



Independent Contractor Opportunity: Ombudsperson Services

The Clinical Teachers' Association of Queen's University (CTAQ) is seeking an independent contractor to provide ombudsperson services to its members.

The Ombudsperson will serve as an impartial and confidential resource, providing information, advice, guidance, and, where appropriate, advocacy to CTAQ members navigating workplace concerns involving Queen's University and the School of Medicine, SEAMO, affiliated hospitals, and departmental practice plans. The Ombudsperson will help members understand relevant processes and resolution options, promote fairness, equity, procedural adherence, and accountability, and may facilitate informal resolution or mediation where appropriate.

Key responsibilities will include:

- Providing information, advice, and guidance to CTAQ members regarding University and SEAMO processes and appeals, human rights matters, hospital-related issues, and departmental practice plan matters.
- Accompanying and/or representing members, as appropriate, in meetings involving Queen's University and the School of Medicine, affiliated hospital departments, and SEAMO committees and processes.
- Supporting the resolution of member concerns through negotiation and mediation, with an emphasis on achieving timely and collegial resolutions where possible.
- Assisting CTAQ physicians with related matters, including resolving conflicts, navigating appeals, addressing concerns regarding unfair treatment, providing guidance on appropriate processes and decision-making protocols, and referring members to third-party resources where appropriate.
- Assisting the CTAQ Board of Directors in informing members of their rights within SEAMO, Queen's University and the School of Medicine, and affiliated hospitals.
- Providing general guidance and support on member advocacy matters.
- Maintaining a high degree of confidentiality and discretion while exercising sound judgment in handling sensitive matters.
- Remaining reasonably available to respond to member requests in a timely manner.
- Providing a minimum of three reports annually, consisting of two reports to the CTAQ Board of Directors and one report presented at CTAQ's Annual General Meeting.

Contract Details

This is an independent contractor arrangement with CTAQ. The contractor may provide services to other parties, provided those activities do not create a conflict of interest or interfere with the contractor's ability to provide the agreed services to CTAQ. This position is intended to be a limited part-time engagement, with the workload varying depending on member needs.

Compensation: \$1,250 per month. The contractor is responsible for invoicing CTAQ monthly.

Term: Initial one-year contract, with the possibility of renewal by mutual agreement.

Anticipated Start Date: To Be Determined

The successful contractor should bring strong judgment, professionalism, discretion, and experience working with sensitive and potentially complex member matters. The ability to approach concerns impartially and constructively, and to support resolution through negotiation and mediation, will be important to the role.

Interested candidates are invited to submit a CV and expression of interest to Dr. Tarit Saha (President of CTAQ) tarit.saha@kingstonhsc.ca by November 15, 2026.