

Job Opportunity: Director of Competence and Education

Job Type: Full time or part time (negotiable)

Salary/wage: Negotiable based on qualifications (education and experience)

Application closing date: January 24, 2020 at 5:00 pm

Organization Overview

The College and Association of Acupuncturists of Alberta (the “CAAA”) is the regulatory body for the profession of acupuncturists in Alberta. It performs regulatory functions in accordance with the *Health Disciplines Act*, the *Acupuncture Regulation*, and CAAA Bylaws. Typical activities include assessment of applications; registration and registration renewal; dealing with complaints, conducting investigations and making disciplinary decisions; educational program review; development and administration of registration examination; and facilitating council and committees in fulfilling their mandates. In addition, the CAAA also provides services to members, such as administering an insurance program at a competitive rate to members, offering continuing education courses to help members maintain and improve their competence and skills, as well as enhancing public awareness and perception of the acupuncturist profession.

Over the years, the workload of the CAAA has increased dramatically. To improve operational efficiency and effectiveness, the CAAA Council has approved to establish a position of Director of Competence and Education. This is a senior position with the CAAA. The incumbent reports directly to the Registrar/Executive Director.

Area of responsibility: Competence

- Monitor and manage matters related to the Competence Profiles of the acupuncturist profession;
- Assess continuing competence of registrants applying for renewal as needed;
- Oversee all Continuing Competence Program policies and procedures, and implement quality improvement initiatives on an ongoing basis; and
- Review and update standards of competence and practice as needed.

Area of responsibility: Education

- Develop, review and implement standards related to acupuncture education;
- Coordinate and conduct site visits to acupuncture educational institutions, and address issues identified collaboratively;
- Deal with concerns related to acupuncture education programs in Alberta; and
- Evaluate applications for acupuncture programs by working with relevant committee.

Other areas of responsibility

The CAAA has been working on the transition of the acupuncturist profession from the Health Disciplines Act to the Health Professions Act. Once the transition is completed, the incumbent will assume the following additional responsibilities:

- Provide managerial support and regulatory expertise to the Competence Committee; and
- Conduct practice inspection related to member's competency assessment.

Desired qualifications

- Professional knowledge of acupuncture and traditional Chinese medicine, experience as a registered acupuncturist preferred;
- University education with a minimum bachelor degree as an asset;
- Excellent communication skills, both verbal and written;
- Analytical thinking and problem solving skills;
- Ability to work effectively, both independently and in a team; and
- Integrity and positive attitude towards challenges.

How to apply

You can email your application (cover letter; resume) to registrar@acupuncturealberta.ca, or by mail to #201, 9612 – 51 Ave. NW, Edmonton, AB T6E 5A6, to the registrar's attention before the application deadline.

Closing statement

We thank all applicants for their interest. Only individuals selected for interview will be contacted.