



## *Nova Scotia College of Respiratory Therapists*

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### **Deputy Registrar – Part Time Position**

The Nova Scotia College of Respiratory Therapists (NSCRT) regulates the practice of Respiratory Therapy by setting the standards for the profession and ensuring compliance with provincial acts and related laws. The NSCRT is established by statutory authority through the *Respiratory Therapists Act of Nova Scotia*. The College is a not-for-profit organization, governed by the Board of Directors who is comprised of NSCRT members and public representatives. Their role is to serve and protect the public interest. Detailed information about the NSCRT can be found within its legislation and on the NSCRT website at [www.nscrt.com](http://www.nscrt.com).

#### ***Vision, Mission and Values***

##### **Mission**

The Mission of the Nova Scotia College of Respiratory Therapists is to promote excellence in the practice of respiratory therapy and ensure public confidence in the profession.

##### **Vision**

An innovative Nova Scotian profession, trusted by the public and integral to the health care team.

##### **Values**

*Safety* – We practice to the highest standards to make certain that the public is safe and that RRTs are knowledgeable, capable and responsible in their practice.

*Service excellence* – We do our jobs well and are accountable for lifelong learning and high standards of care.

*Sustainability* – We govern the College responsibly with a comprehensive understanding of our value to the public and commitment to the long term sustainability of the health care sector. Our fiscal and professional responsibility ensures the long term viability of the College.

*Integrity* – We safeguard the integrity of the profession through the setting of high ethical standards and ensuring the maintenance of competence.



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*Innovation* – We apply our professional creativity to develop effective, imaginative solutions. We adapt the system to provide the best service by growing with the needs of the public.

*Collaboration* – We embrace an interdisciplinary approach seeking active partnerships to develop optimal solutions through teamwork. We work smart by building on the work of others.

**Title:** Deputy Registrar

**Salary:** Under review

**Positions Summary:**

The Deputy Registrar (DR) is a defined term contract position under Section 5(a) of the Respiratory Therapists Act. The term of office shall be determined by the Board of Directors (BoD) as described in contract. This is a 0.2 FTE position (1 day per week) with the potential for additional paid hours for participation on special projects, as requested by the BoD.

The Deputy Registrar:

- Administers all duties ethically and in manner that is transparent, objective, impartial and fair.
- Performs specific operational and regulatory functions as delegated by the Registrar.
- Performs all operational and regulatory functions in the absence of the Registrar.
- Communicates potential opportunities and impediments regarding delegated NSCRT activities to the Registrar.
- Is an ex officio member of the BoD.

The Deputy Registrar will support all activities required to meet the mandate of the College to serve and protect the public interest, with a primary focus on registration and professional practice.

The successful candidate will:

- Assist the Registrar in matters dealing with registration and quality assurance including, but not limited to, annual license renewal and professional portfolio audits.



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- Provide administrative support and guidance to the professional practice committee in consultation with and/or as delegated by the Registrar, including:
  - Serving as a consultant in professional practice inquiries;
  - Liaise with other professions for matters related to professional practice;
  - Liaise with respiratory therapy managers and team leads, in both private and public sectors, to promote consistency in practice throughout the province.
- Assist the Registrar in monitoring and maintaining the NSCRT webpage and distribution of information to the membership.
- Assist the Registrar in preparation of materials and resources for Board meetings and the Annual General Meeting.
- Upon request of the Registrar, represent the NSCRT and the Registrar with provincial government staff, external agencies and organizations, and on external committees.

### Knowledge, Skills and Abilities:

- **Active practice member in good standing (or eligible for licensure) with the NSCRT with a minimum of 5 years of experience.**
- *Analytical/Systemic Thinking:* Outstanding interpersonal and organizational skills. Takes a logical approach to planning and problem-solving and establishes priorities; analyses issues and problems systematically and thoroughly; focuses on critical details while keeping the primary goal in mind.
- *Collaborative:* Ability to work productively as a member of the team to achieve common objectives; capable of taking direction; respects and values the contribution of others in working to achieve the mission and goals of the NSCRT; resourceful in developing networks.
- *Communication:* Excellent communication skills, verbal and written.
- *Computer Literate:* Computer literacy required, including basic competence in the use of MS Office applications (Word, Power Point, Outlook), and a willingness to learn website management tools and use of a member registration database.



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- *Flexible:* Open-minded and flexible when presented with changes; copes effectively with pressure and adversity.
- *Independence and Decision Making:* Ability to work independently and show strong initiative; ability to identify, initiate, and complete projects and assignments with minimal supervision.
- *Regulatory Knowledge:* General understanding and/or willing to learn the NSCRT's regulatory responsibilities under the Respiratory Therapists Act and Regulations, and other relevant legislation e.g., Personal Health Information Act of Nova Scotia (PHIA).

Applicants must submit a cover letter and resume. The cover letter should include a description of how education/experience meet the job requirements outlined in this position description.

This position will remain open until October 1, 2021. Only applicants selected for an interview will be contacted. Please forward your cover letter and resume to:

registrar@nscrt.com

or

Nova Scotia College of Respiratory Therapists

C/O Tara Boudreau, Registrar

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