

Position Profile

Roster of Public Members

Profile Overview

Competition #: 641

Role(s) Required: Public Members

Agency Website:

[Regulated Health Professions and Colleges](#)

Responsible Ministry: Health

Opening Date: 05/16/2019

Closing Date: 06/09/2019

Role(s) Required

10 public member positions will become available in January 2020 on the Tribunal Roster, established under the [Health Professions Act](#) (HPA).

Role Description

Public members are appointed to the Tribunal Roster by the Lieutenant Governor in Council. The Tribunal Roster supplies public members for complaint review committees and hearing tribunals for regulated health professions governed under the HPA.

Public members support colleges in regulating their registered members in a manner that protects and serves the public interest by attending complaint review committees and/or hearing tribunals.

Review committees and hearing tribunals must consist of regulated health professionals and public members. Section 12(1) of the HPA requires that 25 per cent of the voting members of a complaint review committee or a hearing tribunal be public members.

Public members are required to:

- Participate in reviewing appeals and attending hearings.
- Review, analyze and weigh evidence, both oral and written, in order to deliberate and reach a decision on matters presented to the hearing tribunal or a review committee.
- Assess cases and reach a fair and impartial decision based on analysis of the facts presented during the hearing and review of relevant legislation.
- Participate in the preparation and review of a written decision following the close of a hearing.
- Bring an independent and objective perspective external to that of registered members of the regulated health profession to ensure views of the health system user, third parties and the general public are considered in the decisions making process.

Public members may be invited by a health profession regulatory college to participate in training or meetings to support disciplinary proceedings.

Public members are appointed for terms not exceeding three years. They may be reappointed for additional terms (for a total of up to six consecutive years) based on satisfactory performance.

About the Agency

The HPA requires that public members be appointed to the Tribunal Roster for the purpose of establishing complaint

review committees and hearing tribunals. The hearings director selects public members to sit on complaint review committees and hearing tribunals, as required.

There are 28 health profession regulatory colleges currently regulated under the HPA:

Regulated Health Professions under the HPA:

1. Alberta College and Association of Chiropractors
2. Alberta College of Combined Laboratory and X-ray Technologists
3. College of Alberta Dental Assistants
4. College of Registered Dental Hygienists of Alberta
5. College of Dental Technologists of Alberta
6. Alberta Dental Association & College
7. College of Alberta Denturists
8. College of Dietitians of Alberta
9. College of Hearing Aid Practitioners of Alberta
10. College of Licensed Practical Nurses of Alberta
11. College of Midwives of Alberta
12. Alberta College of Medical Diagnostic and Therapeutic Technologists
13. College of Medical Laboratory Technologists of Alberta
14. College of Naturopathic Doctors of Alberta
15. Alberta College of Occupational Therapists
16. Alberta College and Association of Opticians
17. Alberta College of Optometrists
18. Alberta College of Paramedics
19. Alberta College of Pharmacy
20. Physiotherapy Alberta College + Association
21. College of Physicians & Surgeons of Alberta
22. College of Podiatric Physicians of Alberta
23. College of Registered Psychiatric Nurses of Alberta
24. College of Alberta Psychologists
25. College & Association of Registered Nurses of Alberta
26. College & Association of Respiratory Therapists of Alberta
27. Alberta College of Social Workers
28. Alberta College of Speech-Language Pathologists and Audiologists

Information on Alberta's 28 regulated health professions can be found at:

[Regulated Health Professions and Colleges](#)

Agency Classification

- The Tribunal Roster is not subject to the [Alberta Public Agencies Governance Act](#).

Skills and Experience

Candidates should possess some basic knowledge of Alberta's health care system and Alberta's regulated health professions.

Competencies:

Relevant Professional/Volunteer Experience:

- Legal/Regulatory
- Governance
- Risk Management

The candidate has professional, volunteer and/or non-profit experience that supports the high level thinking skills, democratic mindset and objectivity relevant and valuable to the disciplinary proceedings undertaken by complaints review committees and hearing tribunals.

Specialized Contextual Knowledge:

- Knowledge of Alberta's Health Profession Regulations
- Health Sector Knowledge

The candidate has knowledge, experience and/or education in, quasi-judicial or administrative tribunal proceedings, law, decision-making, accreditation, enforcement and interpreting and applying legislation to understand and support the disciplinary proceedings undertaken by complaints review committees and hearing tribunals.

Personal Effectiveness Skills:

- Effective Communication Skills
- Analytical/Critical Thinking/Problem Solving Skills
- Leadership and Collaboration Skills
- Ability to Synthesize Information
- Ability to Exercise Objectivity, Sound Judgement and Diligence

The candidate has personal skills or attributes of value to the complaints review committees and hearing tribunals in balancing the values and interests of registered members with the public interest.

Specialized Knowledge and Expertise

Candidates may also demonstrate the following specialized competencies/skills:

- Experience and/or education in quasi-judicial or administrative tribunal proceedings.

Remuneration, Time Commitment and Meeting Location

- This is not a wage or salaried position.
- Public members appointed to the Tribunal Roster receive remuneration in accordance with Schedule 1, Part B of the Committee Remuneration Order (O.C. 466/2007), subject to review. The rates for a public member are:
 - o \$115 for up to and including four hours in any day, or

- o \$191 for over four hours and up to and including eight hours in any day, or
 - o \$306 for over eight hours in any day, spent on the business of the complaint review committee and/or hearing tribunal.
- Public members are currently paid expenses in accordance with the *Public Service Relocation and Employment Expenses Regulation* and the [Government of Alberta's Travel, Meal and Hospitality Expense Policy](#).
 - Time commitment is variable and subject to the volume of college complaint committees and hearings.
 - The length of a hearing may vary between three to seven consecutive days.
 - Complaint review committees and hearings can be located across Alberta; however have primarily been held in Edmonton and Calgary.

Additional Notes

Applicants must be 18 years of age or over.

The following will **NOT** be considered for appointment as a public member:

- Employees of Alberta Health;
- Senior executives or board members of a regional health authority;
- A member of a regulated health profession or discipline in Alberta;
- A person who represents or is normally engaged in representing a group of employees who are regulated members in the negotiation of collective bargaining agreements or in any proceedings under a collective bargaining agreement with respect to regulated members;
- A person who negotiates or sets professional fees or guidelines on professional fees on or on behalf of regulated members of a college;
- Members of the Health Professions Advisory Board; and
- Individuals whose appointment would result in an actual or perceived conflict of interest that cannot be managed.

Candidates will be requested to submit the following **FIVE** documents to complete your full application. Links to three of the templates are provided below:

1. Cover Letter;
2. Resume;
3. Conflict of Interest form;
4. Eligibility Screening form; and
5. Biography form.

Once the forms are completed, save them to your PC. When you click on submit application, you will be prompted to upload additional documents. Drag and drop or upload your completed biography form and others requested into the 'Drop files below or click to upload' section.

- Applicants are asked to indicate any previous or current appointments they may have to Government, private, or not-for-profit sector agencies, boards or committees.
- Candidates selected for interview will be required to provide three references. These are not required at the time of application; however, will be requested should the candidate proceed further in the selection process.
- Final candidates who are being considered for appointment will be requested to complete a criminal record check.
- The posting may be used to fill both existing and future vacancies for public entities reporting to Alberta Health. Only individuals selected for interviews will be contacted.

[Conflict of Interest Form](#)

[Eligibility Screening Form](#)

[Biography Form](#)

Contact Information

Khadija Nasser, Policy Analyst – Health Professions Policy & Partnerships

Contact: khadija.nasser@gov.ab.ca

10th Floor, ATB Place, 10025 Jasper Avenue, Edmonton, AB, T5J 1S6