



Deputy Registrar – Part Time Position

The Nova Scotia Regulator of Respiratory Therapists (NSRRT) regulates the practice of Respiratory Therapy by setting the standards for the profession and ensuring compliance with provincial acts and related laws. The NSRRT is established by statutory authority through the *Regulated Health Professions Act, Nova Scotia*. The Regulator is a not-for-profit organization, governed by the Board of Directors who is comprised of NSRRT registrants and public representatives. Their role is to serve and protect the public interest. Detailed information about the NSRRT can be found within its legislation and on the NSRRT website at www.nsrrt.ca.

The NSRRT is committed to equity, diversity, and inclusion. The NSRRT strongly encourages applications from all qualified individuals including those from marginalized and underrepresented groups. We welcome candidates of all backgrounds, experiences, and perspectives. We respect and value all people for who they are as individuals, learning from their differences, embracing their uniqueness, and seeking to provide a positive workplace for all.

We are committed to:

1. Promoting an inclusive work environment through education.
2. Listening, learning, and reflecting on how white privilege and systemic racism contribute to injustice and inequality in Nova Scotia.
3. Speaking up against racism and discrimination in all its forms and acting to change those within the profession.
4. The acknowledgement of Indigenous lands both as an expression of gratitude and to honour the Indigenous people who have lived and worked on this land historically and presently.
5. Valuing Indigenous ways of knowing along with Western ways of knowing in supporting a *Two-Eyed Seeing* approach to healthcare.

6. Dedicating time in our Board meetings and education events to discuss our approach to inclusivity, including implementation of a land acknowledgement
7. Engaging in meaningful conversations with friends, colleagues, stakeholders, and community leaders.

Title: Deputy Registrar

Location: Remote within Halifax Regional Municipality (HRM)

Type of Employment: Term Contract Part-time (7 hours per week)

Salary: \$48 – 52/hour

Start Date: TBD

The term of office shall be determined by the Board of Directors (BoD) as described in contract. The Deputy Registrar works remotely but may on occasion be required to pick up packages / mail and or travel to meetings in the Halifax Regional Municipality (HRM). The position is part-time, 7 hours per week with flexible scheduling.

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 NSRRT activities to the Registrar.
- Shall be an ex officio member of the Board of Directors.
- Is an NSRRT Active-practice registrant.

Responsibilities and Performance Standards

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

Operational

- Assists the Registrar in monitoring and maintaining the NSRRT webpage and distribution of information to registrants.
- Assists the Registrar in preparation of materials and resources for Board meetings.
- Represents the NSRRT at meetings and on committees at the request of the Registrar and/or Board of Directors.

Regulatory

- Provides 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;
 - Policy and guideline development
 - Liaise with government organizations for matters related to professional practice;
 - 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 matters dealing with registration and quality assurance including, but not limited to, processing initial applications and annual license renewal.
- In conjunction with the Registrar, participates in the annual audit of registrant's professional portfolios.
- Provide administrative support and guidance to NSRRT Registration and Licensing Committee in consultation with and/or as delegated by the Registrar, including:
 - Review of annual professional portfolio audits.
 - Assist the committee in developing bridging plans related to international applicants or return to practice applicants.
- Upon request of the Registrar, represents the NSRRT 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 NSRRT with a minimum of 2 years of experience in the profession.
- *Analytical/Systemic Thinking:* Outstanding interpersonal and organizational skills. Takes a logical approach to planning and problem-solving and establishes priorities; analyzes 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 NSRRT; 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.
- *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 NSRRT's regulatory responsibilities under the Regulated Health Professions Act and other relevant legislation

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 filled. Only applicants selected for an interview will be contacted. Please forward your cover letter and resume to:

Lori Peppler-Beechey

Registrar

registrar@nsrrt.ca