

## REGULATORY AFFAIRS ADVISOR

### 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* 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

Reporting to the Executive Officer of Strategy & Corporate Governance, the Regulatory Affairs Advisor provides strategic advice to the CLPNA on government legislative proposals, policy, and consultations, which support the development of CLPNA professional regulations and other quasi-legal documents under the *Health Professions Act* (HPA).

This position supports interpretation and application of the HPA, professional regulations for LPNs and HCAs, the CLPNA's Bylaws, standards of practice, the Code of Ethics for LPNs in Canada, and other legislation as required.

### KEY RESPONSIBILITIES

- **Develop and Advise on Regulatory Policies:** Provide expert guidance on regulatory policies, standards of practice, and the Code of Ethics to ensure compliance with legal and professional standards.
- **Guidance on Legislation:** Provide expert guidance, education, and insights on relevant legislation and regulation (i.e. the HPA) to support informed decision making across departments and stakeholder groups.
- **Regulatory Consultations:** Coordinate consultations with government officials and stakeholders to facilitate updates to standards of practice and regulatory amendments.
- **Organizational Compliance and Integrity:** Oversee adherence to principles of fairness and accountability, ensuring compliance with governance frameworks.
- **Collaborate on Legislative Initiatives:** Work with internal teams to address and adapt to legislative and regulatory changes impacting the organization and the nursing profession.
- **Governance and Risk Management:** Support governance activities, including identification and establishment of risk framework, developing briefings for the Council and Executive team, and ensuring effective Bylaw compliance.

## SKILLS & ABILITIES

You have a deep understanding of the regulatory policy development process with strong research and problem-solving skills that allow you to effectively analyze health policy trends. Your excellent writing and editing skills enable you to clearly explain complex legislative and policy concepts in a variety of formats, from briefing notes to longer reports, in a clear and concise manner. With effective and diplomatic communication, you can navigate challenges and conflict as you thrive in a fast-paced environment. Utilizing your sound judgement and professionalism, you can maintain confidentiality and build strong relationships with internal teams and external stakeholders. Whether working independently or as part of a team, you set and meet goals with a positive, solution-oriented attitude.

## EXPERIENCE

- University degree in law, public policy, public administration, or another related field.
- Minimum of seven years of progressive related experience is required. Related experience includes interpreting legislation/regulation, developing policy, and/or supporting governance processes in a regulatory or government environment. Equivalencies in education and/or experience may be considered.
- In-depth knowledge and experience with the HPA, the LPN Profession Regulation, and restricted activities legislation is preferred.
- Experience in board governance would be an asset.

## OTHER QUALIFICATIONS

- Demonstrated PC/computer skills with solid understanding of MS Office.
- Must speak, read, and write English fluently.
- 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](mailto:recruitment@clpna.com).

## HOW TO APPLY

Please email your cover letter and resume, referencing Competition **2024-13**, to [recruitment@clpna.com](mailto:recruitment@clpna.com).

**Applications will be accepted until a suitable candidate is found, with a review of applications to begin on October 25<sup>th</sup>, 2024.**

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