



## Director of Policy and Practice

The Alberta College of Medical Diagnostic & Therapeutic Technologists (ACMDTT) is seeking a **Director of Policy and Practice** who will provide a managerial role in coordinating and administering the affairs of the College in conformity with the legislated mandate and the goals established by the College. The incumbent reports directly to the Registrar and CEO.

### **Major Responsibility Areas**

- Support the Registrar and CEO in developing and executing the operational policies of the College in accordance with the *Health Professions Act* and *Medical Diagnostic and Therapeutic Technologists Profession Regulation*
- Participate in the identification of significant trends and issues relevant to overall risk management of the College and to provide recommendations for appropriate actions
- Primary responsibility of ensuring regulatory compliance in the assessment and processing of registration and renewal applications
- Responsible for management of ACMDTT membership databases including the public register and ensure the registration system is operating efficiently
- Coordinate/manage Alberta Provider Directory. Collect and submit data reports to provincial and federal governments
- Assist the Registrar in the assessment of applicants for substantial equivalency and in supporting the Registration Committee in accordance with provisions under the *Health Professions Act*
- Establish and maintain a strong and direct connection with College members by providing information and support on matters related to professional practice
- Participate in investigations in accordance with the professional conduct provisions of the *Health Professions Act*
- Be a leadership resource in delivering membership events including the annual conference
- Represent the College by providing liaison and presentations to current and potential members
- Oversee the retention of all College documentation in accordance with retention policies
- Manage the handling of all personal information of the organization's members and employees in compliance with the *Personal Information Protection Act* and act as the Privacy Officer
- Co-produce and maintain regulatory and companion documents related to the Standards of Practice, Code of Ethics and Jurisprudence
- Liaise with and provide support to regulatory and ad hoc committees, as required
- Recognize and escalate issues appropriately to the Registrar and CEO

### **Desired competencies**

- Demonstrated knowledge of policy and process
- Excellent communication and public speaking skills
- Diplomacy, independence and organizational skills
- Positive attitude, flexibility, resourcefulness
- Creative and critical thinking skills
- Willingness to travel



### **Desired Knowledge, Education and Experience**

- University education or equivalent combination of education, training and experience
- Experience in regulation and policy management an asset
- Experience as a health professional and/or within the health system an asset
- Minimum 5 years of clinical/management/supervisory experience

This position is a full-time role at the Edmonton office. Salary is based on experience and is competitive with HSAA ranges within the collective agreement. A comprehensive health and dental benefit package, and participation in a group RRSP plan is offered.

Interested applicants are asked to submit their resume no later than Friday, 7 September 2018. We thank all interested applicants, however, advise that only those selected for an interview will be contacted.

Submit resume in confidence to:

**Pree Tyagi**  
**Registrar and CEO**

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