

The College and Association of Registered Nurses of Alberta (CARNA) is the professional and regulatory body for more than 37,000 registered nurses and nurse practitioners throughout Alberta. We're mandated to define and uphold the standards of safe and ethical nursing practice as legislated under the Health Professions Act. We play an essential role in shaping the framework for professional nurse regulation and excellence in practice for the health of all Albertans. Our core values are integrity, respect, accountability and professionalism.

Deputy Complaints Director

Assisting in the day-to-day management of the Professional Conduct Team, with a focus on public protection and safe patient care, we are seeking an individual who will oversee the complaint resolution process including management of investigations, regulatory hearings and all other legislated duties as set out in the *Health Professions Act*.

Your primary responsibilities

in collaboration with the Complaints Director

- Oversee the professional discipline process to ensure legislative compliance, transparency and administrative fairness
- Manage complaints, investigations, hearings and all other legislated responsibilities as set out in the *Health Professions Act*
- Directly manage an investigator team and promote administratively fair investigation process
- In collaboration with investigators, analyze and evaluate information gathered to ensure complete, thorough and unbiased investigations
- Develop and implement professional conduct policies, procedures and standards
- Participate in various internal and external working groups including CARNA, regional, provincial, national and international regulatory/professional bodies
- Collaborate with other regulatory bodies on issues of concern

You possess

- Master's degree in nursing and/or health administration
- Eligibility for CARNA registration
- 10–14 years' recent progressive experience in nursing, including advanced clinical practice or clinical education and administration or management
- Excellent critical thinking, analysis and problem solving skills
- Working knowledge of, and experience with, relevant legislation, administrative law, professional discipline and investigations is preferred
- Investigation training (e.g., National Certified Investigator and Inspector Training [NCIT] and/or Foundations of Administrative Justice [FOAJ] courses would be an asset)
- Verbal and written communication skills necessary to communicate to various audiences
- A demonstrated ability to inspire a shared vision and to employ and motivate a team

We offer an excellent compensation package, regularly celebrate accomplishments and milestones and host team events.

If this position interests you, we invite you to submit a resume via email quoting file **QA-2350** to carnacareers@nurses.ab.ca by **May 4, 2018**. Thank you for your interest!

Expert caring makes a difference®



780.451.0043
1.800.252.9392
Fax: 780.452.3276

11620 – 168 St NW
Edmonton, Alberta
T5M 4A6

nurses.ab.ca

