

**JOB DESCRIPTION**

**DEPUTY REGISTRAR/PRACTICE CONSULTANT (Inquiry & Discipline)**

**Summary**

The Deputy Registrar/Practice Consultant (Inquiry & Discipline) is responsible for carrying out the regulatory functions and duties of the College as assigned and in accordance with the duties and objects of the College and existing legislation governing the practice of Registered Psychiatric Nurses in British Columbia. The Deputy Registrar/Practice Consultant is responsible to the Executive Director/Registrar regarding all activities and performance in areas of responsibility assigned by the Executive Director/Registrar.

**1. Inquiry Committee (45%)**

- (a) Assists the Registrar in reviewing complaints and delivering a copy of each complaint to the Inquiry Committee including a preliminary assessment of the complaint and any recommendations for the disposition of the complaint.
- (b) Provides professional expertise and ensures support to the Inquiry Committee and assists the Registrar in the investigation and disposition of complaints, including drafting undertakings and ongoing communication with all parties.
- (c) Maintains records related to the inquiry process including comprehensive files related to all complaints, correspondence, Inquiry Committee meeting minutes and individual undertakings.

**2. Discipline Committee (5%)**

- (a) Assists the Registrar in disciplinary hearings as per citations issued by the Inquiry Committee and delivering a copy of the citation to the Discipline Committee including full file disclosure as per the Health Professions Act.
- (b) Provides professional expertise and ensures support to the Discipline Committee in its investigations and decisions.

- (c) Maintains records related to the inquiry/discipline process including correspondence, Discipline Committee meeting minutes and any actions taken by the Discipline Committee.

**3. Quality Assurance Committee (25%)**

- (a) Provides professional expertise and ensures support is in place for the Quality Assurance Committee in the development and maintenance of a continuing competency program (CCP) for the membership.
- (b) Maintains records related to CCP reviews for all CRPNBC members and recruits and assigns qualified reviewers.
- (c) Provides leadership and direction for the annual registration renewal process as it relates to the continuing competency program.
- (d) Develops and recommends policies and procedures related to the quality assurance committee and the continuing competency program.

**4. Practice Consultation (15%)**

- (a) Provides consultation to registrants, employers, government agencies, other professionals and the public regarding psychiatric nursing practice and psychiatric nursing education.
- (b) Responds to inquiries and correspondence relating to psychiatric nursing practice. Refers relevant issues to the appropriate resource for resolution and/or follow up action.
- (c) Provides leadership in identifying trends and issues which influence the education and practice of psychiatric nursing and recommends appropriate action.
- (d) Develops resources to support Registered Psychiatric Nurses and employers regarding the practice of psychiatric nursing.
- (e) Advises the Board of Directors on issues relating to standards of practice, code of ethics and scope of practice for Registered Psychiatric Nurses.

**5. Represents the College of Registered Psychiatric Nurses of B.C. (5%)**

Participates in provincial, national and international committees and initiatives relating to psychiatric nursing as approved by the Executive Director/Registrar

and/or the Board of Directors.

**6. Other (5%)**

- (a) Participates in determining the needs of the CRPNBC and the profession of psychiatric nursing in conjunction with the Executive Director/Registrar, Board of Directors and other stakeholders.
- (b) Participates in the development and maintenance of the CRPNBC budget.
- (c) Develops, implements and evaluates operational procedures in support of Board policies.
- (d) Communicates effectively with staff members, Board and committee members.
- (e) Develops and maintains positive, effective working relationships with staff, committee and Board members, regulatory bodies, health authorities, psychiatric nursing educational programs, government officials and the public.
- (f) Submits regular reports to the Board of Directors and the editor of the newsletter.
- (g) Assists the Executive Director in the compilation of the Annual Report.
- (h) Performs other related duties as assigned.

**Qualification Requirements**

Eligibility for registration with the College of Registered Psychiatric Nurses of B.C.

Baccalaureate or Masters degree in psychiatric nursing or other relevant discipline preferred.

Minimum 5 – 7 years of relevant leadership and administrative experience in progressively senior clinical or administrative roles encompassing the major functions of the Deputy Registrar/Practice Consultant (Inquiry & Discipline) position.

Ability to interpret governing statutes and other relevant legislation.

Knowledge of the Health Professions Act of British Columbia and a demonstrated understanding of regulatory functions and related administrative law principles.

Demonstrated understanding of registered psychiatric nursing practice standards, code of ethics, scope of practice and competency measures.

Ability to assess learning/practice needs and to develop, implement and evaluate effective programs to meet identified needs

Demonstrated ability to coach and mentor others

Demonstrated creative leadership, tact, diplomacy and good judgment.

Ability and willingness to foster, work and collaborate in an open and flexible environment.

### **Additional Preferred Qualifications**

Knowledge of RPN and other nursing regulatory structures in other Canadian and international jurisdictions

Experience with Boards and Committees operating within a not-for-profit organizational framework

Experience in policy and procedure development, implementation and evaluation

Project management experience and the ability to multi-task

Ability to design, implement and evaluate continuing professional development programs

Ability to speak and present in public forums

Knowledge of non-profit organization management principles

### **Compensation & Benefits**

Salary range: \$66,000 - \$83,396

Starting salary and benefits are negotiable and are comparable to Union & Government rates for Registered Psychiatric Nurses in British Columbia.

First Draft: June, 2009