

**Mission**

Public confidence in receiving safe, competent, and ethical diagnostic and therapeutic care from regulated professionals.

Council Member Application Process and Requirements

We thank all applicants for their interest in serving as a Council member of the Alberta College of Medical Diagnostic and Therapeutic Technologists (the College). The following information has been provided as a summary of the application process and requirements. All information collected as part of the application process is in accordance with the College's Privacy Policy, which can be found at <https://acmdtt.com/privacy-policy>. If you have any questions on completing this application form, please reach out to Lyndsay Arndt, Registrar and CEO (larndt@acmdtt.com). Please note, the submission of an application does not guarantee an appointment as a Council member. Those applicants who are chosen for an interview within the appointment process will be contacted directly.

Submission and Deadline

Please submit your completed application form by February 29, 2024 by completing [this form](#).

Framework and Role of the Council and Council members

The College is a regulatory body established under the *Health Professions Act* (HPA), whose primary purpose is the protection of the public. The College regulates five distinct professional groups called specialties, which fall under two umbrella groups: medical radiation technologists (MRTs) and electroneurophysiology technologists (ENPs).

MRTs consist of four specialties:

- Magnetic resonance technology
- Nuclear medicine technology
- Radiation therapy
- Radiological technology

ENPs consist of one specialty:

- Electroneurophysiology technology

The College upholds the driving principle of protecting the public by ensuring that any individual practicing as an MRT or ENP in Alberta is qualified to do so.

Role of the College

Under section 3(1)(a-f) of the HPA, a college:

- a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- d) must establish, maintain and enforce a code of ethics,
- e) carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act, and
- f) may approve programs of study and education courses for the purposes of registration requirements.

Role of the Council

Under section 6 of the HPA, "A council manages and conducts the activities of the college, exercises the rights, powers and privileges 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 this Act and the bylaws."

The Council develops and oversees policies that direct the College in meeting its responsibilities while adhering to the principles of policy governance. It consists of registrants and a minimum of 50% public members appointed by the Government of Alberta. It is important to note that all Council members work in the interest of the public rather than representing a profession or region.

Currently, the Council consists of six registrants, ideally with one member appointed from each specialty.

Read more about the Council and the appointment process in the [College bylaws](#).

Council Member Competencies

To fulfill the role of the Council and the College, it is important that Council members bring a combined set of *competencies or knowledge, skills, attitudes, and judgments that are required to protect and serve the public interest under the College*.

Each of the competencies and expectations we are asking you to reflect on would be within the framework for both the role of the College and the Council.

The College recognizes that no one individual Council member will have all of the competencies identified by the College; however, collectively, our College Council as a whole will ideally be able to show strengths across the identified key competencies.

Application Questions

To help you prepare, this information will be required in your application:

Biography

Why are you interested in becoming a Council member? What unique attributes or skills would you bring to the position?

Educational Background Highlights

Chronological list of diploma/degree/certificate, educational institution name and year awarded.

Employment Summary

Chronological list of job title, employer name, employment dates.

Volunteer and Community Involvement in chronological order

E.g. Work/professional role-based, boards, association committees, organizing community events, fundraising/charities.

Council Competencies and Expectations

The College recognizes that no one individual will have all of these competencies; however, collectively, or the Council as a whole will ideally be able to show strengths across these identified key competencies.

Behavioural Competencies and Expectations

Note: each of the behavioural competencies and expectations provided below applies to every interaction with Council members and the Registrar and CEO.

- 1. Effective Communication** – Expresses and conveys information with consistency and clarity, using active listening techniques in order to effectively understand points of view and summarize information with the end audience in mind.
- 2. Open-Minded** – Receives input from all sources without bias or prejudice. Respectful of the opinions of others and honours decisions regardless of personal position on an issue.
- 3. Problem Solving** – Breaks a situation down into smaller components to identify the essential issues, challenges, and opportunities to come to a realistic solution.
- 4. Decision Making** – Makes well-informed and thought-out decisions that support the long-term “big picture” of the College, rather than the day-to-day operational tasks, and understands and upholds the requirement for fiduciary responsibility.
- 5. Critical Thinking** – Reflects on past experiences, anticipates trends, and identifies future opportunities and how these come together to creatively assess situations to generate innovative solutions to challenges facing the Council.
- 6. Leadership** – Empowers people, creates positive, respectful, diverse, and inclusive environments which foster success, and works together to inspire and influence others.
- 7. Community Commitment** – Experience with and a commitment to volunteering in the broader community.

Technical Competencies and Expectations

- 1. Legal/Regulatory** – Aware of or understands the concepts involved in interpreting and applying legislation. Experience with adjudicative or quasi-judicial hearings or tribunals.
- 2. Governance (Board, Council, Committee)** – Aware of or understands Council or Board governance and is attentive to the separation of management and governance functions. Governance experience could be acquired through condominium boards, community boards, committees, or reporting to/or working with a board or council as an employee.
- 3. Financial Literacy** – Aware of or understands accounting or financial management. This may include analyzing and interpreting financial statements, organizational budgets and understanding financial reporting. Competency could be acquired through the private sector or not-for-profit.
- 4. Risk Management and Prevention** – Aware of or understands the need to identify, analyze, plan, and respond to internal and external risks factors ensuring the College is compliant with all laws, regulations, standards and required practices. Includes identifying potential risks and recommending preventive measures that minimize the impact of risks, including approving contingency plans.
- 5. Human Resources** – Aware of or familiar with the human resources legislative landscape in which organizations operate.

Industry-Related Competencies and Expectations

- 1. College Mandate and Priorities** – Understands the broader environment, including the public policy context, political, social, and financial considerations impacting or involving the College.
- 2. Diversity in Regulated Practice** – Demonstrates a diversity in practice and/or experience that is relevant to the College and its mandate.
- 3. Healthcare Trends** – This may include trends in technology impacting the Regulated Profession, current standards of patient-centred care, best practices in the context of public safety, emerging areas of priority, practitioner expectations and needs, and trends in the workplace.

Key Terms and Definitions

As it is important for all applicants to share a similar understanding of terms used in the Council Competencies and Expectations, we have provided a summary of the key terms.

Ability to	Has the aptitude, experience, and knowledge to undertake the expectation to a level of proficiency.
Active listening	Listen when others are speaking, refraining from sidebar conversations or disruptive behaviours, withholding judgment, thoughtfully reflecting, and clarifying what was said.
Adjudicate	Ability to listen and understand with an open mind, uphold, modify, or send back for review as the case warrants on applications for registration or discipline hearing outcomes.
Aware of or awareness or familiar with	Recognizes the framework or key concepts referenced and is supportive of the value that these bring to the situation.
Behavioural competencies	Critical or foundational behaviours exhibited as a Council member in interactions between Council members and in interactions with the College's Registrar and CEO that will allow Council members and the Council as a whole to be successful in fulfilling their mandate. All expectations within this competency apply equally to interactions with Council members and the Registrar and CEO.
Bias or prejudice	Bringing in a perspective, belief, or feeling, consciously or unconsciously, that shows an inclination for or against something or someone. Acting in a manner that is free from bias or prejudice means that the individual can separate their perspective, belief, or feeling and contribute to discussions and decisions in a manner that is impartial, fair, objective, and in a manner that has the best interest of the College's mandate in mind.
Competencies	Combined knowledge, skills, attitudes, and judgements required to protect and serve the public interest within our College.
Registrar and CEO	Registrar and Chief Executive Officer (CEO) is the College's senior leader within the organization and the Council's sole employee.
Empowers	Provides the authority to accomplish something and/or takes steps to bring about a stronger, more confident, capable individual, team, environment, or organization.
Experience	Has applied and practiced the competency.
Fiduciary responsibility	Acts honestly, prudently, and in the best interest of the College on all matters as required by law.
Honours	Upholds and respects the decisions made by the Council as a whole and does not undermine the decision to or with others.
Industry-related competencies	Assess the broader awareness and experience of members as Council members to allow for balance and diversity.
Technical competencies	Typically gained through education and/or experience and address the aspects that Council members will use when serving on the College Council.
Understands	Able to apply the framework, key concepts, and the application of these in the situation.