

HEALTH CARE AIDE CURRICULUM PROJECT TEAM LEAD

ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is a non-profit regulatory organization. The CLPNA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the profession of Licensed Practical Nurses (LPNs), setting and maintaining standards to ensure the public receives safe, competent, and ethical healthcare services. Our focus and commitment to public protection and regulatory excellence underscores everything we do. The CLPNA has partnered with Alberta Health to lead the development and the continued operations of the Alberta Health Care Aide (HCA) Directory. In Alberta, HCAs are not a regulated profession, although HCAs will become regulated under the *Health Professions Act* in the near future.

EMPLOYMENT TERM

This is a full-time, temporary appointment for a two-year period. Position is eligible for hybrid work with a requirement to work in our Edmonton office on a regular basis.

THE ROLE

The HCA Curriculum Project Team Lead is responsible for leading and coordinating the review, revision, development, and implementation of the standardized HCA curriculum. The HCA Curriculum Project Team Lead is responsible for the overall project management, developing a project charter, executing deliverables, ensuring clear communication on the process, and meeting reporting requirements and required timelines.

The incumbent will work with a curriculum advisory committee and external stakeholders in the revision process as well as creating an implementation and delivery plan for post-secondary institutions for the updated/new curriculum. The HCA Curriculum Project Team Lead continuously assesses current progress and outcomes within the project plan, (milestones, timelines), and provides feedback for improvements and quality control, bringing suggestions forward to key stakeholders for discussion and consideration.

KEY RESPONSIBILITIES

- **Project Planning and Management** – Develop project charter that outlines the deliverables, timelines, work plans, resource allocation and budget, and transition plan from old curriculum to updated curriculum. Prepare written progress reports and other reporting requirements. Ensure the work completed aligns with the contractual obligations with Alberta Health.
- **Curriculum Development** – Oversee the review, revision, and development of the standardized HCA curriculum within the established timelines of the project. Establish a curriculum advisory committee, which includes setting terms of reference, roles, responsibilities, and facilitation of meetings. Develop a transition plan for new curriculum implementation. In addition to the curriculum review, the HCA Curriculum Project Team Lead will provide oversight on the development of education courses that align with HCA regulation implementation and the updated HCA curriculum.
- **Leadership** – Responsible for effective management of the HCA curriculum project team members to ensure that the HCA standardized curriculum project is completed in adherence with established framework. Hire, orientate, and onboard curriculum developers and subject matter experts (SMEs).

- **Stakeholder Relationships** – Foster and enhance relationships with educators, stakeholders, contractors, and consultants. Develop and implement a stakeholder consultation and engagement plan to inform curriculum deliverables.
- **Communication** – Keep informed and disseminate information on health, education, legislative and regulatory changes, issues, and trends as they relate to recommendations for curriculum updates. Present feedback and recommendations on the standardized HCA curriculum in various forums and stakeholders.

SKILLS & ABILITIES

As the Project Team Lead, you will play a key role in our success with the review, revision, development, and implementation of HCA curriculum. You are solution-oriented and work well independently and as a team member with a positive and professional attitude. You are resourceful and have exceptional people and project management skills. You have strong attention to detail, effective time management skills, and can lead others in a fast-paced environment. You are an enthusiastic, results driven, and have a solution-oriented attitude.

You are strong leader, providing guidance, mentorship, and development to a group of professionals. You are self-aware and apply your critical thinking skills to ensure processes align with the strategic vision and goals of the project. You conduct your work autonomously, collaborating and communicating with colleagues appropriately and effectively. You are knowledgeable about trends and issues that may impact HCAs, LPNs, nursing, and/or healthcare on a provincial and national level.

EXPERIENCE

- Post-secondary degree in adult education, preferably with expertise in curriculum/instructional design and education of health professionals; an equivalent level of credentials and relevant experience may be considered.
- Professional nursing designation preferred with active practice permit and no restrictions.
- Minimum of five years' related experience in designing health care curriculum within a post-secondary environment.
- Minimum of three years' experience with managing projects and collaborating with multiple stakeholders to develop curriculum.
- Project Management Professional (PMP) certification is desirable.
- Knowledge of project management frameworks and best practices.
- Knowledge of and experience with outcome mapping and competency-based curriculum.
- Experience within a regulatory environment considered an asset.

OTHER QUALIFICATIONS

- Demonstrated PC/computer skills with solid understanding of Microsoft Office, online/virtual platforms (i.e. Zoom, Teams), and Learning Management Systems (i.e. Moodle).
- Advanced user of management software and tools (i.e. M-Files, Nextcloud, Easy Projects, etc.)
- Must have the ability to travel provincially for the purpose of stakeholder meetings.
- Possess a valid Alberta Class 5 driver's license.
- Must speak, read, and write English fluently.
- Satisfactory professional and criminal reference checks.
- Must be eligible to work in Canada.

FURTHER INFORMATION

For further information on this opportunity, please contact Human Resources at recruitment@clpna.com.

HOW TO APPLY

Please email your cover letter and resume, referencing Competition **2024-04** to recruitment@clpna.com.

**Applications will be accepted until a suitable candidate is found,
with a review scheduled to begin on March 15, 2024.**

CLPNA is an equal opportunity employer. We thank all applicants for their interest; only those applicants short-listed will be contacted.