



College of
REGISTERED
PSYCHIATRIC NURSES
of Alberta

Bylaws

APPROVED MAY 2023

UNDER THE HEALTH PROFESSIONS ACT



College of Registered Psychiatric Nurses of Alberta Bylaws

Approved May 2023
Table of Contents

PART I: GENERAL	1
1. Definitions	1
2. Registration Year	2
3. Enactment, Amendment and Repeal of Bylaws	2
PART II: GOVERNANCE.....	2
4. Council.....	2
4.1 Duties and Powers.....	2
4.2 Composition	3
4.3 Terms of Office	3
4.4 Council Meetings.....	4
4.5 Officers of the Council.....	5
4.6 Officers Duties and Powers	5
4.7 Vacant Positions on Council	6
4.8 Appointments of Regulated Members, Election of Chair and Vice-Chair	7
PART III: REGISTRATION.....	8
5. Regulated Members	8
5.1 Categories of Regulated Members.....	8
5.2 Register of Regulated Members.....	8
5.3 Name to be used on Register	9
5.4 Changes to Information.....	9
6. Non-Regulated Members.....	10
6.1 Additional Categories Established.....	10
6.2 Register of Non-Regulated Members.....	10
7. Registers and Record	10
7.1 Applications.....	10
7.2 Renewal of Annual Practice Permit.....	11
7.3 Reissuing of Practice Permit, Reinstatement of Registration	11
7.4 Professional Liability Insurance	12
7.5 English language requirements	12
7.6 Good Character	12
7.7 Fitness to Practise	13



8. Fees	13
8.1 Setting Fees	13
8.2 Fee Changes	13
8.3 Special Levy	13
8.4 Notice of Fees, Dues and Levies	13
8.5 Expiry of Annual Practice Permit	13
8.6 Pro-Rata Payments	14
PART IV: REGISTRAR AND REGISTRATION COMMITTEE	14
9. Registrar	14
9.1 Duties and Powers	14
10. Registration Committee	14
10.1 Duties and Powers	14
10.2 Composition	14
PART V: PROFESSIONAL CONDUCT	15
11. Complaints Director	15
12. Hearings Director	15
13. Hearing Tribunal	16
14. Complaint Review Committee	16
15. Council Appeal Committee	17
16. Publication of Conduct Information	17
PART VI: ADMINISTRATION	18
17. Education Standards Approval Committee	18
18. Chief Executive Officer	18
19. Official Seal	18
20. Use of Funds	19
21. WEBSITE	19
22. Access to Registrant Information	20

PART I: GENERAL

1. Definitions

In these Bylaws:

- (a) “Act” means the Health Professions Act;
- (b) “College” and “CRPNA” mean the College of Registered Psychiatric Nurses of Alberta;
- (c) “Council” means the governing body of the CRPNA, established under section 5 of the Act;
- (d) “Council Member” means a Regulated Member of Council or a Public Member of Council;
- (e) “Chair” means the President of Council under section 7 of the Act;
- (f) “HPA” means the Health Professions Act of the Province of Alberta;
- (g) “Officers” of the Council means the Chair in accordance with Section 7 of the HPA and the Vice-Chair in accordance to Part II of the Bylaws;
- (h) “Chief Executive Officer” means the Chief Executive Officer of the College;
- (i) “Registration Year” means the period of time from May 1 to the following April 30; with permit renewal deadline of April 30 and permit expiry of May 31;
- (j) “Registrar” means the registrar of the College appointed under section 8 of the Act;
- (k) “Courtesy Register” means the courtesy register category of the regulated members register;
- (l) “Provisional Register” means the provisional register category of the regulated members register;
- (m) “Regulated Member” and/or “Registrant” either of which may be used interchangeably within these Bylaws means a person who is registered as a member under section 33(1)(a) of the HPA;
- (n) “Non-Regulated Member” means a former Registered Psychiatric Nurse on the non-regulated register who is not authorized to practice as a Registered Psychiatric Nurse in Alberta;
- (o) “Public Member of Council” means a member of the public appointed to the Council pursuant to section 13 of the HPA;
- (p) “Regulations” means the regulations made under section 131 of the Act.

2. Registration Year

The Registration Year of the CRPNA is May 1 to April 30 and a practice permit expires on May 31.

3. Enactment, Amendment and Repeal of Bylaws

- (1) A Bylaw or an amendment to a Bylaw may be passed at any meeting of the Council by a two-thirds (2/3) majority vote of the Council members participating and eligible to vote at a meeting of Council. The persons entitled to vote on a proposed enactment, amendment or repeal of a regulation or Bylaw are the members of Council.
- (2) Whenever amendments are made to Bylaws, consequential editorial changes may be made to the Bylaws as required.

PART II: GOVERNANCE

4. Council

4.1 Duties and Powers

The Council of the College will exercise all the powers and duties granted to a governing council under the Act. Including the empowerment to:

- (1) adopt new Bylaws or amend the Bylaws of the CRPNA by a motion of Council.
- (2) establish and revise policies which govern the activities of the CRPNA and which govern the Council.
- (3) delegate authority and responsibility for the implementation of CRPNA policy to the Chief Executive Officer.
- (4) ensure that CRPNA policies are implemented through the monitoring of compliance with policies.
- (5) appoint any committees, in addition to the committees referenced in this bylaw, as Council may consider necessary or advisable and may by resolution and without the requirement of further bylaws, designate such further committees and the powers and duties of any committee in accordance with the requirements of the HPA and in fulfilling its governance accountability.
- (6) control the activities of the CRPNA and be the trustees of the funds and assets, and shall not engage in high-risk ventures.
- (7) establish psychiatric nursing education program approval standards and approve psychiatric nursing education programs.

- (8) hear appeals from decisions and hearing tribunals, and decisions concerning applications for registration and practice permits.
- (9) appoint a registrar of the College.

4.2 Composition

- (1) Council is composed of 12 members as follows:
 - (a) Six (6) Regulated Members of Council appointed to the Council in accordance with Article 4.8 of these Bylaws.
 - (b) Six (6) Public Members appointed by the Lieutenant Governor in Council in accordance with the Act.
 - (c) The Chair, who shall be elected by the Council from among the Regulated Members of Council.
 - (d) The Vice-Chair, who shall be elected by the Council from among the Regulated Members of Council.
 - (e) The Chief Executive Officer as an ex-officio member, and
 - (f) Any other ex-officio members appointed by the Council.

4.3 Terms of Office

- (1) Except when these Bylaws otherwise provide, the term of office of the Chair is three years commencing directly following his/her election. Nothing contained in these Bylaws shall prevent the Chair from seeking election of any position once their term is completed.
- (2) Except when these Bylaws otherwise provide, the term of office of the Vice-Chair is three years commencing directly following his/her election. Nothing contained in these Bylaws shall prevent the Vice-Chair from seeking election of any position once their term is completed.
- (3) Except when these Bylaws otherwise provide, the term of office of all other Regulated Members of the Council is a four-year term commencing directly following his/her appointment, with approximately one-third of the Regulated Members appointed each year. A Regulated Member of Council completing their term who continues to meet the eligibility requirements in section 4.8(3)(4) of these Bylaws may be appointed to serve a second consecutive term as a Regulated Member of Council by a secret ballot vote of the Council. Nothing contained in these Bylaws shall prevent any Regulated Member, if willing, from applying to serve on Council at the end of his/her term.



- (4) In accordance with section 5(4) of the Act, a member of Council, other than the Chair and Vice-Chair, continues to hold office after the expiry of that member's term until a successor is appointed.
- (5) Council is empowered to increase or decrease the length of the term of office of Council Regulated Members, including those already elected or appointed to a specific term of office, in order to maintain the one-third turnover rate in accordance with subsection (3) above.
- (6) A Regulated Member of Council must serve on the Council for at least one (1) year before being elected as Chair or Vice-Chair.

4.4 Council Meetings

- (1) Council shall meet at least four times a year.
- (2) Council meetings shall be held at such time and place as the Council members thereof determine or as determined by the Chair. Council may meet in person, by teleconference, by videoconference or by any other communications technology that permits all persons participating in the meeting to communicate with each other.
- (3) The Chair may call any additional meetings of the Council that the Chair considers necessary.
- (4) If 2/3 of the members of Council request a meeting the Chair shall call that meeting of Council.
- (5) Except when Council otherwise directs, Council meetings are open to the general membership and public.
- (6) A quorum at Council meetings shall consist of 50% of Council members present in person, via teleconference or through electronic means, of which 50% must be Regulated Members of which one must be either the Chair or Vice-Chair.
- (7) Voting on matters by Council may be conducted:
 - (a) at a meeting of the Council;
or
 - (b) with the authorization of the Chair; by a mail, e-mail, or fax vote; or a vote conducted during a telephone or video conference; or by any other communications technology that permits all persons to participate in the vote.



- (8) Unless otherwise provided in these Bylaws, a decision of Council shall be made as follows:
 - (a) at a Council meeting, by a vote of a majority of the members present and voting at the meeting;
 - (b) by a mail, e-mail, or fax vote; or by any other communications technology that permits all persons participating to vote by a vote of a majority of those members participating in the vote. Only Council members may vote on a motion made by a Council member.
- (9) Council shall determine the procedure to be used at Council meetings.
- (10) The Council may remove from Council, any Council member who:
 - (a) consistently fails or refuses to perform the duties assigned him by the Chair or the Council; or
 - (b) fails or refuses to adhere to the Regulations, Bylaws or Policies of the College; or
 - (c) is absent for any reason from two meetings of the Council during a year; or
 - (d) is suspended or ceases to be a Registered Psychiatric Nurse or has been found to be guilty of unprofessional or unskilled conduct.

4.5 Officers of the Council

- (1) The Officers of the Council shall consist of the:
 - (a) Chair
 - (b) Vice-Chair, and
 - (c) Chief Executive Officer as an ex-officio member.

4.6 Officers Duties and Powers

- (1) The Chair provides overall leadership to the Council. It shall be the duty of the Chair to:
 - (a) preside at all meetings of the Council;
 - (b) ensure the integrity of the Council governance process;
 - (c) take all necessary steps to see that the members of Council perform their respective duties;
 - (d) call meetings of Council and order special meetings of the Council and the College when deemed necessary;

- (e) in consultation with Council, appoint all chairs of committees established by the Council;
 - (f) carry out the functions of Chair/President by the HPA;
 - (g) perform such duties as Council may from time to time direct;
 - (h) delegate to the Chief Executive Officer such administrative responsibilities as deemed appropriate.
- (2) The Vice-Chair shall, monitor the financial position of the CRPNA and upon request of the Chair, and in the absence of the Chair perform the duties of the Chair during his/her absence, illness, or incapacity.
- (3) The Chief Executive Officer / Registrar acts as Chief Administrative Officer of the CRPNA and is responsible for the implementation of policy and direction established by Council. The Chief Executive Officer reports to and takes direction from Council, oversees the administration of the CRPNA, and carries out the duties, responsibilities, and functions of the registrar under the HPA, unless otherwise delegated in accordance with these Bylaws.
- (4) If no person is able or willing to serve as Chair or Vice-Chair in accordance with these Bylaws or circumstances arise making it impossible to comply with these Bylaws, Provincial Council may make such appointments or arrangements as it considers necessary in the circumstance.

4.7 Vacant Positions on Council

- (1) If any Regulated Member shall resign his/her office, be removed from Council, or otherwise become disqualified for such position, the Council shall declare his office vacant and shall appoint a successor in his place in the manner hereinafter set out to hold office until the end of her current term of office.
 - (a) If a vacancy occurs in the office of the Chair, the vacancy will be filled by the Council electing a replacement from among the remaining Regulated Members of Council in accordance with the relevant sections of the election process described in Article 4.8(8) of these Bylaws, at the next regular Council meeting.
 - (b) If a vacancy occurs in the office of Vice-Chair, the vacancy will be filled by the Council electing a replacement from among the remaining Regulated Members of Council in accordance with the relevant sections of the election process described in Article 4.8(9) of these Bylaws, at the next regular Council meeting.

- (c) If a Regulated Member position on the Council becomes vacant due to a lack of application for appointment, resignation, death, inability to act, or a vacancy for any other reason, the Council may appoint a Regulated Member as recommended by the Appointment Committee to fill that position for the remainder of the term.

4.8 Appointments of Regulated Members, Election of Chair and Vice-Chair

Appointment of Regulated Members

- (1) The Council shall establish an Appointment Committee to review applications for Regulated Member Council appointments, interview candidates, and recommend appointments of Regulated Members to the Council. The Appointment Committee will consist of:
 - (a) Council Chair or designate,
 - (b) one (1) Regulated Member of Council,
 - (c) one (1) Public Member of Council,
 - (d) the Chief Executive Officer (CEO) or designate, and
 - (e) one (1) CRPNA admin support staff determine by the CEO.
- (2) The Appointment Committee will operate in accordance with the terms of reference and the policies and procedures approved by the Council.
- (3) Regulated Members eligible for appointment to Council must:
 - (a) be registered on the CRPNA Practicing or Provisional Register,
 - (b) have a minimum one (1) year practice in Canada,
 - (c) be in good standing with the CRPNA.
- (4) A Regulated Member is not eligible to be appointed to the Council if the Regulated Member:
 - (a) represents Registered Psychiatric Nurses in collective bargaining or is a union representative for Registered Psychiatric Nurses,
 - (b) is an officer or senior employee of a professional association that represents members of a regulated health profession,
 - (c) is a CRPNA employee,
 - (d) within the three years immediately before applying for an appointment, the Regulated Member's practice permit was suspended or cancelled pursuant to Part 4 of the HPA.



- (5) The Appointment Committee will consider the completed application for appointment, the competencies of the applicants, the Council's needs and will recommend eligible applicants to Council.
- (6) The Council will consider the Appointment Committee's recommendations and appoint eligible applicants to fill vacant Council positions.
- (7) Council Appointments will be announced by notification to the members within seven (7) days of the appointment and posted on the CRPNA website.

Election of Chair and Vice-Chair

- (8) The Council shall, by secret ballot, at the first meeting following Council appointments elect the Chair from among the Regulated Members of Council in accordance with the policies and procedures approved by Council, for a term not to exceed three (3) years.
- (9) The Vice-Chair shall, by secret ballot, at the first meeting following Council appointments elect the Vice-Chair from among the Regulated Members of Council in accordance with the policies and procedures approved by Council, for a term not to exceed three (3) years.

PART III: REGISTRATION

5. Regulated Members

5.1 Categories of Regulated Members

- (1) The following categories of Regulated Members are established, in accordance with the Regulations:
 - (a) Registered Psychiatric Nurse.
 - (b) Provisional member.
 - (c) Courtesy member.

5.2 Register of Regulated Members

- (1) The College will maintain a register of Regulated Members who in addition to the rights, duties, and responsibilities a Registered Psychiatric Nurse has under the Act, Regulations and these Bylaws is:
 - (a) entitled to apply for appointment to Provincial Council, with a minimum of one (1) year of practice in Canada,
 - (b) may attend meetings of the College and serve on committees of the College,



- (c) entitled to receive College information and notifications,
- (d) may receive such other benefits as Provincial Council from time to time determines.

5.3 Name to be used on Register

- (1) For the purposes of the registers, the Registrant must provide the College with their full legal name. “Full legal name” means a person’s first and last name and is the name:
 - (a) set out on the person’s birth certificate or record of birth;
 - (b) set out on the person’s certificate of change of name; or
 - (c) the name taken by the person after they get married or divorced.
- (2) The Registrar may, at any time, verify the Registrant’s full legal name by requiring the Registrant to provide proof of their full legal name in a form that is satisfactory to the Registrar.
- (3) The Registrant’s full legal name is the name that will appear in the register and on the Registrant’s practice permit and must also be the name used by the Registrant in their practice setting.
- (4) Notwithstanding Article 5.3(3), a Registrant may make a request to the Registrar to use a name other than their full legal name in the register, on their practice permit and in the practice setting. The Registrar may grant the Registrant’s request if the Registrar is satisfied that extenuating circumstances exist.
- (5) If a Registrant’s full legal name changes, they must inform the College of the change and, if the Registrar requests, provide proof of the change of name in a form that is satisfactory to the Registrar.

5.4 Changes to Information

- (1) The Registrar may add to or remove information from any register of the College.
- (2) Upon the direction of the Council, a Hearing Tribunal, the Registration Committee, a Complaint Review Committee, or the Competence Committee, the Registrar may correct or remove any entry made in error in a register of the College.
- (3) No registration or practice permit will be cancelled except in accordance with the Act.
- (4) A member of the College may request access to the information on their record.

6. Non-Regulated Members

6.1 Additional Categories Established

- (1) The following categories of non-regulated membership in the College are established:
 - (a) Non-Practicing Member,
 - (b) Retired Member – non-practicing.

6.2 Register of Non-Regulated Members

- (1) The College will maintain a register of Non-Regulated Members, which shall contain, with respect to each person entered on the register:
 - (a) name, date of birth, address, and telephone number,
 - (b) initial date of registration as a Registered Psychiatric Nurse and the date they ceased to be on the regulated register, if applicable,
 - (c) employment status,
 - (d) education,
 - (e) historical information relevant to the person,
 - (f) such other information as Council may prescribe.
- (2) A Non-Regulated Member shall be entitled:
 - (a) to attend meetings of the College
 - (b) to receive the College publication
 - (c) to serve on committees and boards of the College as a non-voting member

7. Registers and Record

7.1 Applications

- (1) The Registrar:
 - (a) must consider complete applications for registration and applications for practice permits;
 - (b) may undertake any other power or duty given to the Registrar under the HPA, the Regulation, or these Bylaws; and
 - (c) subject to sections 19 and 20 of the HPA, may execute any powers delegated by Council.
- (2) The Registrar may, in their sole discretion, decide to refer any application for registration to the Competence Committee for its determination.



- (3) The Registrar may delegate in writing all or any of their duties to another person, with or without conditions.

7.2 Renewal of Annual Practice Permit

- (1) The Registrar shall consider complete applications for renewal of an annual practice permit.
- (2) Regulated Members must submit to the Registrar a complete application for a practice permit and the practice permit fee up to and including April 30 of each year for a practice permit which will become effective May 31.
- (3) Complete applications for a practice permit submitted after April 30 will incur a late fee.
- (4) A Regulated Member whose complete application for a practice permit and practice permit fee is not received by May 31, will have their practice permit suspended until they have met all outstanding requirements for permit renewal and may have their registration cancelled pursuant to section 43 of the HPA.
- (5) The Registrar may, in their sole discretion, refer any application for a practice permit to the Competence Committee for its determination.

7.3 Reissuing of Practice Permit, Reinstatement of Registration

- (1) A Registrant whose practice permit and registration is cancelled only for non-payment of fees may have the practice permit reissued and registration reinstated in accordance with section 43(3) of the Act.
- (2) A Registrant whose practice permit is suspended under Section 40(2)(c) of the Act may apply for the practice permit to be reissued (within the same practice year) by submitting to the Registrar a written application for reissuing a practice permit, including a complete application and evidence of meeting outstanding conditions on the preceding practice permit. The Registrant's practice permit may be subject to conditions, upon being reissued.
- (3) A Registrant whose practice permit and /or registration is cancelled under Section 43(4) of the Act, may apply for the practice permit to be reissued and registration to be reinstated by submitting a complete application, and a written application for reinstatement to the Registrar. The member's practice permit may be subject to conditions upon being reissued/reinstated.



- (4) A person who continues to provide psychiatric nursing services as defined by the Act while their registration or practice permit is suspended, cancelled, or expired, is in contravention of legislation and may be referred to the Complaints Director or be subject to penalty according to the Act. If the registration is reinstated and/or a practice permit reissued, the registration and practice permit may be subject to conditions, and the contravention may be reported to the Complaints Director.

7.4 Professional Liability Insurance

All applicants for registration as a Regulated Member must provide evidence of having the type and amount of professional liability insurance required by the Council.

7.5 English language requirements

- (1) An applicant for registration as a Regulated Member must be sufficiently proficient in the English language to be able to provide professional services in English.
- (2) An applicant may be required by the Registrar to demonstrate proficiency in the English language in accordance with the requirements approved by the Council.

7.6 Good Character

- (1) Applicants for registration as a Regulated Member must provide evidence of having good character and reputation by submitting any of the following on the request of the Registrar:
 - (a) provide 2 written references from colleagues and, if applicable, from another jurisdiction in which the applicant is currently registered;
 - (b) a statement by the applicant as to whether the applicant is currently undergoing or in the past has undergone an unprofessional conduct process by the College, or is or has been disciplined by another regulatory body responsible for the regulation of psychiatric nurses or another profession that provides a professional service;
 - (c) a statement as to whether the applicant has ever pleaded guilty or been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside Canada for which the applicant has not been pardoned;
 - (d) any other evidence required by the Registrar.

7.7 Fitness to Practise

An applicant for registration as a Regulated Member must, on the request of the Registrar or the Registration Committee, submit evidence satisfactory to the Registrar or the Registration Committee confirming the applicant's fitness to practise.

8. Fees

8.1 Setting Fees

- (1) Council may establish fees, costs, levies, or assessments for the following:
 - (a) application fees,
 - (b) registration fees,
 - (c) registration review fees,
 - (d) practice permit fees,
 - (e) practice permit review fees,
 - (f) late registration fees,
 - (g) online registration fees,
 - (h) fees for reviews or appeals of any decision under the Act.
- (2) Council may determine such other fees, dues, or levies as are required under the Act, Regulations, or these Bylaws or for anything it considers necessary for services provided to a member or any other person.

8.2 Fee Changes

If Council proposes to change any of the fees set out in 8.1 above, it shall give members at least thirty days' notice of its intention to do so.

8.3 Special Levy

If special circumstances arise requiring additional funding for the College, Council may impose a special levy against the members or a category of membership.

8.4 Notice of Fees, Dues and Levies

When fees, dues, or levies are payable, notice of the fees, dues, or levies payable shall be sent to those members or persons required to pay them.

8.5 Expiry of Annual Practice Permit

An annual practice permit expires on May 31 each year, unless otherwise provided for in the Act or regulations.

8.6 Pro-Rata Payments

- (1) Council may:
 - (a) establish a pro-rata system of fee payment,
 - (b) Provide for a crediting of the payment of all or part of a temporary permit fee against the payment of any other fee payable to the College in such circumstances and under such conditions as the Council prescribes,
 - (c) Establish such other rules for the payment, rebating, reduction, or crediting of the payment fees, dues, or levies as it considers appropriate.

PART IV: REGISTRAR AND REGISTRATION COMMITTEE

9. Registrar

9.1 Duties and Powers

- (1) Subject to sections 19 and 20 of the Act, the Registrar performs any powers and duties delegated by the Council.
- (2) The Registrar may in their sole discretion decide to refer any application for registration to the Registration Committee for their determination.
- (3) The Registrar may delegate all or any of their duties and responsibilities to a Deputy Registrar or other staff member, with or without conditions.

10. Registration Committee

10.1 Duties and Powers

- (1) The Registration Committee established under section 9 of the Act may:
 - (a) review an application for registration, if so referred by the Registrar,
 - (b) undertake any other power or duty given to it under the Act, the Regulations, or the Bylaws,
 - (c) Delegate any of its powers or duties to the Registrar, with or without conditions.

10.2 Composition

- (1) Council shall appoint no fewer than three Regulated Members to the Registration Committee for a term to be determined by Council.
- (2) Council shall designate a member of the Registration Committee to act as the Chair.

- (3) The Registrar may attend meetings of the Registration Committee
- (4) A quorum of the Registration Committee is three (3) members of the committee.
- (5) Subject to the HPA, the Registration Committee may determine its own rules of procedures.
- (6) A decision of the Registration Committee shall be by a vote of a majority of the members present at a meeting.
- (7) The Registration Committee is able to make recommendations to Council regarding the continuing competence program and shall carry out the powers and duties of a competence committee as defined under section 10 of the Act.

PART V: PROFESSIONAL CONDUCT

11. Complaints Director

- (1) The Complaints Director appointed under Section 14 of the Act may undertake any power or duty given to the Complaints Director under the Act, the Regulations, or these Bylaws.
- (2) The Complaints Director may delegate some or all of their duties to an employee of the CRPNA, with the exception of the Hearings Director.
- (3) The Complaints Director shall not disclose any information regarding a complaint or disciplinary proceeding unless the information is required to be disclosed for the purpose of the Act, the regulations, the Bylaws or otherwise required by law.

12. Hearings Director

- (1) The Hearings Director appointed under Section 14 of the Act may undertake any power or duty given to the Hearings Director under the Act, the Regulations, or these Bylaws.
- (2) The Hearings Director may delegate some or all of their duties to an employee of the CRPNA, with the exception of the Complaints Director.
- (3) The Hearings Director shall not disclose any information regarding a complaint or disciplinary proceeding or a hearing or matter before the Hearing Tribunal unless the information is required to be disclosed for the purpose of the Act, the Regulations, the Bylaws or otherwise required by law.

13. Hearing Tribunal

- (1) A Hearing Tribunal established under section 16 of the Act may:
 - (a) conduct hearings under Part 4 of the Act, and
 - (b) undertake any other power or duty given it under the Act, the Regulations, or the Bylaws.
- (2) Council shall appoint Regulated Members to a Hearings Tribunal membership list to be used for appointing members to Hearings Tribunals. The Hearings Director shall establish a Hearing Tribunal from the members appointed by Council to the membership list.
- (3) A Hearing Tribunal shall be composed of no fewer than two Registered Psychiatric Nurse members appointed by Council to the membership list and two public representatives.
- (4) The Hearings Director shall designate a Registered Psychiatric Nurse member of the Hearing Tribunal as Chair.
- (5) A quorum for a Hearing Tribunal is four members of the Hearing Tribunal, at least two of whom must be Registered Psychiatric Nurse members, and at least two of whom must be public representatives.
- (6) A decision of a Hearing Tribunal shall be by majority vote.
- (7) Subject to the Act, Regulations and these Bylaws, a Hearing Tribunal may determine its own rules respecting the calling of and conduct of its meetings, hearings, or the handling of matters within its jurisdiction.
- (8) Information given to the Hearing Tribunal shall be disclosed only in accordance with the Act, the Regulations, the Bylaws, or as otherwise required by law.

14. Complaint Review Committee

- (1) The Complaint Review Committee established under Section 16 of the Act may:
 - (a) review and ratify settlements under section 60 of the Act;
 - (b) conduct reviews under section 68 of the Act;
 - (c) undertake any other power or duty given to it under the Act, the Regulations, or the Bylaws.
- (2) Council shall appoint Regulated Members to a Complaint Review Committee membership list to be used for appointing members to a Complaint Review Committee. The Hearings Director shall establish a Complaint Review Committee from the members appointed by Council to the membership list.



- (3) A Complaint Review Committee shall be composed of no fewer than two Registered Psychiatric Nurse members appointed by Council to the membership list, and two public representatives.
- (4) The Hearings Director shall designate a Registered Psychiatric Nurse member of the Complaint Review Committee as Chair.
- (5) A quorum for a Complaint Review Committee is four members, at least two of whom must be Registered Psychiatric Nurse members, and at least two of whom must be public representatives.
- (6) A decision of a Complaint Review Committee shall be by majority vote.
- (7) Subject to the Act, a Complaint Review Committee may determine its own rules of procedure, calling of meetings, and matters related to them.

15. Council Appeal Committee

- (1) In accordance with the HPA, Council establishes a Council Appeal Committee.
- (2) Council shall appoint no fewer than four Council Members to the Council Appeal Committee, comprised of the Council Chair, and at least three other Council Members, provided that at least 50% of the Council Appeal Committee must be Public Members of the Council.
- (3) The Council Chair shall designate a member of the Council Appeal Committee as Chair, which may be the Council Chair.
- (4) The Council Appeal Committee hears appeals from decisions of the Hearing Tribunal upon application of a Regulated Member, or the Complaints Director.
- (5) A quorum for the Council Appeal Committee is four members of the Council Appeal Committee with at least 50% being Public Members of Council.
- (6) A decision of the Council Appeal Committee shall be by a majority vote. If the Council Appeal Committee is sitting with an even number and there is a tie vote, then the Chair shall cast a second and deciding vote.

16. Publication of Conduct Information

- (1) The Registrar shall publish or distribute information with respect to a professional conduct matter of a Regulated Member only as permitted by the HPA, the Regulations, or these Bylaws, or as otherwise directed by law, or on the Hearing Tribunal's or Council's direction after hearing an appeal.

- (2) The Hearing Tribunal or a panel of Council hearing an appeal may order information to be published in any manner deemed appropriate.
- (3) When the alternative complaint resolution process results in a ratified settlement between the parties, the Registrar may publish information respecting the complaint and the ratified settlement and may reveal the complainant's and/or investigated member's identity, if authorized to do so pursuant to the ratified settlement.

PART VI: ADMINISTRATION

17. Education Standards Approval Committee

- (1) Council establishes the Education Standards Approval Committee (ESAC).
- (2) ESAC shall provide recommendations to Council regarding standards, policies, and procedures for approving new or revised psychiatric nurse programs, psychiatric nurse refresher programs, and advanced training programs in Alberta.
- (3) ESAC shall review and provide recommendations to Council regarding any other issue with respect to approving new or revised psychiatric nurse programs or psychiatric nurse refresher programs or advanced training programs in Alberta.

18. Chief Executive Officer

- (1) Council shall appoint a Registered Psychiatric Nurse as Chief Executive Officer and Registrar of the College under Section 8 of the Act.
- (2) The Chief Executive Officer and Registrar may delegate any of their duties and responsibilities to another person with or without conditions.
- (3) The Chief Executive Officer and Registrar is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the Act, the Regulations, or these Bylaws.
- (4) The Chief Executive Officer and Registrar reports to the Council.

19. Official Seal

The College shall have a Seal which shall consist of the words "College of Registered Psychiatric Nurses of Alberta". The Chair and the Chief Executive Officer of the College and such other person or persons as may be authorized by the Council shall have authority to affix the Seal of the College to any document requiring the Seal to be affixed.

20. Use of Funds

- (1) The College is entitled to make use of all revenues received from membership fees and other sources of income to carry out the objectives of the College.
- (2) Financial policy pertaining to the College shall be determined by Council and the College shall publish annually a financial statement.
- (3) The College shall reimburse travel expenses and such other costs and expenses for members of committees and boards under the Act, the Regulations and Bylaws in accordance with policies made by Council.
- (4) The fiscal and membership year of the College shall be from May 1 to the following April 30.

21. WEBSITE

- (1) The type of information that may be published on the College's website in addition to the information in section 135.92(2) of the HPA is as follows:
 - (a) general information about the College and its activities;
 - (b) general information about the psychiatric nursing profession, general information on RPN practice, general information about the regulatory processes under the HPA including applying for registration, applying for practice permits, the professional conduct process including complaints and concerns, continuing competence, and other matters covered by the HPA;
 - (c) find a RPN function which includes the following information about regulated and former Registrants' registration and practice permits, history, status, numbers, conditions and any other authorizations, certifications, restrictions and/or limitations;
 - (d) employer verification of the status of a Registrant;
 - (e) publications and reports;
 - (f) resources and services offered by the College;
 - (g) learning opportunities;
 - (h) careers at the College;
 - (i) information requests, Registrant requests;
 - (j) a College website portal for members/Registrants;
 - (k) information on how to contact the College;

- (l) Hearing Tribunal decisions including the name of the investigated person;
- (m) decisions of the Appeals Committee arising from appeals from a Hearing Tribunal; and
- (n) information referenced in Section 119(1) of the Act.

22. Access to Registrant Information

- (1) In accordance with the Act, a member of the public may request information on the register respecting a Registrant. The College must make available the following information:
 - (a) the full name of the Registrant;
 - (b) the Registrant's registration number;
 - (c) whether the Registrant's registration is restricted to a period of time and, if so, the period of time;
 - (d) any conditions on the Registrant's practice permit;
 - (e) the status of the Registrant's practice permit, including whether it is suspended or cancelled;
 - (f) the Registrant's practice specialization recognized by the College;
 - (g) whether the member is authorized to provide a restricted activity not normally provided by Registrants of the College;
 - (h) whether the member is not authorized to provide a restricted activity that is normally provided by Registrants of the College;
 - (i) whether the Registrant has been directed to cease providing professional services by the Complaints Director.