

# Hospital Privileges Appeal Board

Competition #: 447

Ministry: Health

Opening Date: 06/16/2017

Closing Date: 07/30/2017

Role: Member of The Law Society of Alberta or of the Judiciary (legal member)

Role Required

Do you have an interest in fair judicial process and the principles of natural justice? The Minister of Health is looking for a member of the judiciary or of The Law Society of Alberta to serve on the **Hospital Privileges Appeal Board**. **Board member's legal** backgrounds play a key role in helping ensure fair judicial grounds when it comes to making decisions affecting the livelihood of members of the medical community.

Location

Members can be located throughout Alberta and hearings can be held in any municipality. Appeal board meetings are usually held in Edmonton.

About the Agency

- The Hospital Privileges Appeal Board hears appeals from current and former hospital medical staff who feel personally aggrieved by decisions made by a hospital board.
- On hearing an appeal, the appeal board may confirm the decision of the hospital board, or direct changes.
- The appeal board reports to the Minister of Health and consists of seven members:
  - two physicians;
  - one member of The Law Society of Alberta or of the judiciary;
  - one member of a board of an approved hospital;
  - one member of the College and Association of Registered Nurses of Alberta (CARNA);
  - and
  - two other persons (public members).
- The Minister designates one of the members as chair of the appeal board.

Role Description

- This is an excellent opportunity for members of our legal community to make their voice heard and to provide their unique perspective in a group decision making process alongside other professionals. It is an especially beneficial role for someone who is looking to raise their professional profile by joining a group of highly qualified individuals.
- The legal member is required to participate in reviewing appeals and attending hearings. They review evidence, both oral and written, in order to deliberate and reach a decision on matters before the appeal board.
- Members may be called on to attend business meetings and training activities. They are also responsible for contributing to required reports and appeal board evaluations.
- Members may be appointed for a term of up to three years. They may be reappointed for additional terms, for a total of up to 12 consecutive years, based on satisfactory performance.
- The successful candidate may be considered for designation as chair of the appeal board.

Skills and Experience Required

**The legal member must be a member of The Law Society of Alberta or of the judiciary.**

Additional knowledge, skills and experience in the following will be considered an asset:

- **Relevant Professional/Volunteer Experience Knowledge**
  - Legal/regulatory experience or experience in interpreting and applying legislation.

- **Specialized Contextual Knowledge**
  - Government/public policy knowledge:
    - Knowledge of public agencies, delivery of health care services in Alberta, and the [Hospitals Act](#).
    - Knowledge of the communities (medical staff members and hospital boards) served by the appeal board.
- **Personal Suitability Skills**
  - Effective communication skills
  - Analytical/critical thinking/problem solving skills
  - Leadership/collaboration skills
  - Ability to synthesize information
  - Ability to exercise objectivity, sound judgement and diligence

#### Remuneration and Time Commitment

- This is not a wage or salaried position.
- The legal member of the board may be paid remuneration at rates fixed by the Minister:
  - \$164 for up to and including four hours in one day;
  - \$290 for over four hours and up to and including eight hours in any day; or
  - \$427 for over eight hours in any day spent on the business of the board according to the [Committee Remuneration Order](#) (O.C. 466/2007), subject to review.
- Members may also receive reasonable travel expenses incurred in the course of performing their duties as board members in accordance with the **Public Service Relocation and Employment Expenses Regulation and the Government of Alberta's [Travel, Meal and Hospitality Expenses Policy](#)**, as amended.
- The board meets as appeals arise, approximately twice per year. Although the board does not meet frequently, a significant time commitment will be required to hear matters before the board. The length of a hearing may vary between three to seven consecutive days and could occur in any community within Alberta.
- Members can be located across Alberta. Board meetings have been historically held in Edmonton.

#### Position Profile

Please see the [attached Position Profile](#) for more information on this opportunity and a detailed list of responsibilities

#### Additional Documentation

The following documents are required in addition to the cover letter and resume:

- [Conflict of Interest Form](#);
- [Eligibility Form](#); and
- a [biography](#).

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

#### Contact Information

Lori Fawcett, Governance Analyst, Executive Operations, Alberta Health

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## How To Apply

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short (maximum 200 words) biography using the Biography template found under additional documents section. Your biography should contain general information about your education, experience, community involvement, skills, etc. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates' qualifications most closely match the agency's requirements. **Only those selected for interviews** will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at <https://www.alberta.ca/public-agencies.cfm>.

All potential candidates will be screened for potential conflicts of interest. **Please Note:** Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, position appointed to.

**Legal member posting:** <http://bit.ly/HPAB447>