

The College and Association of Registered Nurses of Alberta (CARNA) is the professional and regulatory body for more than 38,000 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.

## Conduct Counsel

Representing the interests of the public and of CARNA, Conduct Counsel provides legal advice to the Complaints Director related to the *Health Professions Act (HPA)* and provides expertise at discipline hearings for investigated members or through complaint resolution agreements.

### Your primary responsibilities

- Represent the Complaints Director at conduct hearings:
  - Evaluate evidence and allegations regarding matters of unprofessional conduct
  - Complete legal preparations for hearings, including research, drafting documents and preparation of witnesses, and provide disclosure of documents and information to investigated member and member's counsel regarding hearing process
  - When possible, negotiate and draft consent agreements, including recommended sanctions, for matters going before hearing tribunal or conduct
- Manage hearing tribunal order compliance process and compliance hearings, in consultation with Complaints Director
- Negotiate informal resolution agreements with member and complainant on behalf of the Complaints Director
- Consult with Complaints Director regarding various conduct issues, including evaluation of evidence in investigation reports, drafting allegations and appropriate sanctions
- Provide advice and assistance to Complaints Director regarding conduct documents, policies and processes to ensure compliance with the *Health Professions Act*, other relevant legislation and administrative law principles
- Respond to queries regarding complaints and proper avenues for resolution

### You possess

- Bachelor of Laws/Juris Doctor and Bachelor of Science in Nursing preferred (undergraduate degree in another health-related profession will be considered)
- Professional designation as Member of Law Society of Alberta
- Professional designation of RN or NP preferred
- Certificate in Tribunal Administrative Justice is an asset
- 10–14 years' experience with a preferred combination of five or more years as a Registered Nurse or in a health-related profession and five or more years practicing as a Barrister and Solicitor, preferably in the area of administrative law
- Exceptional mediation, negotiation and conflict resolution skills
- Ability to manage multiple and conflicting priorities in a high stakes demanding environment
- Strong written and oral communication with the ability to communicate with a varied group of stakeholders

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-2321** to [carnacareers@nurses.ab.ca](mailto:carnacareers@nurses.ab.ca) by **Aug. 13, 2018**. Thank you for your interest!

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