



Position overview

Type: Permanent, full-time

Report to: Registrar

Direct reports: N/A

Job summary

The Professional Practice Officer is responsible for administering all aspects of registration for new or returning members and the professional competency program under direction from the Registrar. The Professional Practice Officer is responsible for administering all aspects of the X-Ray and Laser programs and serves as the ACAC's Hearings Director and manages the Complaints Review Committee process.

Major responsibilities

Licensing and registration

- Administer and oversee registration of new/returning members, Preceptors and annual membership renewal
- Develop and administer jurisprudence exam for new registrants
- Coordinate and manage change of status application, suspensions and reinstatement of practice permits
- Generate letters of standing as required
- At the direction of the Registrar, responsible for management of Registration Committee volunteer program, including recruiting, tracking, orientation and ongoing education/communication
- Proactively review regulatory sections ACAC website related to licensing and registration of ACAC website for currency, legibility, and accuracy, and make recommendations for change as required
- Track emerging items related to registration and renewal and develop articles for the Registrar's Report

Legislation, policy and process development

- Initiate regular review of regulatory processes that support the requirements of the *Health Professions Act* and make recommendations for changes/updates to Registrar
- Update regulatory policies and processes once approved by Registrar and inform/train staff and/or members as appropriate
- Prepare proposed regulatory legislative changes for Council and/or Government of Alberta review (Standards of Practice, Code of Ethics, Administrative Policies, regulatory terms of reference, etc.)
- Update legislation as approved by Council and/or the Government of Alberta, maintaining an archival history of past legislation for reference
- Ensure legislative documents are actively maintained and appropriately referenced on the ACAC website and K drive

Radiation health and safety program

- Manage and coordinate all aspects of the Radiation Health and Safety Program (X-ray and laser quality assurance programs), including renewal, tracking, reporting, etc.
- Proactively review regulatory sections of ACAC website related to X-ray and laser program for currency, legibility, and accuracy, and make recommendations for change as required
- Track emerging items related to X-ray and laser program and develop articles for the Registrar's Report

Continuing competence

- Manage all administrative aspects of process for continuing competence seminars proposals including review and evaluation of content, approval, and communication
- Annually review Standard First Aid with CPR-C program standards and adjust approvals as determined by the Registrar
- Manage other mandatory continuing competence programs as required
- Maintain and keep current member advanced competencies and specializations in database
- Proactively review regulatory sections of ACAC website related to continuing competence for currency, legibility, and accuracy, and make recommendations for change as required

Hearings director and complaints review committee

- Serve as the Hearings Director for disciplinary proceedings
- Manage and coordinate all administrative and planning aspects of disciplinary hearings and appeals, including CRC appeals
- Financial management and oversight of hearing and appeal costs, including monthly summaries, payment plans, etc.
- At the direction of the Registrar, responsible for management of Hearing Tribunal and Complaints Review Committee volunteer program, including recruiting, tracking, orientation and ongoing education/communication

- Proactively review regulatory sections of ACAC website related to hearings and Complaints Review Committee for currency, legibility, and accuracy, and make recommendations for change as required

Other tasks

- Provide administrative and project support for the Registrar
- Coordinate, write and edit concepts and articles for regulatory communications and website
- Serve as regulatory point of contact for coordinating content for AGM Report to Members
- Maintain and keep current the MVA-IMC Roster
- Occasional evening/weekend work and/or travel required
- All other duties as assigned

Qualifications, skills and abilities

- Degree or diploma from a post-secondary institution preferred; an equivalent combination of experience/coursework may be considered
- Related regulatory and/or compliance experience considered an asset
- Must speak, read and write English fluently
- Advanced working knowledge of Microsoft Applications (Word, Excel, PowerPoint) and database management
- Excellent communication skills, both written and verbal, including the ability to compose correspondence and proofread relevant materials for accuracy and content
- Ability to understand legislative requirements and changes and ensure they are translated into day-to-day operational practice
- Ability to exercise judgment and decision-making skills based on facts at hand and legislative requirements
- Ability to work well under pressure and to meet deadlines without compromising quality and accuracy
- High level of tact and discretion; ability to maintain confidentiality
- Understanding of and commitment to ensuring member files are maintained in an accurate, organized and confidential manner
- Collaborative working style

Characteristics/traits for someone to enjoy this role

- Keen interest in engaging with and helping members and potential members with their professional practice requirements
- Keen interest in legislative activity and translating it into practice
- Interest in working both autonomously and in close partnership with the Registrar and Complaints Director

- Active interest in continuous improvement related to the regulatory realm, including making recommendations to the Registrar on adjustments/improvements
- Understanding of and commitment to the importance of their work to the College's ability to remain a self-regulating organization
- Active interest in continuous improvement to find ways to streamline process and maximize efficiency for staff and members
- Committed to a consistent, process-oriented approach when executing activities
- Willingness to develop understanding and knowledge on the *Health Professions Act*, Regulation, Bylaws, Standards of Practice, Code of Ethics, and Administrative Policies, *Health Information Act*, and other legislation as required

Posting details

Last revised: January 2020

Salary range: \$53,000 - \$68,000

Why are we hiring for this position?

Our current Professional Practice Offer is pursuing a law career and is moving into the articling stage. He will stay on with the ACAC for the next few months to ensure a smooth transition and onboarding for the successful applicant.

To apply, please forward your cover letter and resume to communications@albertachiro.com. This posting will close Feb. 21, 2020, at 4 p.m. We thank all those who apply in advance. Only those who have been selected for an interview will be contacted. No phone calls, please.