

# Employment Opportunity

## ABOUT THE CLHA

The College of LPNs and HCAs of Alberta (CLHA) is a non-profit regulatory organization. The CLHA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the professions of Licensed Practical Nurses (LPNs) and Health Care Aides (HCAs), 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 position. The position is eligible for hybrid work with a requirement to work in our Edmonton office on a regular weekly basis.

## THE ROLE

Reporting to the Director, Education, the Practical Nurse (PN) Education Coordinator leads and coordinates the CLHA's PN education program approval process. As the primary point of contact for post-secondary institutions (PSIs), this position facilitates reviews of new PN diploma, refresher, and advanced training programs, overseeing both the ongoing monitoring and annual evaluation of approved PN programs in the province and changes to existing PN programs. The PN Education Coordinator appoints review teams, including a designated team lead, effectively facilitating the process and ensuring clear communication on the evaluation process, guidelines, and required timelines.

The PN Education Coordinator is responsible for the development, implementation, evaluation, and revision of the CLHA PN program approval education standards in consultation with the Education Standards Advisory Committee (ESAC). To ensure a smooth and effective process, they advise PSIs regarding education standards and any changes that may impact PN education programs and provide support on education policies, the evaluation framework, and documentation reporting. The PN Education Coordinator continuously assesses current processes, policies, and documentation for improvements and quality control, bringing suggestions forward to the CLHA Education Department, ESAC, PSIs, and/or other interested parties for discussion and consideration.

## KEY RESPONSIBILITIES

- **Administration of Program Review Process:** Lead the approval, monitoring, and evaluation of PN education programs across Alberta to ensure compliance with CLHA standards, legislation, and regulatory requirements. Establish and lead review teams, coordinate site visits with PSIs, and provide objective findings and recommendations to support program approval and continuous quality improvement.

- **Education Standards and Engagement:** Contribute to the development, implementation, and ongoing improvement of CLHA education standards, policies, evaluation frameworks, and review tools. Ensure program review processes remain consistent, effective, and responsive to emerging education and regulatory issues. Build collaborative relationships with education providers, government and health system partners, and PN educators. Provide subject matter expertise to advisory committees and leadership to inform policy, program, and strategic decision-making.
- **Departmental Operations and Leadership Support:** Support the Director, Education with annual planning, recruitment, and assigned projects. Establish criteria, measures, and metrics to evaluate the effectiveness of program review activities. Provide orientation to review team and committee members and contribute to cross-departmental initiatives that advance CLHA goals and mandate.

## SKILLS & ABILITIES

The ideal candidate will have experience in instruction of PN programs, curriculum development, and program review expertise. They will demonstrate strong organizational, time-management, and project management skills with the ability to manage multiple priorities and meet deadlines in a fast-paced regulatory environment. They bring sound analytical thinking, professional judgment, attention to detail, and a high level of professionalism, confidentiality, and ethical practice.

This role requires effective leadership and relationship-building skills, including the ability to engage stakeholders, mentor others, collaborate across teams, and contribute to strategic, system-level outcomes. Strong communication, facilitation, and technology skills—combined with knowledge of PN education, healthcare trends, and relevant legislation—are essential for success.

## EXPERIENCE

- University degree in nursing, health services, public health, education, public administration, or a related field.
- Current professional nursing practice permit, with no restrictions, would be an asset.
- Minimum of five years' experience in program approval and/or accreditation in an education or nursing/health field.
- Extensive experience within post-secondary educational institutes, preferably in program administration, business, and/or curriculum development.

## OTHER QUALIFICATIONS

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

## HOW TO APPLY

Please email your cover letter and resume, referencing Competition 2026-03, to [recruitment@clha.com](mailto:recruitment@clha.com).

**Applications accepted by 11:59 pm on Thursday, February 19, 2026, will be included in the initial review. Applications may continue to be accepted until the position is filled. This posting may close once a suitable candidate is selected.**

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

**Note:** *If you are selected to proceed through the recruitment process, you will be contacted by email from a CLHA email address. Please ensure you regularly monitor your inbox, including your junk or spam folders, to avoid missing important communications regarding your application.*