

Registered Nurses Association of the Northwest Territories and Nunavut



Job Title:	Director of Regulatory Services and Professional Practice		
Department/Group:	RNANT/NU		
Location:	Yellowknife, NT	Travel Required:	Minimal Travel
Level/Salary Range:	110,000 -125,000	Position Type:	Full-Time

Scope of Position and Purpose

The RNANT/NU is a not-for-profit Association which has legislated responsibilities to register all nurses in the Northwest Territories and Nunavut, under a mandate of protection of the public. RNANT/NU approves nursing education programs, coordinates writing of national entry to practice exams and is responsible for professional conduct review. Along with these regulatory functions, RNANT/NU is an advocate for the nursing profession.

The Director of Regulatory Services and Professional Practice:

- Reports directly to the Executive Director.
- Responsible for performing and/or ensuring the regulatory functions performed by the RNANT/NU are carried out according to the Nursing Profession Act, the RNANT/NU Regulations, Bylaws and Policies as delegated by the Executive Director and if appropriate, directed by relevant committees.
- Ensures registrar is maintained.
- Represents RNANT/NU on RNANT/NU and relevant national committee.
- Ensures accurate statistical data is collected and forwarded to relevant organizations.
- Provide consultation and education to RNs, employers and the public on nursing practice issues.

Skills and Qualifications

- Baccalaureate in Nursing is required. Master's degree is preferred.
- Minimum 5 years recent RN experience.
- Must be eligible for an active practicing license with RNANT/NU as this is a requirement if hired (if not currently registered).
- Knowledge of nursing regulatory functions/issues.
- Awareness of current nursing trends and issues.
- Working knowledge of Windows Programs – word processing, spreadsheets, database, e-mail, and websites.
- Strong critical thinking and writing skills.
- Self-directed worker with the ability to time manage, multi-task, organize and prioritize own workload.
- Good communication and interpersonal skills.
- Ability to time manage, multi-task, organize and prioritize own workload.
- Ability to problem-solve independently within his/her scope of practice.
- A satisfactory criminal records check.

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Duties/Responsibilities

Registration/Registration Committee:

- Executive Director designate to the Registration Committee
- Applies all registration processes and procedures.
- Issues registration certificates to nurses who meet the criteria for registration in accordance with the Nursing Profession Act, and RNANT/NU Bylaws and Policies.
- Verifies registration status of membership.
- Advises applicants seeking registration.
- Maintains confidentiality of nurse registration files.
- Maintains the Register in accordance with the Bylaws.
- A significant portion of this job is the connection to the third-party database provider providing direction on changes, and issues.
- Identifies regulatory issues for consideration by the Board of Directors and other standing or Ad- hoc committees
- Interprets regulatory policies to educational institutions, prospective members, agencies, government and other nursing organizations.
- Administers and revise as needed the RNANT/NU Continuing Competence process.
- Liaison with other RN regulatory bodies, and national counterparts
- Regularly updates the website as it pertains to registration and practice issues.
- Ensures annual report is submitted to the Board of Directors

Entry to Practice Examinations

- Processes applications of candidates and coordinates writing of the exams.
- Receives examination results and correspondence exam results to candidates.
- Liaison with NCSBN, Pearson View and Nurse Educators to ensure processes are in place for candidates writing the NCLEX exams.
- Coordinates jurisdictional activities related to the administration of the national registered nurse licensure exam.
- Coordinates RNANT/NU volunteer participation on various exam-related national committees (Blueprint, Item Writing, etc.).

Statistical Reports

Oversees coordinating and/or preparing regular updates/reports re:

- Monthly registration statistics.
- Canadian Institute of Health Information (CIHI) data as requested.
- Others as needed.

Professional Practice

Provides consultation and education to RNs, employers, and the public:

- develop resources to support RNs and employers

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- participate in provincial, national, and international initiatives related to registered nursing practice issues

Administrative Duties as assigned

- Management of various projects related to meetings or operations of the RNANT/NU
- Has some financial responsibilities acting as countersigner for cheques and payments.

Supervisor Responsibilities

- In accordance with policy may be required to perform the duties of the Executive Director in an acting capacity.
- Coordinate with the Registration Coordinator the day to day running of the registration process.
- Completes the performance appraisal for the Registration Co-ordinator.

Signature Block

I have read and understood this job description.

EMPLOYEE

Signature

Name

Date

SUPERVISOR

Signature

Name

Date

Last Updated By:

Denise Bowen

Date

August 9th, 2021