regulatory interventions relevant to the practice of dentistry
- Critically assess how existing inspection programs and allocation of resources support organizational objectives, including public protection and the delivery of quality oral healthcare
- Leverage research and data to develop evidence-based proposals and recommendations for new, and changes to existing, inspection programs and interventions that reflect risk in the practice of dentistry
- Develop associated workflows, internal policies and/or business rules required to operationalize proposals and recommendations
- Identify, recommend and develop supplementary and information resources for dentists and the public to operationalize proposals and recommendations
- Coordinate with working groups, as required
- Support the Manager in developing materials for the College's Committees and governing Council
- Report and present to the College's Committees and governing Council, as needed
- Support the Manager and legal counsel in drafting College by-law amendments required to operationalize program changes
- Develop and manage external consultations with professional, public and organizational stakeholders

What skills and background do I need?

The Program Development Specialist requires:

- An advanced degree in a relevant field (examples include health policy or health administration)
- Minimum of two years' experience in the health regulation sector, in the area risk assessment and program design
- Experience drafting materials for and presenting to Committees and governing Council or Boards
- Demonstrated critical thinking and analytical skills
- Proficient oral and written communication skills
- Demonstrated ability in project management
- Proven ability to work independently on complex projects

- High emotional intelligence, and collaborative working style
- Experience working effectively in a team environment to achieve organizational goals
- Proficient Microsoft Office skills, particularly presentation preparation
- Ability to leverage data, empirical research and other forms of evidence to support proposals and analyses
- Facility with identifying trends and crafting stories with data to support decision-making
- An understanding of the Regulated Health Professions Act and other relevant health system legislation would be an asset
- 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 think critically and try different approaches to solve a problem
- Demonstrated ability to cultivate various points of view and reconcile different perspectives
- Demonstrated ability to sift through large amounts of information and ask key questions
- Experience in healthcare engineering is an asset
- Experience in project management is an asset
- 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 \$102,317 to \$111,966 (*pro-rated for the duration of the contract*), commensurate with experience
- Comprehensive extended health benefits package (*excluding the Pension Plan and Long-Term Disability Plan*), paid vacation, wellness and sick days (*pro-rated for the duration of the contract*)
- Career-related learning and development opportunities
- Half-day Fridays between July 1st and September 1st 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 **January 27, 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