HT/CRC Roster Member Application

College of Alberta Dental Assistants

Our College must maintain a list of regulated members that the Hearings Director can appoint to Hearing Tribunals (HT) and Complaint Review Committees (CRC) on an as-needed basis. This is a brief description of the role of HTs and CRCs:

- When a complaint is being settled through an Alternative Complaint Resolution process, a CRC is established to review the proposed settlement.
- When a complainant requests a review of the Complaints Director's decision to dismiss a complaint, a CRC is established to review the decision to dismiss.
- When a complaint is referred to a hearing, an HT is established. The HT conducts a hearing regarding the allegations in the complaint. The HT hears the matter, decides if the allegations constitute unprofessional conduct and if they are proven, and assesses sanctions when there are findings of unprofessional conduct.

Eligibility

To be eligible to be appointed to the HT/CRC Roster, you:

- must be a Regulated Member on the General Register
- must be in good standing and have a valid practice permit
- must have at least three years of regulated dental assisting practice
- must live in Alberta
- must not currently, or within the last two years, be an officer, director, executive member or similar position in a professional association, union or bargaining unit that represents dental assistants
- must not be a current member of Council
- must not currently be under investigation under Part 4 of the HPA
- must be of good character and reputation

Resume

Attach your resume to this application form. Your resume should include your work experience, formal education, and volunteer experiences.

What to expect when you apply

1. The Governance Committee will review your application.
2. If the HT/CRC Roster is a good fit with your background and knowledge, the Governance Committee will make a recommendation to Council about your appointment to the HT/CRC Roster.
3. Council considers and makes appointments at their regularly scheduled meetings.
4. We will let you know Council's decision.
5. We will destroy your resume as we no longer need the information.

Applicant's information

Name

Registration number

Email

Phone

I meet the eligibility requirements described above.

◯ Yes ◯ No

Participation

Hearings and reviews may be conducted virtually and/or in person. Hearings typically take place on weekdays; some HT or CRC meetings may take place during evenings or weekends.

I can be available for weekdays, evenings and weekends to participate in roster business.

◯ Yes ◯ No

I have access to reliable internet and appropriate technology to participate in roster business.

◯ Yes ◯ No

Please tell us why you are interested in joining the HT/CRC Roster.

What I bring to the table *Please rate yourself for each competency below.*	*I am competent*	*I have transferable knowledge /skills*	*This is new to me, but I am willing to learn*
Ability to understand legislation, regulations and governing documents and their purpose.	○	○	○
Demonstrate knowledge of administrative justice.	○	○	○
Ability to review, understand and consider written material.	○	○	○
Ability to be fair, impartial, objective and open-minded.	○	○	○
Demonstrate clear, reasonable thought processes.	○	○	○
Demonstrate effective written and verbal communication skills.	○	○	○
Demonstrate excellent understanding of the dental assisting profession.	○	○	○
Respect and honour confidentiality and demonstrate discretion.	○	○	○
Recognize, declare and step away when conflicts of interest occur.	○	○	○
Recognize how actions, behaviours and communications may be perceived by others.	○	○	○
Understand and support the College responsibility to regulate dental assistants' practice in the public interest.	○	○	○
Ability to use technology effectively.	○	○	○
Ability to have a flexible schedule.	○	○	○