

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Regional Professional Responsibility Advocate (PRA)	<b>STATUS:</b>	Elected
<b>REPORTING TO:</b>	Regional Council Member and BCNU Professional Practice Office	<b>COUNCIL APPROVED:</b>	October 23, 2013 rev: June 25, 2020

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### POSITION OVERVIEW

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As a member of the Regional Executive Team, actively participates in executive planning and decision making for the region and participates in the execution of the Regional Operations Plan. Acts as a resource and/or mentor for stewards and members within the region. Provides coaching, education and counseling regarding Professional Responsibility Process (PRP) best practices. Is an advocate of the PR Guiding Principles and processes. One of the primary objectives of this role is to support nurses' ability to maintain their professional standards. Acts as a steward in the region.

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### KEY ACCOUNTABILITIES

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#### Ensures effective member relations and communications

- Supports safe patient/client/resident care and safe nursing practice at the worksite
- Problem-solves to address nurses' concerns related to patient/resident/client care and professional practice problems, which includes any practice problem related to the Nursing Standards of Practice of the provincial regulatory body
- Advises stewards and the membership about existing PRP resources and the Professional Practice page on the BCNU website
- Uses a standardized computer template to document consultations with members, BCNU leadership, the Health Authority Professional Practice Office (PPO) and other employer representatives; and monitor progress of professional practice problems
- Assists stewards and members to navigate professional practice problems as required according to Article 60, Article 32 and/or the PRP Memorandum of Agreement (MOA)
- Reports regularly at Regional meetings on PRP activities across the Region and updates on provincial directives
- Directs PRP focus groups at Regional meetings
- Promotes PRP successes including outcomes and strategies
- Liaises with BCNU Professional Practice Officers and collaborates on priorities for regional plans
- Maintains accountability for time spent on union activities
- Performs other duties as determined by the Regional Executive Team

#### Contributes to and supports the effective performance of the region

- Attends and actively participates in regional meetings and events, as required

- Provides a PRA report at Regional and Executive meetings
- Is familiar with the Health Authority Professional Practice Office (PPO) organizational structure
- Develops a respectful working relationship with the Employer and their Professional Practice Office representatives as a foundation for effective collaboration on the PRP
- Promotes PRP best practices with stewards and members. Connects stewards and members with existing education resources as needed such as relationship building, effective meetings, crucial conversations, minute taking, assertiveness skills, conflict resolution etc.
- Participates in joint employer/BCNU education, related to PR processes
- Is an effective member of the Regional Executive Team
- Maintains accountability for time spent on Union activities

**Ensures member interests are served in accordance with the organization’s mission and vision**

- Works collaboratively with members to advocate for health care workers’ ability to deliver quality patient care in a safe and positive work environment

**COMMITTEES AND MEMBERSHIPS**

- Is a steward for the region
- Member of the Provincial PRA Group
- Others as required in relation to the PRP Memorandum of Agreement

**MEASURES OF PERFORMANCE**

- Provision of timely information and high-quality regional reports
- Effective execution of projects assigned
- Contribution to the progress towards the Regional Operations Plan
- Positive, productive relationships with members and others
- Communications between members and the union is established and maintained
- Successful mentorship and succession plans in place
- Supports advancement of unresolved professional responsibility issues as required
- Adherence to the PRP MOA (Appendix KK) language
- Effective Regional Executive Team member
- Annual Regional PR plan is submitted and completed on time

**COMPETENCIES**

The competencies required to successfully fill a Regional PRA position are a blend of leadership, problem solving and technical skills.

- **Leadership of Self and Others**
  - Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
  - Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling
- **Representing BCNU**
  - Operates with an understanding that stewards are the face of the union
  - Understands the role and legal responsibilities of union representatives

- **Technical Knowledge and Skills**
  - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
  - Willingness and ability to learn new computer platforms (i.e. online PRP form, ZOOM, Box, etc.)
  - Strong technical and historical understanding of the Collective Agreement and of the grievance process
  - Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
  - The knowledge and ability to access the information and support needed to fill the role
  - The ability to communicate to members Collective Agreement language and other supporting documents
  
- **Critical Thinking/Problem Solving**
  - The ability to examine issues and problems and think strategically about potential outcomes, impacts and best courses of action
  - Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts
  
- **Relationship Management**
  - The ability to build connections, partnerships and networks to create results
  
- **Conflict Fluency**
  - The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs
  
- **Communication**
  - The ability to convey information and ideas in a clear, meaningful and timely manner
  - Aware of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from others
  - The ability to deliver information through a variety of different media and forms, selecting the one that best supports their goals and parameters
  - The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
  - The ability to write in a clear, concise, organized and convincing manner

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