

Manager of Continuing Competence

ABOUT THE CMLTA

The College of Medical Laboratory Technologists of Alberta (CMLTA) is the regulatory body for Medical Laboratory Technologists (MLTs) employed in Alberta. The CMLTA protects and serves the public, patients, and our Regulated Members by setting entrance to practice requirements, creating, and enforcing a Continuing Competence Program, and instituting a formal process for the adjudication of complaints of unprofessional conduct. Professional regulation is one measure to assure MLTs provide safe, competent, and ethical healthcare services.

EMPLOYMENT TERM

This is a 1-year fixed term appointment. Position is currently remote, but in-office may be required.

THE ROLE

Reporting to the Executive Director, the Manager of Continuing Competence will provide overall strategic leadership and administrative direction, organizational and issue management, and communication for the CMLTA's Continuing Competence Program. The main directive is to assist MLT's to maintain competence excellence in patient safety and public protection.

The ideal candidate will find success in this position by employing a passionate and committed approach to policy and program development, implementation, monitoring and evaluation and annual reporting functions that will advance the mission, vision, and values of the organization.

KEY RESPONSIBILITIES

- **Policy & Procedures** - participates in the development, implementation, monitoring, and evaluation of the CMLTA's continuing competence program
- **Leadership** – participates with senior management in developing strategic direction and learning and evaluation for the Continuing Education program standards and process, as well as leading initiatives and enhancing cross-program strategies
- **Management** - supports the development of, monitors, and reports on the CMLTA Continuing Competence budgets and other related material resources of the Continuing Competence Program
- **Communication** - assists registrants in navigating the continuing competence throughout the year, especially during renewal; provides an interpretation of the CMLTA Continuing Competence Program and relevant policies to internal and external stakeholders; coordinates and edits communications through CMLTA publications relative to the Continuing Competence Program
- **Registration** - act as back-up to the Registration Department to assist with member inquiries and membership renewal

SKILLS & ABILITIES

You will be our continuing competence champion! You have a passion for our profession, building and maintaining relationships and program design and evaluation.

Independent, resourceful, and proactive, you are a compassionate problem-solver who thrives in a fast-paced, exciting, and dynamic professional working environment. When faced with a new challenge, you have the ability to navigate the unknown and identify practical solutions that make a difference.

QUALIFICATIONS

- Completion of a post-secondary degree program in a related field
- Minimum five (5) years' experience in regulation or another complex health related field
- Three (3) to five (5) years' experience in the evaluation, design and delivery of continuing competency programs
- Related educational assessment and supervisory experience is an asset
- Advanced use of technology including word processing, telecommunications, and data base software is a definite asset

OTHER INFORMATION

- 1-year fixed term contract
- 37.5 hours of work per week
- Evening and weekend work may be required for which time off in lieu will be provided in accordance with CMLTA policies
- Satisfactory professional and criminal reference checks

HOW TO APPLY

Please email your cover letter and resume to hr@cmlta.org.

Applications will be accepted until May 7, 2021.

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