

Council and Regulatory Committees' Application for Appointment

1. About this Position

Council and Regulatory Committee descriptions are listed in Appendix A at the end of this application form.

Council and Regulatory Committee meetings will be conducted virtually, except for special circumstances. As a council or committee member, you will be required to possess and use a computer (desktop or laptop) or tablet with a camera, microphone, and monitor in order to participate in meetings. Council and committee members also require a reliable Internet connection.

If the Council or Regulatory Committee of interest involves considerable time commitments, the College recommends you consult your employer to discuss the impact this committee work will require and seek their support for your participation (e.g., time away from work) prior to applying for the position.

2. Complete the Application Form

The application is your opportunity to share why you are a strong candidate for a position on a Council or Regulatory Committee. It will be used to determine your suitability and assess applicable skills. Your responses should demonstrate how your skills, competencies, and experience fit with the mandate, competencies, and qualifications of the Council or Regulatory Committee for which you are applying. Evaluating each candidate's suitability will result in a list of candidates who will be selected for an interview.

Please include a resume/CV and a cover letter with this application form. Please use Part 3 of the application to advance your required qualifications and competencies.

When answering questions, you must stay within the character limits where indicated.

Please indicate which position you are applying for:

- | | |
|---|---|
| <input type="checkbox"/> Council | <input type="checkbox"/> Complaints Review Committee/Hearing Tribunal |
| <input type="checkbox"/> Acupuncture Education Program Review | <input type="checkbox"/> Membership List |
| <input type="checkbox"/> Committee Competence Committee | <input type="checkbox"/> Registration and Examination Committee |

If you are not successful in being appointed to the position above, would you be interested in being considered for another position?

- No
- Yes, please consider me for the following positions:
- | | |
|---|---|
| <input type="checkbox"/> Acupuncture Education Program Review Committee | <input type="checkbox"/> Complaints Review Committee/Hearing Tribunal Membership List |
| <input type="checkbox"/> Competence Committee | <input type="checkbox"/> Registration and Examination Committee |

Part 1 - Contact Information

Name of Applicant:	_____	_____	_____
	Family name	Given name	Middle name
Address	_____	_____	_____
	Apt/Unit & Street	City	Postal Code
Telephone:	_____	_____	_____
	Home	Mobile	Work
Email:	_____ If applicable, College reg. no.: _____		_____

Part 2 – Eligibility

- All applicants (public and College registrants) who apply to serve on a Council or a Regulatory Committee must satisfy the following eligibility requirements in order to be short listed for appointment:
 - Must be a resident of Alberta;
 - Must be at least 18 years old;
 - Cannot be a spouse, partner, child, or parent of a member of the College Council;
 - Cannot be a College employee;
 - Must not be the subject of an investigation; and
 - Must possess and are comfortable using the required computer and Internet connection requirements.

Based on the above criteria, are you eligible for appointment to a regulatory committee? Yes No

Code of Conduct and Ethics Policy and Conflicts of Interest

Please note that if you are a successful candidate, you will be subject to the [Code of Conduct and Ethics Policy](#).

In addition, individuals appointed to the Council or Regulatory Committees must ensure their personal interests do not interfere with their public duties as a Council or Committee member. A conflict of interest arises when a reasonable person knowing the relevant facts could conclude or could perceive that the exercise of the Council or Committee member's judgment was likely to have been influenced by the personal interest of the Council or Committee member or by the interest of a related person or a related corporation of that Council or Committee member. The [Conflict of Interest Declaration Procedure](#) is available on the College website and should be reviewed. You are required to disclose any personal interests that may conflict with the interests of this committee. Disclosure does not disqualify you from consideration for appointment.

Do you have any real, potential, or perceived conflict with the interests with the position for which you are applying? Yes No

If yes, please describe in detail: (Please limit your response to 1000 characters.)

Part 3 – Qualifications and Experience

1. Your Interest in this Position

Please describe why you are interested in this opportunity. List the committee competencies you possess and offer a few sentences on what you hope to contribute and how you could support the work of the committee. (Please limit your response to 2500 characters.)

2. Education and Training

Please describe your educational background, professional credentials, or any other training which is relevant to this position. (Please limit your response to 2500 characters.)

3. Employment Experience

Please describe any relevant work experience you have, including positions you have held, roles you have played, and the timeframe of this work. (Please limit your response to 2500 characters.)

4. Board and Community Involvement

Please describe your involvement in any public or private sector boards, community involvement, or other experiences relevant to this position. Please describe the roles you played and the period of time you were involved. (Please limit your response to 2500 characters.)

5. References

Please include 2 references the College can contact if you are a short-listed candidate.

6. Competency Matrix

Please rate your level of experience demonstrating each competency on the following rating scale:

Rating scale: Level of experience demonstrating each competency:

1. Not skilled – I have not learned this skill.
2. Minimally skilled – I have little experience demonstrating this competency and need substantial direction to perform it effectively.
3. Somewhat skilled – I have some experience demonstrating this competency but still need guidance.
4. Skilled – I have a good amount of experience demonstrating this competency independently.
5. Very skilled – I always demonstrate this competency and could provide guidance/training to others.

Council and Regulatory Committee Members			
In order to support strong decision-making in the public interest...			
...every committee member will bring the following VALUES and ATTRIBUTES to the table:	Rating	...every committee member will bring, <u>or be willing to learn</u> , the following SKILLS, PRACTICES, and KNOWLEDGE :	Rating
Accountability, Honesty, and Integrity – Act with integrity and speak the truth, be able and willing to take full responsibility for decisions, follow through on commitments in compliance with the College’s Code of Conduct and Ethics Policy.		Ability – Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	
Collaboration – Recognize that, in a complex system, what can emerge as a result of meaningful engagement and dialogue will be stronger than what is created in isolation.		Committee/Panel Leadership – Experience in participating in committee or panel meetings, conflict resolution, and fostering effective decision-making.	
Culture – Developing a positive culture through awareness and inclusion of cultural and historical backgrounds and experiences, which reflect the community and Alberta’s unique diversity.		Confidentiality – Understand the need for protecting the privacy and confidentiality of registrants’ quality assurance data, as legislated under the <i>Health Professions Act</i> .	
Flexibility – Be open to innovative ideas, new perspectives, and new ways of doing things, always bringing a learning mindset to decision-making. Appreciate that, at times, plans will adjust to meet changing circumstances and needs.		Diplomacy – Have strong interpersonal communication skills that include the ability to clearly articulate a perspective, engage in respectful, productive, and sometimes courageous or difficult, discussions with the committee, staff, and stakeholders, while consistently reinforcing a culture of trust.	
Objectivity – Be able to self-reflect and make decisions based on evidence and useful information, to best fulfil the public mandate.		Diversity, Equity and Inclusion – Have an ongoing learning, appreciation and respect for unique perspectives, cultural contexts, power imbalances, and biases in deliberation and decision-making, and recognition of the role the College plays in fostering safe, respectful, and quality health care. Create an environment and culture that welcomes diverse perspectives, new partners, and new ideas.	
Public Service – Have compassion for the public and their right to safe, ethical care, demonstrated by an understanding and appreciation of, and commitment to, the public protection mandate and the time required to		Health Professions Regulation – Understand the mandate of the College is to protect the public. Exposure to or have knowledge of working in a regulatory environment. Be focused on protection of the public and able to familiarize	

Council and Regulatory Committee Members

In order to support strong decision-making in the public interest...

...every committee member will bring the following VALUES and ATTRIBUTES to the table:	Rating	...every committee member will bring, <u>or be willing to learn</u> , the following SKILLS, PRACTICES , and KNOWLEDGE :	Rating
execute the role diligently, recognizing that public interest will always be prioritized over personal or professional interests.		themselves with applicable legislation, regulations, bylaws and policies, and the core work of the College and its committees.	
Registrant Practice – Diverse practice experiences, backgrounds and specialities that inform dialogue and decision-making, ensuring decisions meet intended objectives, are practical and, ultimately, protect the public.		Information Analysis and Judgement – Be able to carefully review voluminous material within set timelines, assess implications, identify patterns, make connections, and narrow the issues to support good decision-making.	
Respect – Be able to work with others effectively, and appreciate different perspectives and opinions, while fostering and promoting, not impeding or stifling, robust dialogue.		Procedural Fairness – Understand administrative law or having exposure to hearings, tribunals, etc., commit to the unbiased balancing of issues, meticulously weigh evidence, think critically about issues at hand, consider options within the scope of the College’s mandate and power, and bring consistency and sound judgment to decision-making in accordance with procedural fairness principles set out in common law.	
Self-Awareness – Have a clear understanding of personal strengths, areas of development and potential biases, remaining open to reflection, feedback, continuous growth, and improvement.		Quality Improvement – Experience and understanding of the quality assurance and quality improvement programs and assessments in health care, and experience in developing tools that enable meaningful feedback and continuous improvement.	
		Risk Assessment – Understand and assess the risk that a decision might have on the public and make decisions proportional to the risk of harm to the public.	
		Strategic Thinking – Be aware of the complex systems in which the College works, including the stakeholders within that system, and the impact that College decisions have on the greater community.	
		Technological Competence – Be able to work electronically in order to uphold security, privacy, and efficiency of the College’s work, and have effective conference call etiquette.	

Part 4 - General

By selecting "I agree," you declare the information in this application form is true and you understand that:

1. You may be asked to provide photo identification, references, or other information to confirm your identity, eligibility, and qualifications;
2. If you are shortlisted for an interview, your references will be contacted; and
3. If you are recommended for appointment, your name and possibly a biography will be listed on the College's website.

I agree

Name

Date

Past or Current Service

Are you currently a member of Council or a Regulatory Committee?

No

Yes, I am a member of:

- Council
- the Acupuncture Education Program Review Committee
- the Competence Committee
- the Complaints Review Committee/Hearing Tribunal Membership List
- the Registration and Examination Committee

And have been a member for _____ years.

Have you ever been a member of Council or a Regulatory Committee?

No

Yes, I was a member of:

- Council
- Acupuncture Education Program Review Committee
- Competence Committee
- Complaints Review Committee/Hearing Tribunal Membership List
- Registration and Examination Committee

Please list the years you served as a member: _____

Confidential Voluntary Diversity Information (Optional)

The College recognizes its work is best served by committees and tribunals which generally reflect the diversity of the community.

If you choose to complete this confidential diversity questionnaire, the information is used to help the College in achieving its objectives for access, equity, diversity, and reconciliation on Council and its Regulatory Committees. The Appointments Committee or Governance and Nominating Committee will not use or release this information for any other purpose.

Please identify how you wish to be known in the following domains:

- Gender
- Whether you consider yourself LGBTQ2S+
- Your age
- Whether you identify as Aboriginal/Indigenous
- The race/ethnicity you identify with
- Whether you are living with a disability.

(Please limit your response to 2500 characters.)

Appendix A - Council and Regulatory Committee Descriptions

Council

The Council is the governing body of the College of Acupuncturists of Alberta (College). Under Section 6 of the *Health Professions Act* (HPA), the Council manages and conducts the activities of the College; exercises the rights, powers, and privileges of and carries out the duties of the College in the name of, and on behalf of the College; and carries out the powers and duties of the Council under the HPA and the College's bylaws.

Regulatory Committees

All Regulatory Committees report to the Executive Director/Registrar of the College.

Acupuncture Education Program Review Committee (AEPRC)

The AEPRC makes recommendations to the Executive Director/Registrar regarding potential entry to practice programs, any changes to the status of approved acupuncture education programs approved by the College, and minimum education standards and criteria for entry to practice acupuncture education programs. The AEPRC also conducts site visits of acupuncture education programs.

Competence Committee

The Competence Committee provides support and expertise to the College for the continued development, operation, and evaluation of the Continuing Competence Program (CCP). Committee members may also be called upon to determine whether a member has met the CCP requirements for a practice permit or complied with conditions assigned to meet CCP requirements.

Complaints Review Committee/Hearing Tribunal Membership List

Under section 16(1) of the HPA, the Hearings Director may establish a Hearing Tribunal or Complaints Review Committee from a membership list comprised of both regulated members appointed by the Council and public members appointed by the government. Appointed members hold hearings related to professional conduct of regulated members under the HPA. This committee also reviews and ratifies settlements under section 60 of the HPA and conducts reviews under section 68.

Registration and Examination Committee (REC)

The REC reviews complex applications for registration and practice permits and provide expertise, guidance, and support to the practical examination process. When reviewing registration applications, REC members review and determine if an applicant/member has met legislated requirements and whether engaging in practice may pose a risk to public safety.

The REC makes recommendations to the Executive Director/Registrar regarding the development, administration, and scoring of the Alberta Acupuncturists Registration Examinations (AARE) and acts as a consulting body to the Executive Director/Registrar in the appropriate testing of knowledge and competency of applicants for registration. REC members support the practical examination process by developing and/or improving Alberta-specific components of the AARE.