



## 2024 COMMITTEE RECRUITMENT

The College of Physicians and Surgeons of Ontario (CPSO) is conducting a rolling recruitment drive for physicians who possess a broad range of [diversity attributes](#), [technical skills](#), and [behavioural competencies](#) that meet the needs of our Committees.

Individual candidates are not expected to possess all desired attributes, skills, and competencies. Your answers will be used to determine whether you are a suitable match for individual, specific Committee vacancies. In lieu of a cover letter, the following survey will assess your interest in and suitability for a CPSO Committee. You will be able to pause during the survey and restart at a later time if you wish.

At the end of the survey, you will also be asked to upload a current CV.

Please note that after you complete this survey, CPSO staff may access your information in our database (including your email address and telephone number) to process your application. We may also retain your application in accordance with CPSO policy for the purpose of recruiting for future Committee vacancies. The information you share in this survey will strictly be used for recruitment purposes, and only relevant CPSO staff will have access to the information you provide.



# CPSO

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### Section 1: Contact and Eligibility Information

\* 1. CPSO Number

\* 2. Last Name

\* 3. First Name

\* 4. Preferred E-mail Address



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\* 5. Before proceeding in the application process, please be aware that you must meet basic eligibility requirements in order to sit on a CPSO Committee (set out in s. 7.3.1 of the CPSO By-Laws).

The following questions are based on the eligibility criteria in the [CPSO By-Laws](#). **Do you meet all of the following requirements?**

To be eligible to be appointed to a committee, a Registrant or other person (other than a Public Director), on the date of the appointment:

(a) in the case of a Registrant, has their Business Address (if any) in Ontario and resides in Ontario;

(b) in the case of a Registrant, is not in default of payment of any fees payable to the College;

(c) in the case of a Registrant, is not a director or officer of the Ontario Medical Association, the Canadian Medical Protective Association, the Canadian Medical Association, the Coalition of Family Physicians and Specialists of Ontario or the Ontario Specialists Association;

(d) is not a Relative of an employee of the College;

(e) is not, and has never been, a party to civil litigation or arbitration adverse in interest against the College, the Board, a committee, a Director or a College officer, employee or agent, provided that the litigation or arbitration against a College employee or agent relates to the College or their role as an employee or agent of the College;

(f) in the case of a Registrant, holds a certificate of registration that has never been revoked or suspended, other than an Administrative Suspension more than six years before the date of the appointment;

(g) in the case of a Registrant, holds a certificate of registration that is not subject to a term, condition or limitation other than one prescribed by a regulation made under the Act or the Medicine Act or imposed by the Registration Committee pursuant to a College registration policy;

(h) in the case of a Registrant, has not been found to have committed an act of professional misconduct or to be incompetent by a panel of the Ontario Physicians and Surgeons Discipline Tribunal or found to be incapacitated by a panel of the Fitness to Practise Committee, unless the notation of such finding has been removed from the Register pursuant to section 23(11) of the Code;

(i) in the case of a Registrant, is not the subject of any disciplinary or incapacity proceeding;

(j) in the case of a Registrant, is not subject to an outstanding interim order by the ICRC under the Code;

(k) in the case of a Registrant, has not been required by the ICRC to complete a SCERP within five years before the date of the appointment;

(l) in the case of a Registrant, has not been required to appear before a panel of the ICRC to be cautioned within five years before the date of the appointment;

(m) has no findings of guilt (unless a pardon was granted or a record suspension was ordered in respect of the findings) or outstanding charges made against the Registrant under the Health Insurance Act, the Criminal Code or the Controlled Drugs and Substances Act or under any comparable legislation or criminal laws of another jurisdiction;

(n) in the case of a Registrant, is in compliance with all continuing professional development required by the Medicine Act;

(o) is not an undischarged bankrupt;

(p) is not a person who has been found to be incapable of managing property under the Substitute Decisions Act or under the Mental Health Act;

(q) is not a person who has been declared incapable by any court in Canada or elsewhere;

(r) and is not ineligible for such appointment under Section 7.6.6 or Section 7.6.7.

☐ Yes

☐ No

☐ Unsure



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\* 6. Committee activities (including orientation, ongoing training, and meetings (as applicable) may require your participation during business hours for between 1 and 4 days per month, on average. Please confirm that if appointed, you are able and willing to commit the required time.

☐ Yes

☐ No



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\* 7. To the best of your knowledge, are you related to anyone who does work for the College?

☐ Yes

☐ No

☐ If yes, please provide details.

\* 8. Do you currently, or have you in the past two years, or will you within the next three years, hold a leadership position with another professional organization or association?

☐ Yes

☐ No

☐ If yes, please provide details.

\* 9. Do you currently conduct any medico-legal work?

☐ Yes

☐ No

☐ If yes, please provide details

\* 10. Please indicate which of the following Committees you are interested in applying for. (Select all that apply in order of preference.)

	Choice 1	Choice 2	Choice 3	Choice 4	Choice 5	Not Interested
<b>The Inquiries, Complaints and Reports Committee</b> oversees all investigations into physicians' care and conduct, including public complaints investigations, Registrar's investigations, and incapacity investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>The Premises Inspection Committee</b> is responsible for administering and governing the College's premises inspection program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>The Quality Assurance Committee</b> has a legislated mandate to improve the						

quality of care provided by physicians which is achieved through several programs whereby the College assesses physicians or inspects facilities to ensure standards are met for delivery of care.

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The **Registration Committee**

reviews the applications of physicians who wish to practice medicine in Ontario.

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The **Patient Relations Committee**

oversees a program that includes measures for preventing or dealing with sexual abuse of patients by physicians.

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\* 11. Are you interested in being contacted about other kinds of work at the CPSO (e.g. peer assessment, election to the Board of Directors)?

☐ Yes

☐ No

12. What type of physician are you? (What is your specialty?)

\* 13. How would you describe your locale and practice setting(s)? (Select all that apply.)

☐ Urban Centre

☐ Mid-size City

☐ Rural

☐ Remote

☐ Other (please specify)



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### Section 2: Diversity Attributes

Please note that the six questions in this section are **all voluntary** and your application will be considered equitably regardless of whether you complete the questions in this section. You may choose to complete this entire section or skip specific questions should you wish to do so. Skipping parts or the entirety of Section 2 will **not** impact the success of your application.

The demographic questions are asked in order to provide CPSO with better information on the diversity of candidates applying for committee roles, which consequently impact the composition of committees. The answers will help to inform CPSO's outreach to equity-seeking groups in future recruitment cycles in an effort to promote diversity in CPSO's committees.

#### 14. Gender

Gender refers to the gender that a person internally feels. A person's current gender may or may not differ from the sex a person was assigned at birth and may differ from what is indicated on their current legal documents. A person's gender may change over time.

Which of the following describes your present gender identity? (Please select all that apply.)

- ☐ 2-spirited
- ☐ Genderqueer
- ☐ Transgender Man
- ☐ Transgender Woman
- ☐ Man
- ☐ Woman
- ☐ I prefer not to answer
- ☐ None of the options applies to me. I identify as:

#### 15. Indigenous

Indigenous Peoples are those who identify as members of First Nations (status, non-status, treaty, or non-treaty), Inuit, or Métis communities in Canada. Based on this description, do you self-identify as an Indigenous person? If yes, please select all that apply:

- ☐ Yes, First nations
- ☐ Yes, Métis
- ☐ Yes, Inuit
- ☐ No
- ☐ I prefer not to answer

## 16. Ethnicity

Ethnic origin refers to a person's ethnic or cultural origins. Ethnic groups have a common identity, heritage, ancestry, or historical past, often with identifiable cultural, linguistic, and/or religious characteristics.

Examples include: Canadian, Chinese, East Indian, English, Italian, Filipino, Scottish, Irish, Anishinaabe, Ojibway, Mi'kmaq, Cree, Haudenosaunee, Métis, Inuit, Portuguese, German, Polish, Dutch, French, Jamaican, Pakistani, Iranian, Sri Lankan, Korean, Ukrainian, Lebanese, Guyanese, Somali, Colombian, Jewish, Sikh, Muslim, etc.

What is your ethnic or cultural origin(s)?

## 17. Race

In our society, people are often described by their race or racial background. For example, some people are considered "White," "Black," or "East/Southeast Asian," etc. These categories reflect how people generally understand and use race as a social descriptor in Ontario.

Which of the following represents your race(s)? Please select all that apply:

- ☐ Black (African, African-Canadian, Afro-Caribbean)
- ☐ East or Southeast Asian (Cambodian, Chinese, Filipino, Indonesian, Japanese, Korean, Taiwanese, Thai, Vietnamese, etc.)
- ☐ Middle Eastern (Arab, Persian, or West Asian descent, e.g., Afghan, Egyptian, Iranian, Kurdish, Lebanese, Turkish, etc.)
- ☐ Latino (Latin-American or Hispanic descent)
- ☐ South Asian (Bangladeshi, East Indian, Indo-Caribbean, Pakistani, Sri Lankan, etc.)
- ☐ White (European descent)
- ☐ I prefer not to answer
- ☐ Not listed:

### 18. **LGBTQ2SIA+**

LGBTQ2SIA+ is an abbreviation which represents a broad array of identities including, but not limited to, lesbian, gay, bisexual, transgender, queer, two-spirit, and intersex.

Do you consider yourself to be LGBTQ2SIA+?

- ☐ Yes
- ☐ No
- ☐ I don't know
- ☐ I prefer not to answer

### 19. **Disability**

The term disability covers a broad range and degree of conditions, some of which are visible and some invisible. A disability may have been present at birth, caused by an accident or developed overtime. Disabilities may also be permanent, temporary or episodic.

Based on this description, do you identify as a person with a disability?

- ☐ Yes
- ☐ No
- ☐ I prefer not to answer



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### Section 3: Technical Skills

\* 20. Please answer yes or no to each of the following questions.

YES

NO

Are you capable of, in writing and orally, conducting a meeting and articulating complex health concepts (such as the content of medical records) in French?

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CPSO Committees conduct their business using the Microsoft Office 365 suite of tools, including Outlook, Teams, and SharePoint. Do you possess the ability to effectively use this technology?

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All committee material is posted to a cloud-based platform. Committee members are required to login and access the material to prepare for meetings. No paper copies are provided. Do you

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possess the technological competence to be productive in an online environment?

Do you have secure, stable, and reliable internet access that would enable you to fully participate in virtual meetings for 3 to 6 hours at a time, if required?

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Do you have experience working with issues of sexual abuse, trauma-informed care or services, and therapies to address trauma or post-traumatic stress disorder?

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\* 21. Please rank your experience or ability in each of the following categories as beginner, intermediate, or advanced.

**Beginner:**

No real experience; one who has yet to grasp the fundamental concepts.

**Intermediate:**

Some comfort; moderate grasp of concepts; some proficiency and experience

**Advanced:**

Full grasp of concepts; extensive applied experience; able to apply/adapt skills easily

**Health systems knowledge**

includes your understanding of the health care system in Ontario and Canada and the roles and responsibilities of health sector actors, including the different levels of government and other health organizations.

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**Leadership** is the ability of an individual to plan, influence, and guide others to accomplish common goals. In the CPSO context, this will include the ability to lead Committees and panels and making decisions.

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**Legal knowledge** includes experience or familiarity with the legislative framework governing the CPSO and its Committees. It also includes knowledge of administrative law principles such as procedural fairness and due process.

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**Fiduciary duty** is the duty to act legally and ethically in the best interests of the organization. It includes the principles of loyalty, acting in good faith, impartiality in decision-making, and declaring conflicts of interest.

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Committee members are required to process and organize large amounts of information to

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synthesize issues,  
create a  
framework for  
discussion, and  
craft **well-  
supported  
reasons for  
decision.**

22. Is there anything about your skills or experience relating to the questions above that you would like to describe in further detail?



## 2024 COMMITTEE RECRUITMENT

### Section 4: Behavioural Competencies

Committee members should possess certain competencies to ensure that they can contribute effectively to the work of the Committee. Please provide details regarding your past roles and experience as they relate to each of the competencies identified below.

#### \* 23. **Anti-racism, anti-oppression, and anti-discrimination training and knowledge**

Committee members are knowledgeable about and appreciate the impacts of racism, oppression, and discrimination on individual, institutional, and societal levels, and work to build more just, equitable, and inclusive environments.

Please describe how your training, knowledge, and experience demonstrates this competency. This can include, but is not limited to, any formal training programs or courses you have undertaken, experience working closely with marginalized/equity seeking populations, lived experience, and/or leadership experience in anti-racism, anti-oppression, and anti-discrimination.

#### \* 24. **Continuous Learning**

Committee members will demonstrate an interest in continuous personal learning and the ability to quickly acquire and apply new information, concepts, and strategies.

Please provide examples from the past 1-2 years of initiatives you have taken to improve your professional knowledge and how you subsequently applied the learnings to your practice. This can include courses or other professional development opportunities you have completed.

\* 25. **Effective Communication**

Committee members will demonstrate the ability to consider, gain insight from, and respond effectively to different perspectives.

Please describe how your experience demonstrates this competency. As an example, you could choose to describe a time when you had to reach a consensus with someone or others, knowing that they had a different opinion from your own.

\* 26. **Relationship Building**

Committee members will demonstrate the ability to build and maintain relationships with others in order to achieve common goals.

Please describe your approach to building relationships with others in a professional capacity. What tools or strategies do you use?

\* 27. **Strategic Thinking**

Committee members will demonstrate an awareness of organizational priorities and strategy as per the [Strategic Plan](#), and understand their responsibility to make decisions that are consistent with the organization's direction.

Please describe a role you have held where you were required to ensure that your decisions aligned with organizational priorities. As an example, you could choose to describe the steps you took to ensure that your needs and the needs of your organization were aligned.

\* 28. **Teamwork**

Committee members will demonstrate cooperation within the Committee and the CPSO. Members are candid about their opinions and able to respectfully raise concerns but ultimately support group decisions, even when different from their own stated point of view.

Describe a situation where you had to work with others to decide on a plan for moving forward. What steps did you take? What worked well and what would you do differently?

29. Is there anything else about your previous roles or experience that you would like to highlight for us?



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### Section 5: Sign-off and Thanks

\* 30. **Please upload your CV.**

Only PDF, DOC, DOCX files are supported. File size limit is 16MB.

Choose File

Choose File

No file chosen

**Thank you for submitting your application to CPSO Committees.** All applicants will be notified by email that their application has been received. However, only those selected as candidates for a Committee vacancy will be contacted by a member of the Governance Office staff to discuss next steps in the recruitment process. This may include an interview with Committee Chairs.

If your candidacy is successful, you will be required to sign the CPSO Declaration of Adherence and undergo a Criminal Record Check by a third party, conducted at CPSO's expense.



# CPSO

## 2024 COMMITTEE RECRUITMENT

Candidates who answer “no” or “unsure” are asked to contact the Governance Office at [govsupport@cpsso.on.ca](mailto:govsupport@cpsso.on.ca) to determine whether they are eligible to sit on a CPSO committee.



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