



POSITION PROFILE

Position Title: Council Member

Organization: College of Physicians & Surgeons of Alberta

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For further information, please contact:
Lillian Wong, Director, Consulting
lillian.wong@mnp.ca

About the College of Physicians & Surgeons of Alberta (CPSA)

CPSA has regulated the practice of medicine in Alberta for over 100 years. Over that time, its priority has remained the same: to protect Albertans by guiding the medical profession. As a regulator, CPSA is responsible for the following key functions:

- Register physicians
- Accredite health facilities
- Support continuing competence
- Manage physician-related complaints
- Contribute to public policy on health care
- Guide professional conduct and ethical behaviour

CPSA operates under Alberta's *Health Professions Act* (HPA), which grants the privilege of profession-led regulation.

CPSA Vision

Professional, ethical and competent regulated members, providing the highest quality care for all Albertans.

CPSA Mission

To serve and protect all Albertans, contributing to their health and wellness by supporting and guiding regulated members to proudly provide safe, high-quality care, together with healthcare partners and patients.

CPSA Values

We do the right thing.

We act responsibly, respectfully and with integrity, aspiring to be fair and reasonable. We acknowledge our mistakes as well as our successes, and strive to do what's right in service to the public.

We make informed decisions.

Our decisions are based on evidence, knowledge, experience and best practice. We plan, measure outcomes and apply what we learn.

We empower people.

We believe people perform best when they see the Vision, set their own goals, have the resources they need and aspire to excellence and personal growth.

We collaborate.

We invite others to contribute to achieving our goals and value their time and expertise. We share what we know generously within our legislated limits, and seek opportunities to collaborate externally in areas of mutual interest.

We are innovators.

We think ahead to create opportunity. We set the bar high and value creativity in exploring new and better ways of doing our work.

We enjoy and find meaning in our work.

We care about what we do and give our best. While our work is serious, we enjoy camaraderie with our coworkers and take time to celebrate each other's milestones and achievements.

About the Council member role

The role of a CPSA Council member is multifaceted and crucial for the governance and strategic direction of the organization. Council members are responsible for governing CPSA and fulfilling its legislated mandate.

The Council is composed of seven regulated physician members elected by their peers and seven public interest members appointed by the Government of Alberta. Also on Council are Alberta's two medical school Deans and two medical learners who sit as observers.

Council members must be strategic, thoughtful, objective, and focused on protecting Albertans. Their duties range from carefully reading and thoroughly considering Council meeting materials to knowledgeably participating in discussions and maintaining confidentiality on Council matters. Additionally, Council members participate in the development and monitoring of [CPSA's strategic plan](#) and the selection and oversight of the Registrar and CEO.

What to expect as a Council member

The following list details time commitments to expect as a CPSA Councillor:

Council meetings:

- Two full days, four times a year (generally in March, May, September and December), usually at CPSA's office in Edmonton.
- Socialization opportunities to connect with fellow Councillors frequently occur after meetings.

Council committees:

- Depending on governance needs and each Councillors' interests and backgrounds, there are opportunities to serve on Council committees.
- Committees usually meet about four times a year, independent of Council meetings.

Council appeals:

- A panel of four Council members (two public and two physicians) is required to adjudicate each appeal to Council (an average of three per year).
- A Councillor will support the appeal process through preparation, meetings and deliberations.

Council learning:

- Councillors are given the opportunity to engage in scheduled and self-directed learning activities designed to strengthen leadership and governance skills while enhancing core and technical competencies.

Key accountabilities

CPSA Council holds itself to the following accountabilities to operate as a highly functioning board.

Strategic oversight and guidance

- Provide strategic direction and oversight for the organization.
- Provide strategic direction and guidance to the CEO, regularly reviewing and evaluating the CEO's performance against set goals and objectives.
- Understand CPSA's mission and strategic priorities, and CPSA's mandate as outlined in the Health Professions Act.

Integrity, accountability and confidentiality

- Act honestly and in good faith, in the best interest of the public, rather than their personal interest or the medical profession.
- Uphold the highest standards of integrity and accountability, ensuring transparency in all actions.
- Maintain confidentiality on all Council matters during and after one's tenure on Council.

Participation and engagement

- Attend and participate in Council meetings, Committee meetings, and hearings consistently to contribute effectively to the work of Council.
- Exercise their best judgment when voting on decisions, being informed and prepared for meetings and hearings.
- Participate in professional, leadership and governance development opportunities and learning sessions.

Collaboration, respect and culture

- Commit to following the Council Culture Agreement and all established codes of conduct, which foster compassion, collaboration, trust, curiosity and respect.

Knowledge and professional development

- Develop a working knowledge of the healthcare system and healthcare industry.

Key accountabilities under the *Health Professions Act*

CPSA Council is responsible for the following duties under the [Health Professions Act](#).

Appointments and designations

- Appointment of the Registrar/Chief Executive Officer.
- Appointment of officials including a Hearings Director and Complaints Director.
- Appointment of regulated members to a membership list to be used for hearing tribunals and complaint review committees.
- Serve on panels for the purpose of hearing registration reviews, appeals and applications to orders.

- Designate members of council to committees, approve appointment of committee chairs and establish terms of reference for the committees.

Governance, regulations, and policy approval

- Approve and adopt regulations and bylaws in accordance with the HPA.
- Approve and adopt documents for the purpose of regulating and directing the practice of regulated members, such as standards of practice, code of ethics, any other documents or resources the Council deems necessary to achieve its mandate.
- Approve policies that govern the Council and its members in the discharge of council duties, monitor conformance, and take corrective action when necessary.
- Approve policies that govern the delegation of Council powers and duties to college officers and statutory committees, monitor conformance, and take corrective action when necessary.

Financial oversight and accountability

- Approve a business plan and budget for the college, monitor progress, and take corrective action when necessary.
- Approve all obligatory fees and levies payable to CPSA by regulated members or others, as permitted by the Act.

Due diligence and legal compliance

- Undertake reasonable due diligence to ensure that the college fulfills its statutory mandate and complies with all relevant legal and fiduciary responsibilities.

Eligibility, experience and competency requirements

Eligibility

A regulated member on the General Register, the Provisional Register or the Limited Practice Register may be eligible for nomination for election to a vacancy on Council if:

- They do not hold a current role/position that could present as a conflict of interest,
- They are a regulated member in good standing with CPSA,
- The member is in compliance with the [Health Professions Act](#), and
- Their primary residence is Alberta.

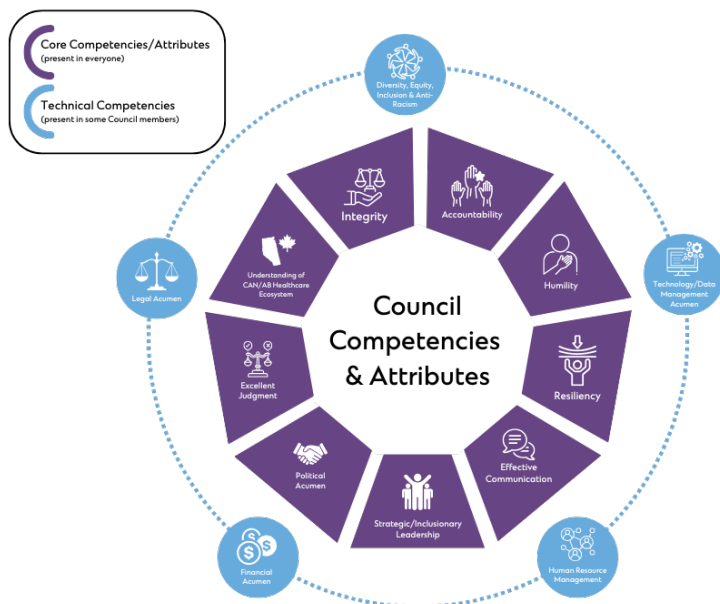
For more details on eligibility, please review section 12 of [CPSA bylaws](#).

Experience

Potential candidates will need to share relevant experience such as years of work in the medical field, medical specializations/areas of interest and other professional designations and pursuits.

Competencies

The following core and technical competencies reflect the necessary composition of a highly functioning Council. Core competencies and attributes should be present in any physician wishing to submit a nomination. We would also like to know how candidates describe their proficiency in technical competencies, which help to ensure Council is balanced and well-equipped to support CPSA's mandate.



Core competencies

Integrity	<ul style="list-style-type: none"> Always keeps the greater good of the organization and the people it represents in mind Makes principle-centered decisions based on the governance principles of the organization Appropriately manages sensitive and confidential information
Accountability	<ul style="list-style-type: none"> Assumes responsibility, accountability and follows through when making commitments to Council and committees
Humility	<ul style="list-style-type: none"> Demonstrates empathy, sincerity, honesty and respect Adheres to the values of the organization
Resiliency	<ul style="list-style-type: none"> Maintains composure and perspective in difficult or volatile situations Is not threatened by ambiguity and conflict
Effective communication	<ul style="list-style-type: none"> Actively listens to messages being communicated by others Is transparent but constructive about opinions

	<ul style="list-style-type: none"> • Articulates complex ideas in a clear understandable way • Effectively participates in meetings and discussions to assist participants in reaching shared decisions, and fostering positive relationships
Strategic and inclusionary leadership	<ul style="list-style-type: none"> • Has broad knowledge and perspectives • Understands the trends in the environment and the impact it may have on the organization • Adopts a long-term view of organizational strengths, weaknesses, opportunities, and risks in a changing operational environment • Demonstrates awareness and ongoing personal and professional learning on a variety of topics including diversity, equity, inclusion and anti-racism, Truth and Reconciliation • Clearly articulates a practical and common vision for the future and builds a credible case for change or improvement
Political acumen	<ul style="list-style-type: none"> • Understands the mandate of CPSA and its 'arms-length' relationship to government • Understands and respects the role, responsibilities and authorities of the Council/Board, governments, leadership and staff • Demonstrates diplomacy and good judgement in sensitive situations • Understands structure and decision-making at senior and political levels
Excellent judgment	<ul style="list-style-type: none"> • Efficiently and effectively perceives and assesses situations related to Council/ Board deliberations • Asks the right questions to get the information needed by the team • Draws sound conclusions and makes good decisions based on the information available
Understanding of the Canadian and Albertan healthcare ecosystem	<ul style="list-style-type: none"> • Knowledge of various groups and their role in the system • Understanding of patient rights • Awareness of the social determinants of health • Awareness of success indicators for the health care system

Technical Competencies

Financial acumen	<p>Basic</p> <ul style="list-style-type: none"> • Understands the basic revenue/ expense model of the organization • Basic knowledge of accounting, budgeting, financial reporting and monitoring processes • Understands financial statements and balance sheets <p>Advanced</p> <ul style="list-style-type: none"> • Understands the complete financial model of the organization and the elements that impact the model and performance
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	<ul style="list-style-type: none"> • Expert knowledge of leading practice accounting, budgeting, financial reporting and monitoring processes • Expert knowledge of a risk-based approach to financial management and the policies that should be in place
Technology and data management acumen	<p>Basic</p> <ul style="list-style-type: none"> • Working knowledge of the applications/programs used in conducting the work of the Council – email, portals, social media, data storage • Awareness of the advances in technology and how they could be used to advance the organization’s capabilities • Awareness of the importance of investment balanced with the cost/benefit of implementation <p>Advanced</p> <ul style="list-style-type: none"> • Advanced knowledge of the technological environment and it’s data management framework • In-depth understanding of the advances in technology and how they could be used to advance the organization’s capabilities • Advanced knowledge of the required technology investment and the cost/benefit of implementation
Human resource management	<p>Basic</p> <ul style="list-style-type: none"> • Basic understanding of the importance of culture and its impact on the performance of the organization • Basic knowledge of the elements of human resource management- recruitment and selection, compensation, performance management, training and professional development, succession management <p>Advanced</p> <ul style="list-style-type: none"> • In-depth understanding of the elements of culture and its impact on the performance of the organization • Advanced knowledge of the interdependent and inter-related elements of human resource management- recruitment and selection, compensation, performance management, training and professional development, succession management
Diversity, equity, inclusion and anti-racism	<p>Basic</p> <ul style="list-style-type: none"> • Basic understanding of how diversity, inequity, exclusion and racism effect experiences in health care • Awareness of how the lived experience of some Albertans impacts their interactions with the healthcare system <p>Advanced</p> <ul style="list-style-type: none"> • Advanced knowledge of how diversity, equity, inclusion and anti-racism concepts are translated into organizational programs and strategies

Legal acumen	<p>Basic</p> <ul style="list-style-type: none"> • Basic understanding of all relevant legislation and regulation <p>Advanced</p> <ul style="list-style-type: none"> • In-depth knowledge of how legislation and regulation impact the organization • Advanced understanding of organizational legal obligations and liabilities • Ability to know when to apply a 'legal' lens when making decisions
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How to submit your nomination

Follow these steps to submit your nomination

1. Learn about the [role of a CPSA Councillor](#) and ensure you meet the [eligibility requirements](#).
2. Complete the [Candidate Profile Form](#) with supporting documents online.
3. Acknowledge that you understand the time and commitment required of a Councillor.

All candidate profile forms must be submitted with supporting documents uploaded by no later than May 30, 2025 at 11:59 p.m. MST.