

Practice Advisor

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 on 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 basis. This posting may be used to fill future vacancies.

THE ROLE

Reporting to the Practice Manager, the Practice Advisor reviews and understands applicable legislation, regulations, and emerging issues to provide informed regulatory responses and practice guidance to both external parties and the CLHA. This position supports the review and assessment of trends in regulatory inquiries and responses managed by the Professional Practice Team, ensuring the organization remains responsive to evolving healthcare system priorities and practice issues. The Practice Advisor also represents the CLHA at provincial and national levels, contributing to key business initiatives and supporting the advancement of organizational goals, strategic priorities, and professional practice excellence.

KEY RESPONSIBILITIES

PRACTICE CONSULTATION

- Inform and guide registrants, the public, and other interested parties by responding to inquiries related to LPN and HCA practice in Alberta. This includes interpreting related legislation and regulations and the CLHA's standards of practice, codes of ethics, policies, and guidelines and providing responses that align with these legislative tools for clarity, accuracy, and consistency in communications.
- Document and analyze professional practice inquiries for the purpose of identifying trends and possible gaps in understanding and/or future required changes in LPN and HCA scopes of practice, competencies, or professional practice. Responsible for bringing identified gaps forth and strategizing on mitigation methodologies that may impact change.
- Collaborate with other CLHA departments, other regulators, and healthcare-related committees (provincial and national) on professional practice initiatives and projects involving regulation, the LPN and HCA professions, policy, and legislation.

- Participate in the development of CLHA policies, resources, articles, and webinar content in support of LPNs, HCAs, and all interested parties' understanding of the profession's competencies and scope of practice.
- Responsible for maintaining currency and awareness of best practices regarding legislation, regulations, policies, and guidelines that may impact the CLHA as an organization, the healthcare professionals they regulate, or the healthcare system in general.
- Conduct one-on-one coaching sessions with registrants involved in the conduct process. These coaching sessions help the registrant by encouraging reflection on the legislated scope of practice, practice expectations, and pertinent CLHA resources.

OTHER DUTIES/SPECIAL PROJECTS

- Participate in external projects as required to ensure the CLHA's regulatory representation and perspective are shared in a collaborative and informed manner.

SKILLS & ABILITIES

The Practice Advisor is an integral member of the Practice and Policy Department. The ideal candidate thrives in a highly detailed, fast-paced regulatory environment and demonstrates strong analytical, critical-thinking, judgment, and decision-making skills while applying a solution-oriented approach to their work. The Practice Advisor is skilled at communicating complex health-sector regulatory concepts clearly and concisely using plain language.

This role requires a comprehensive understanding of emerging trends and issues affecting LPNs, HCAs, the nursing profession, and the broader healthcare system at the provincial, national, and international levels. The Practice Advisor must maintain current knowledge of relevant legislation, regulations, standards, and organizational policies, including the scopes of practice and competency requirements for LPNs and HCAs. The successful candidate must possess excellent customer service and relationship-building skills, demonstrate a positive and professional attitude, and be able to work effectively both independently and collaboratively as part of a team.

EXPERIENCE

- Completion of an LPN diploma or HCA certificate program is required. A university degree is considered an asset.
- An active practice permit with the CLHA in good standing is required.
- A minimum of five years of experience across diverse healthcare practice settings, including experience in a mid- to senior-level nursing or HCA-related role, is required. Leadership and/or regulatory experience is considered an asset.
- Knowledge of relevant legislation, regulations, and policies governing the LPN and HCA professions, including their roles within the healthcare system, scopes of practice, professional responsibilities, and competence requirements, is required.

- Experience in research and data analysis related to a variety of healthcare topics is an asset.
- Proven ability to operate within a regulatory framework is an asset.
- Excellent written and verbal communication skills.
- Intermediate to advanced PC/computer skills with a solid understanding of MS Office (Excel, Word, Outlook, PowerPoint) are required.

OTHER QUALIFICATIONS

- 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.

Applications will be accepted until end of business day on Monday, August 10th.

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