

# Registered Nurses Association of the Northwest Territories and Nunavut



<b>Job Title:</b>	<b>Director of Professional Conduct and Complaints Officer</b>		
<b>Department/Group:</b>	RNANT/NU		
<b>Location:</b>	Yellowknife, NT	<b>Travel Required:</b>	Minimal Travel
<b>Level/Salary Range:</b>	110,000 -125,000	<b>Position Type:</b>	Full-Time
<b>Scope of Position and Purpose</b>			
<p>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.</p> <p>The Complaints Officer:</p> <ul style="list-style-type: none"> <li>• Reports directly to the Executive Director.</li> <li>• Responsible for performing and/or ensuring the professional conduct 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.</li> <li>• Represents RNANT/NU on local, territorial relevant national committees.</li> <li>• Ensures accurate statistical data is collected and forwarded to relevant organizations.</li> <li>• Provide consultation and education to nurses, employers, and the public on nursing practice issues.</li> </ul>			
<b>Skills and Qualifications</b>			
<ul style="list-style-type: none"> <li>• Baccalaureate in Nursing is required.</li> <li>• Minimum 5 years recent nursing experience.</li> <li>• Must be eligible for an active practicing license with RNANT/NU.</li> <li>• Knowledge of nursing conduct issues.</li> <li>• Awareness of current nursing trends and issues.</li> <li>• Working knowledge of Windows Programs – word processing, spreadsheets, database, e-mail, and websites.</li> <li>• A satisfactory criminal records check.</li> </ul>			

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## Duties/Responsibilities

### Professional Conduct/Professional Conduct Committee:

- Analyses trends and communicates relevant information to enable the Executive Director to make sound decisions and recommendations to the Board of Directors.
- Liaison with legal counsel to facilitate the professional conduct process.
- Verifies registration status of membership.
- Advises members, employers, and the public regarding the process of filing a complaint
- Maintains confidentiality of nursing conduct files.
- Identifies professional conduct issues for consideration by the Board of Directors and other standing or Ad- hoc committees
- Interprets professional conduct policies to educational institutions, nurses, employers and the public .
- Administers and revise professional conduct polices and Bylaws as need for approval by the Board of Directors
- Liaison with other nursing regulatory bodies, and national counterparts
- Ensures annual report is submitted to the Board of Directors
- Works collaboratively with members to brings complaints to resolution.

### Statistical Reports

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

- Monthly professional conduct statistics.
- Others as needed.

### Professional Practice

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

- develop resources to support nurses and employers
- participate in provincial, national, and international initiatives related to nursing conduct issues
- responds to nursing practice and conduct concerns.

### Administrative Duties as assigned

- Management of various projects related to meetings or operations of the RNANT/NU
- Has financial responsibilities acting as signing authority as per policy.
- Acts as Deputy Registrar if and when required.

### Supervisor Responsibilities

- In accordance with policy may be required to perform the duties of the Executive Director in an acting capacity.

## Signature Block

I have read and understood this job description.

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<b><u>EMPLOYEE</u></b>		<b><u>SUPERVISOR</u></b>	
Signature		Signature	
Name		Name	
Date		Date	
Last Updated By:	Denise Bowen	Date	August 9th, 2021