



## **Accreditation Registrar and Ethics Officer**

### **Canadian Psychological Association**

The Canadian Psychological Association (CPA) announces an opening for the position of Accreditation Registrar and Ethics Officer, based in Ottawa at CPA's Head Office. This position is a .7FTE or .8FTE to be negotiated with the successful incumbent. The position is open to a psychologist with the following credentials:

- Registration, or eligibility for registration as a psychologist in a Canadian jurisdiction
- Doctoral training, preferably from a CPA-accredited programme, in an area of professional psychology (clinical, counselling, school, clinical-neuro)
- Good knowledge of standards and requirements for training, accreditation, credentialing and registration in psychology in Canada
- Good knowledge of the *Canadian Code of Ethics for Psychologists*
- Fluent in speaking and writing in Canada's official languages (English/French)
- Good interpersonal skills, efficient, organized, able to work independently and with a team, good written and oral communicator, able to process and review high volumes of written materials
- Good presentation skills
- Administrative experience an asset
- Able to travel and work occasional evenings or weekends

### **Position and Duties**

Registrar (.6 to .7 FTE): The Registrar is responsible to the Accreditation Panel of CPA through its Chairperson and reports administratively with CPA to the Chief Executive Officer.

The Accreditation Panel is a 9-member, volunteer, term-limited board which is responsible for setting Accreditation Standards and Policies, reviewing applications for accreditation and re-accreditation, and making accreditation and annual affirmation decisions for its 60+ accredited doctoral and internship programs. Information about the activities of the Accreditation Panel can be found at <http://www.cpa.ca/accreditation>.

The Registrar's duties are as follows:

- Liaise with members of the psychological training community and act as a source of information to programs seeking and maintaining accreditation
- Initiate and maintain written communication and correspondence in Psynopsis and with accredited programs
- Monitor policies and procedures and, in collaboration with the Chairperson of the Accreditation Panel and the Accreditation Assistant, revise these when necessary
- Draft annual budget, monitor expenditures, and advise the CPA's Chief Financial Officer of status of budget
- Supervise Accreditation Assistant
- In collaboration with Panel Chairperson and Accreditation Assistant, prepare agenda and organize Accreditation Panel meetings held semi-annually (meetings are two and a half days long, convened over a weekend)
- In collaboration with the Accreditation Assistant, maintain the official set of Panel archives
- In collaboration with the Accreditation Assistant, maintain records to ensure that accredited programs comply with Standards and Procedures to include remittance of fees, scheduling of site visits, and submission of self-studies and annual reports
- Review annual reports submitted by accredited programs and prepare reaffirmation letters for review by the Accreditation Panel
- Review applications for accreditation and re-accreditation for the purposes of authorizing site visits as directed by the Accreditation Panel
- In collaboration with CPA Senior Staff, attend meetings and engage with partners on matters related to training, accreditation and credentialing

Ethics Officer (.1 to .2FTE): The Ethics Officer will be responsible for the following:

- Developing a thorough knowledge of the *Canadian Code of Ethics for Psychologists*, related guidelines, and ethical decision making.
- Responding to ethics-related queries that come into the CPA office via mail, email or phone, consulting with the CEO and triaging queries to the CPA's Committee on Ethics (CoE) as per CPA policy
- Liaising with the Chairperson of the Committee on Ethics for the purposes of managing ethical issues and complaints
- Providing or overseeing support to the Committee on Ethics for activities or special projects
- Attending the annual meeting of the Committee on Ethics which takes place during the CPA's annual convention each June
- Managing the ethics pages and any ethics-related resources on CPA's website

**Work Conditions**

- Ability to attend evening or week-end meetings on occasion
- Ability to travel on occasion and attend and/or conduct presentations (e.g. workshops and presentations at the CPA annual convention, meetings or presentations with partner organizations in accreditation and licensure)

**Start Date**

As soon as possible

**Application Process**

Letters of application, with accompanying curriculum vitae, should be sent by May 15<sup>th</sup>, 2015 to:

Executive Office – Human Resources  
Canadian Psychological Association  
141 Laurier Avenue West, Suite 702  
Ottawa, ON K1P5J3  
[hr@cpa.ca](mailto:hr@cpa.ca)