

## EXECUTIVE OFFICER, REGISTRATION AND EDUCATION

### ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is a non-profit, non-government, regulatory organization. CLPNA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the profession of Licensed Practical Nurses, 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.

### EMPLOYMENT TERM

This is a full-time permanent appointment. Position is currently remote, but in-office will be required.

### THE ROLE

Reporting to the Chief Executive Officer, the Executive Office (EO) of Registration and Education leads the Registration and Education team which oversees and delivers registration, professional development and Practical Nurse education functions at the CLPNA. As a leader in the organization, the EO of Registration and Education is accountable and responsible for all aspects of Registration and Education which includes establishing strategy; providing strong leadership, accountability, mentorship and executive for organizational effectiveness; as well as contributing to the development and implementation of strategies, policies and procedures ensuring alignment with the CLPNA's Vision and Values.

The ideal candidate is an inspiring change agent with a proven ability to develop and maintain strong and effective relationships both internally and externally while ensuring the successful execution of initiatives which contribute to the regulatory mandate of ensuring public safety through competent, professional and safe practice of LPN (Licensed Practical Nurses) and HCA (Health Care Aides) in Alberta.

### KEY RESPONSIBILITIES

- **Executive Leadership** – in collaboration with executive and directors, set the overall operational strategy to support the CLPNA mandate for current and future organizational needs.
- **Leading the Registration and Education Department** – establish the strategic goals and directions for the Registration and Education departments ensuring adequate resourcing and support for a high performing team.
- **Professional Development** – oversee the area of professional development which includes LPN post-basic education and future HCA post-basic education for the province, employing evidence-based evaluation of regulation-related educational needs.
- **Practical Nurse/Health Care Aid Education** – identify opportunities and develop strategies to address matters related to the CLPNA's goals and support the integration of safe LPN and HCA practice into approved PN (and future HCA) education in Alberta.

- **Registration** – oversee the Registration area, supporting implementation, utilization and compliance with regulation and legislation, as well as providing guidance on registration and regulatory issues with the Deputy Registrar, Registration team and executive.

## **SKILLS & ABILITIES**

As an experienced and effective leader, you inspire and elicit engagement from your team. You are a strong communicator with an ability to communicate strategy and policy in a clear and effective manner; demonstrating political acumen to manage diplomat or sensitive situations.

Your experience in Alberta's health system, nursing education, practice and regulation as well as knowledge of relevant legislation, regulations and policies that guide and impact the LPN profession will be essential as you perform the duties of this position. Together with your experience working within a regulatory framework and in establishing strong stakeholder relationships, provides the foundation for your success as you assess and interpret economic and internal performance indicators within the field, identifying areas for growth and enhancement and providing strategic advice within the CLPNA.

## **EXPERIENCE**

- Master's degree in nursing, adult education, health, business or other related discipline is required. Education or experience equivalencies may be considered.
- Minimum of five (5) years experience in a senior leadership position.
- Experience in nursing education, nursing practice and regulation is required.
- Intermediate to advanced PC/computer skills with solid understanding of MS Office.
- Must speak, read and write English fluently.

## **OTHER QUALIFICATIONS**

- Ability to travel provincially and nationally.
- Must own, properly register and insure own vehicle.
- Possess a valid Alberta Class 5 driver's license.
- Satisfactory professional and criminal reference checks.

## **FURTHER INFORMATION**

For further information on this opportunity, please contact Human Resources at 780-670-5054.

## **HOW TO APPLY**

Please email your cover letter and resume, referencing Competition 21-110 to [recruitment@external.clpna.com](mailto:recruitment@external.clpna.com).

Applications will be accepted until May 14, 2021.

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