

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF BRITISH COLUMBIA

POSITION DESCRIPTION

EXECUTIVE DIRECTOR/REGISTRAR

Summary

The Executive Director/Registrar is the Chief Executive Officer (CEO) of the College appointed by the Board and responsible for all administrative functions and duties of the College in accordance with the Health Professions Act, the College Bylaws and the Board's governance policies and guidelines.

In the conduct of these responsibilities the Executive Director/Registrar reports directly to the Board of the College according to the reporting guidelines established by the Board.

The key responsibility areas are:

A. Board of Directors

1. Supports and guides elected and appointed members in their deliberations as required with particular attention to strategic and operational planning, outcome measurement and legal parameters for decision-making.
2. Develops and presents educational and other materials as needed to the Board with particular attention to the areas of administrative law and governance principles.
3. Researches, prepares and presents briefs on policy advice and analysis to the Board or as otherwise directed by the Board on matters pertaining to regulatory functions of the College.
4. Prepares and presents program reports to the Board in accordance with the Board's monitoring strategies.
5. Manages the affairs of the College in accordance with the Board policies and guidelines, College Bylaws, the Health Professions Act and other relevant legislation.
6. Represents the College on administrative or other matters in accordance with the policies and guidelines of the Board.

B. Programs

Standards of Practice and Continuing Competency Program

Inquiry and Discipline Program

Registration and Examination Program

1. Maintains ultimate responsibility for the development, implementation and evaluation of College programs in accordance with relevant legislation and Board policy.
2. Monitors the quality of College programs in accordance with quality management principles.
3. Manages policy development, implementation and evaluation related to College programs.
4. Monitors provincial, national and international trends and maintains statistical data related to College program areas and regulatory matters of the College.
5. Evaluates and monitors the performance of staff responsible for College programs according to Board quality management principles, personnel policies and guidelines.

C. College Administration

1. Maintains ultimate responsibility for the administration of the affairs of the College in accordance with the Health Professions Act, College Bylaws, Board policies and guidelines and other relevant legislation and legal considerations.
2. Establishes, maintains and evaluates the Management Information Systems of the College in accordance with records management policies and procedures and the Freedom of Information and Protection of Privacy Act and ensures the integrity and security of the system.
3. Implements, maintains and evaluates the Financial Management System of the College in accordance with financial and investment policies of the Board, College Bylaws and other relevant legislation.
4. Establishes, maintains and evaluates the Human Resources Management System of the College in accordance with collective agreements, written human resource management policies and procedures, and within budget parameters established by the Board. In particular the Executive Director/Registrar:
 - mentors staff and encourages life-long learning and continued competence initiatives for staff at all levels of the organization;
 - provides and maintains a positive and respectful work environment;
 - establishes, enforces and evaluates the Code of Conduct and Confidentiality for staff at all levels of the organization;

- encourages staff to adhere to principles of physical and mental well-being as it relates to the workplace environment e.g. stress management and ergonomic principles.

D. Registrant/External Relations

1. Establishes, maintains and monitors the quality of communication and education strategies for registrants and stakeholders.
2. Ensures input from public representatives as well as registrants and other stakeholders as appropriate regarding College programs.
3. Responds to requests for information from registrants and others related to College programs.
4. Functions as “Head” for the purposes of the Freedom of Information and Protection of Privacy Act provisions and requests.
5. Prepares and presents the College annual report to registrants, government and other stakeholders yearly and on request.
6. Represents the College in accordance with policies of the Board.
7. Establishes, maintains and monitors effectiveness of liaison with registrant employing agencies, psychiatric nursing educators, government and other stakeholders.

E. Professional Attributes

- Demonstrates responsibility for maintaining competence in areas related to administration of the College through continuing competence assessment and life-long learning strategies appropriate to the position and personal needs.
- Actively participates in networking activities appropriate to the College mandate and objectives with other members of the health care and regulatory fields.
- Maintains active membership in own appropriate registration bodies with awareness of Standards and competency requirements for registration.
- Respects and values the input of staff and others and maintains a professional and positive working relationship with staff and Board/Committee members.
- Provides a leadership role model for staff, Board and Committees as appropriate, and others.

POSITION REQUIREMENTS
EXECUTIVE DIRECTOR/REGISTRAR

Mandatory

- Eligibility for registration with the College of Registered Psychiatric Nurses of B.C.
- Baccalaureate or Masters degree in a health, business or other relevant discipline preferred.
- Minimum 7 - 10 years of relevant leadership and administrative experience in progressively senior management roles encompassing the major functions of a chief executive officer position.
- Experience in strategic and operational planning, implementation and outcome measurement
- Demonstrated competence in financial, records and human resource strategic management.
- Demonstrated ability in interpretation of governing statutes and other relevant legislation.
- Demonstrated understanding of regulatory functions and administrative law principles.
- Demonstrated understanding of nursing practice standards and competency measures.
- Demonstrated research capability and multi-project management.
- Experience with Boards and Committees within an organizational framework.
- Demonstrated creative leadership, tact, diplomacy and good judgment.
- Ability and willingness to foster, work and manage an open and flexible environment.

Desirable

- Knowledge of RPN and other nursing regulatory structures in other Canadian and international jurisdictions
- Experience in policy and procedure development

- Knowledge of Prior Learning Assessment
- Knowledge of non-profit organizations or association management
- Knowledge of nursing education in B.C.

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