

DEPUTY REGISTRAR

Edmonton, AB

The College of Licensed Practical Nurses of Alberta (CLPNA) is a regulatory organization whose mandate is to lead and regulate the profession in a manner that protects and serves the public through excellence in Practical Nursing. Our focus and commitment to public protection and regulatory excellence underscores everything we do..

THE POSITION

Reporting to the Registrar, the Deputy Registrar manages multiple priorities, ensuring proper support to the functions, processes and operations of the Registration department. Providing leadership and direction for Registration and Renewal, Substantial Equivalence/Competence Assessments, and other initiatives, the Deputy Registrar follows the framework set out in the *Health Professions Act* (HPA), LPN Regulations and CLPNA Bylaws, Standards of Practice, Competency Profile, Code of Ethics and other relevant legislation.

KEY RESPONSIBILITIES

- Work collaboratively with the Registration team, providing support to the Registrar and the functions, processes and operations of the Registration department
- Responsible for the membership registry and database, including monitoring database performance, data-entry procedures and troubleshooting
- Oversee registration and application processing, ensuring procedural fairness, timeliness and follow-up is performed as required
- Plan, collaborate and execute annual registration renewal and suspension/cancellation of registrant practice permits
- Oversee the CLPNA public register on the CLPNA website
- Analyze statistics, provide quality assurance to data sets and provide reports as required
- Collaborate in the development and maintenance of a fair, consistent and streamlined process for all substantial equivalent assessments/competence assessments for applicants and review and assess applications for substantial equivalency
- Collaborate, review and update policies and procedures for substantial equivalence/competence assessment
- Assess applicants/registration with positive criminal record checks or declared Fitness-to-Practice concerns and monitor conditions with support of the Registration Assistants, ensuring appropriate action is taken on a timely basis
- Support the Jurisprudence Committee
- Participates in special assignments and committees as assigned

SKILLS & ABILITIES

- Excellent communication and customer service skills

- Well defined interpersonal and communication skills including diplomacy, conflict resolution and problem solving skills
- Sound judgment, and decision making skills along with the ability to effectively manage multiple and conflicting priorities
- Attention to detail with a high degree of accuracy
- Able to work independently and as a team member
- Able to build and maintain effective and appropriate relationships with stakeholders
- Must speak, read, and write English fluently
- Computer literate with a solid understanding of Microsoft Office Suite, including Word and Excel and PowerPoint specifically

EXPERIENCE

- Graduate of a recognized post-secondary program in business administration, public administration, leadership or related field. Equivalencies may be considered.
- Minimum of three years of related experience, working in a leadership, administration or other position requiring the application of legislation and/or regulations
- Knowledge of relevant legislation, regulations and or policies impacting the LPN profession, in-depth knowledge of the Health Professions Act (preferred) OR proven ability to operate within a regulatory framework, demonstrating the ability to understand and act accordingly within complex legislation, regulation and other decision making frameworks
- Ability to interpret, implement and identify improvements to policy and procedures

OTHER

- Ability to travel within Alberta, Canada and other countries as required
- Must own, register and insure own vehicle
- Possess a valid Alberta Class 5 driver's license
- Satisfactory professional and criminal reference checks

HOW TO APPLY

Please submit your cover letter and resume to: Jodi Lindgren, Human Resources Consultant at jlindgren@clpna.com.

Applications will be accepted until August 2, 2019.

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