

Position Profile

Mental Health Review Panel Roster

Profile Overview

Competition #: 658

Role(s) Required: Vice-Chair - Central

Agency Website:

N/A

Responsible Ministry: Health

Opening Date: 07/09/2019

Closing Date: 08/05/2019

Role(s) Required

One vice-chair (Central) position on the Mental Health Review Panel Roster (roster) will be available in fall 2019.

Role Description

This is an excellent opportunity for those wishing to provide a valuable service to their community, and for those interested in helping uphold the rights of mental health patients in our province. This unique position provides a multi-faceted insight into Alberta's health care system as well as continued professional development.

The roster receives applications and conducts hearings regarding formal patients and individuals subject to community treatment orders across the province. The roster serves three regions: Edmonton and North (North Panel), Central Alberta (Central Panel), and Calgary and South (South Panel).

- The chair will lead the roster in conducting hearings, meetings and all business of the roster. While exercising administrative law and principles, the chair will guide the roster in working with various stakeholders to provide integrity of the panel process. The chair is also required to organize and manage performance of other members.
- The vice-chair will act in the absence, or inability to act, of the chair. The chair and vice-chair from one panel may also serve as an alternate vice-chair for the other two panels.
- The roster also includes psychiatrist members, physician members, and public members.
- Members are appointed by the Minister of Health for a term of up to three years, and may be eligible for reappointment to serve a maximum of 12 consecutive years.
- Flexibility in scheduling and ability and willingness to travel throughout Alberta is required.
- Willingness to drive a personal/rented vehicle and/or car pool with other panel members to be fiscally responsible may be considered an asset.

About the Agency

The roster plays an important role in protecting the rights of patients in facilities and individuals subject to community treatment orders. The roster is an adjudicative body that considers applications pertaining to:

- Cancellation of admission and renewal certificates for patients detained in designated facilities;
- Return of a patient to a correctional facility after treatment;
- Cancellation of community treatment orders;
- Patient competence to make treatment decisions;
- Administration of treatment to patients who object to it under the [Mental Health Act](#) (Act).

The roster has three chairs and three vice-chairs appointed. In addition to the chairs and vice-chairs, the roster includes psychiatrist members, physician members, and public members. Each hearing panel has four members: one chair/vice-chair, one psychiatrist member, one physician member, and one public member. The roster maintains a large

number of members to schedule hearings.

Agency Classification

The roster is an adjudicative body and is subject to the [Alberta Public Agencies Governance Act](#).

Skills and Experience

The chair/vice-chair is required to be a registered active member in good standing with the Law Society of Alberta.

The chair position requires:

Relevant Professional/Volunteer Experience

- Governance experience:
 - Knowledge or expertise in board governance in the private, public and/or volunteer/non-profit sector.
- Legal/ regulatory experience:
 - Administrative law, trials, adjudicative bodies and principals.
 - Ability to exercise objectivity, sound judgement, and diligence.
- Government/public policy knowledge:
 - Knowledge of the Act, related regulations and human rights, privacy and other legislation that impacts the work of the roster, as well as administrative law principles.
- Industry/sector knowledge of mental health:
 - Knowledge of the mental health system.

Competencies

- Leadership, teamwork and group decision making skills:
 - Chairing and conducting meetings
 - Leading a board, organization, or group
 - Leading group decision making
 - Performance management
 - Ability to build confidence in the integrity of the panel process and ensure patients' rights are understood and protected
 - Flexibility in scheduling with team members to meet time commitment required (e.g., conduct hearings and provide written decisions within the timelines specified in the Act)
- Communication/ listening skills:
 - Ability to write decisions
 - Ability to listen and review information from multiple sources
- Critical thinking/problem solving skills:
 - Ability to analyse and synthesize information from several sources

Specialized Knowledge and Expertise

The chair is required to be a registered active member in good standing with the Law Society of Alberta.

Remuneration, Time Commitment and Meeting Location

This is not a salaried position. The chair and vice-chair may receive remuneration in accordance with the [Mental Health Review Panel Regulation](#):

- \$790 for up to and including four hours in any day; and
- \$197 for each additional hour or part of an hour in the day spent on business of the review panel.

Members may also be reimbursed for expenses incurred in the course of performing their duties as members in accordance with the *Public Service Relocation and Employment Expenses Regulation* and the Government of Alberta's Travel, Meal and Hospitality Expense Policy.

The number of hearings may vary from one year to the next. In 2017/18, the roster held 2,714 hearings across the three panels. On average, the chair attends two thirds of hearings and the vice-chair attends one third.

Additional Notes

The following will **NOT** be considered for appointment:

- Employees of Alberta Health;
- Individuals whose appointment would result in an actual or perceived conflict of interest that cannot be managed; and
- Individuals who are not registered members of the Law Society of Alberta.

Although efforts will be made to draw upon members who reside in or near communities where the hearing will occur, substantial travel may still be required to fulfill this role.

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 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 forms 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.

If you are appointed to this position: You must comply with the agency code of conduct as referenced in the [Conflicts of Interest Act](#) sections 23.922-23.924 throughout your appointment. You will also be subject to the Conflicts of Interest Act, including restrictions on furthering private interests (s. 23.925). For more information, please visit the [Office of the Ethics Commissioner](#) website and the [Public Agencies Secretariat](#) website.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies

Contact Information

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