

POSITION PROFILE: REGISTRAR FOR ACUPUNCTURISTS OF ALBERTA

Position title: Registrar for Acupuncturists of Alberta

Reporting: The Registrar reports to the President of the Council who reports to the members of the council of the CAAA. The Council is accountable to the Health Disciplines Board under the Health Disciplines Act (HDA).

Duties and responsibilities: The Registrar supports the activities of the Council and has specific duties as specified under the Health Disciplines Act. The Registrar will also act as Executive Director.

The Registrar is responsible for the discharge of regulatory functions as specified by the Health Disciplines Act and regulations, bylaws and policies of the CAAA. During the transition period, (September – December 31, 2010) from governance by the Acupuncture Committee to governance by the CAAA, the incumbent will work closely with the current Registrar to become familiar with all the current regulatory process including but not limited to registration of new applicants, registration renewal, the complaint and disciplines process, program approval and development and administration of the registration exam. Following transfer of governance the incumbent will assume responsibility for these processes.

The Registrar also assists the Council with the development of policies specific to the governance of the profession of Acupuncturists and provides input in the establishment of regulatory processes. These responsibilities are intended to support the mandate of public protection, and protection of the reputation of the profession of acupuncturists in Alberta. These responsibilities also need to be coordinated with the activities and participation of the Council, CAAA Committee chairs and CAAA members in general.

Main Responsibilities:

- Legislative Functions: The Registrar facilitates the primary functions, prescribed by legislation, as directed by the council of CAAA:
- Complaints and Discipline: Investigation of complaints received against registered acupuncturists and the hearings are confidential and must be dealt with in accordance with the Health Disciplines Act. Including the investigation of the majority of complaints received against registered practitioners, to determine if a conduct and competency hearing is required.
- Registration.
- Continuing competency.
- Peer practice review.

- The Registrar facilitates the activities of:
 - The Registration Committee
 - Conduct and Competency Committee (see Complaints and Discipline)
 - Examination Committee: The coordination of the provincial registration examinations for acupuncturists.
 - Other committees such as the Program Approval Committee.
 - Communication with the Health Disciplines Board as required under the HDA such as seeking changes to program approvals, registration requirements etc.

- The Registrar assists the Council in:
 - Reporting to the Council on the activities of CAAA Committees.
 - Ensuring effective and timely communication of matters of interest to registered acupuncturists including but not limited to bylaw changes, negotiations with third parties such as WCB, involvement in policy development with regulatory bodies in other provinces such as progress in the development of a national exam etc.

- Together with the president of the Council and the Council, the Registrar will act as a spokesperson to the public and external parties on matters of a regulatory nature or as directed by the Council.

Required Education, Skills, Attributes, Experience and Characteristics for the position of Registrar for Acupuncturists of Alberta:

- General requirements:
 - Multitasking ability.
 - Well-developed verbal and written communication skills.
 - Ability to interpret and apply legislative concepts and information.
 - Ability to evaluate issues and situations in an objective and non-partisan manner.
 - Knowledge, respect and sensitivity to cultural differences.
 - Ability to meet deadlines.
 - Problem solving skills.
 - Ability to assimilate information in a timely manner; act appropriately in a businesslike and efficient manner.
 - Ability to work collaboratively with Council, Committee members and external individuals.
 - Well-developed interpersonal skills.

- Essential specific requirements:
 - Knowledge of professional requirements of Acupuncturists in Alberta and in other jurisdictions.
 - Knowledge of Standards of Practice and Competency for Acupuncturists in Alberta, Canada and other countries.
 - Experience in administration and organizational work for profit and non-profit organizations.
 - Considerable experience with computers and with various applications of Microsoft Office.

- Desirable skills and attributes:
 - An educational background in Health sciences, particularly in Acupuncture and Traditional Chinese Medicine (TCM)
 - Experience with Acupuncture organizations such as the former Acupuncture Society of Alberta, the Alberta Association of TCM Doctors.
 - Registration as Acupuncturist in Alberta.

Work schedule: The Registrar will initially work on a part time basis. The workload is expected to increase to half-time and full-time in January 2010 once the College assumes governance. Full-time employment will be considered as demands of the position increase. Salary and benefits will reflect the part-time, half-time or full-time work requirements.

Salary: Based on full-time employment salary range is \$ 70,000.00 to \$ 85,000.00 annually. The actual salary will be based on education, experience and employment hours.