

DEPUTY REGISTRAR/DIRECTOR OF REGISTRATION & COMPETENCE

ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is a non-profit regulatory organization. The CLPNA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the profession of Licensed Practical Nurses (LPNs), setting and maintaining standards to ensure the public receives safe, competent, and ethical healthcare services. Our focus and commitment to public protection and regulatory excellence underscores everything we do. The CLPNA has partnered with Alberta Health to lead the development and the continued operations of the Alberta Health Care Aide (HCA) Directory. In Alberta, HCAs are not a regulated profession, although HCAs will become regulated under the *Health Professions Act* (HPA) in the future.

EMPLOYMENT TERM

This is a full-time, permanent appointment. The position is eligible for hybrid work, with a requirement to work in our Edmonton office on a regular basis.

THE ROLE

The Deputy Registrar/Director, Registration & Competence is responsible for assessing the registration and continuing competence program management needs for the CLPNA. This position interprets and implements registration operations and processes by ensuring alignment with the HPA, Licensed Practical Nurses Profession Regulation, *Fair Registration Practices Act*, *Labour Mobility Act*, CLPNA Bylaws, and relevant policies. The Deputy Registrar/Director, Registration & Competence oversees the HCA Substantial Equivalent Assessment process. In addition, this position oversees and leads the Registration Department.

KEY RESPONSIBILITIES

- **Leadership:** provide supervision, mentorship, and guidance to the Registration Department, including all matters affecting applicants, registrants, and the Competence Committee and the recruitment, selection, and orientation of new team members to ensure operational effectiveness and collaboration. Set, resource, and implement department direction, workplan, team goals, and registration budget to align with the relevant legislation and policies.
- **Database management:** responsible for overseeing the registrant database. Analyze registration and examination statistics for reporting to relevant authorities to support strategic, workforce, operational and financial audits, and planning.
- **Committees and conferences:** oversee and guide the statutory Competence Committee by facilitating policy development, training, audit, and other matters affecting the Continuing Competence Program. Actively participate in focus groups, provincial and international committees, and present at conferences and other forums for the purpose of sharing evidence-based information and learnings.
- **Strategic relations and reporting:** initiate and develop relationships and collaborative arrangements with employers, government, business organizations, industry, other regulatory colleges, educational institutions, and other stakeholders to address matters related to applicants and registrants. Identify opportunities and challenges and develop strategies to support transparent, impartial, procedural fairness and safe registrant practices.

- **Other and special projects:** oversee the HCA Substantial Equivalence Assessment process; collaborate with government on policy development, assessment tools and procedures; and act as subject matter expert on registration and competence initiatives.

SKILLS & ABILITIES

As the Deputy Registrar/Director of Registration & Competence, you are a strategic thinker who can interpret legislation, regulation, bylaws, and policies and apply operational best practices. You have an innate ability to see trends, identify opportunities, and take action to mitigate risks. You have well-defined communication (verbal and written) skills including diplomacy, conflict resolution, and problem-solving abilities. You are knowledgeable and inquisitive about trends that may impact HCAs, LPNs, nursing, and/or healthcare on a provincial and national level. You understand the importance of confidentiality and exercise good judgement and decision-making skills.

You are a strong, goal-oriented leader, providing guidance and mentorship to a group of professionals. You conduct your work both autonomously and while effectively collaborating with colleagues. You have a positive, professional, and solution-oriented attitude.

EXPERIENCE

- University degree (Bachelors or Masters) in leadership, public administration, nursing, business, communication, education, or related fields. Equivalences may be considered.
- Minimum of seven years of related experience in registration, public, and/or regulation administration is required.
- Minimum of three years of experience in supervision or a leadership capacity is required.
- Experience in database administration and with Microsoft Excel is required. Experience with Alinity would be an asset.
- Experience developing and monitoring budgets, working with auditors, as well as understanding a regulatory framework would be considered an asset.
- Demonstrated experience representing an organization on external committees.

OTHER QUALIFICATIONS

- Demonstrated PC/computer skills with solid understanding of MS Office.
- Must speak, read, and write English fluently.
- Ability to travel provincially and nationally.
- Satisfactory professional and criminal reference checks.
- Must be eligible to work in Canada.

FURTHER INFORMATION

For further information on this opportunity, please contact Human Resources at recruitment@clpna.com.

HOW TO APPLY

Please email your cover letter and resume, referencing Competition **2024-17** to recruitment@clpna.com. **Applications will be accepted until a suitable candidate is found with a review scheduled to begin on November 15, 2024.**

The CLPNA is an equal opportunity employer. We thank all applicants for their interest; only those applicants short-listed will be contacted.