

Registered Nurses Association of the Northwest Territories and Nunavut



Job Title:	Director of Professional Conduct and Complaints Officer		
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			
<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"> • Reports directly to the Executive Director. • 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. • Represents RNANT/NU on local, territorial relevant national committees. • Ensures accurate statistical data is collected and forwarded to relevant organizations. • Provide consultation and education to nurses, employers, and the public on nursing practice issues. 			
Skills and Qualifications			
<ul style="list-style-type: none"> • Baccalaureate in Nursing is required. • Minimum 5 years recent nursing experience. • Must be eligible for an active practicing license with RNANT/NU. • Knowledge of nursing conduct issues. • Awareness of current nursing trends and issues. • Working knowledge of Windows Programs – word processing, spreadsheets, database, e-mail, and websites. • A satisfactory criminal records check. 			

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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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<u>EMPLOYEE</u>		<u>SUPERVISOR</u>	
Signature		Signature	
Name		Name	
Date		Date	
Last Updated By:	Denise Bowen	Date	May 31 st , 2022