



Regional Representative Guidelines

Great, so now you are a regional representative – what does that mean? Well first, that you are part of a group of educators that are like you.... striving to do the best we can in a world with multiple commitments and challenges. The Executive Team is made up of other regional reps from across the country. We all teach, and/or coordinate UCP (unregulated care provider) programs and are dedicated to supporting each other through meetings, emails and sharing resources in addition to advocating for this level of worker. **As a Regional Representative you not only represent your own institution but the others in your region * as well.**

You may be a nurse who is also a faculty member or another professional who manages the program- either way we recognize that to stay current we need to share information and take that extra step in “getting involved and learning more about UCP work in the country”. Additionally, since this work sector is made up of mainly of marginalized folks (women and immigrants) the need for people to champion their educational and professional cause is at an all time high. We are super happy you have agreed to take on this voluntary role.

If you are new to CACCE we encourage you to look at our website CACCE.ca to explore our new platform where educational resources and news will be shared with all educators across the country. Historical documents, including our Terms of Reference, Strategy 2025 and list of other executive team members are there too.

Your role relates to the CACCE’s goals of

1. Building a strong network of UCP educators across the country who are willing to share information and support each other
2. Having the CACCE’s voice heard when it comes to the need for standardization, title protection and regulation within the UCP sector
3. Developing stronger regional connections and bringing regional news to the national level
4. Actively advocating as needed on provincial/territorial and federal policies related to the education of UCPS in Canada

Here are some examples of what you can do:

- Attend CACCE exec meetings. Be prepared to share what is happening in your region (not just your school) and to share with your regional members what you learned after the meeting.
- In addition to being a regional rep, take on at least 1 other responsibility within the executive (i.e., assist with newsletter, managing website, membership coordination etc.)
- Maintaining the regional membership contact list, you are provided and inform Membership Coordinator of changes (for newsletter and email blasts)
- Fill in the gaps on regional membership as needed
- Promote the CACCE within your institution and region at educational and political levels.
- Participate in annual AGM (usually in the spring)
- 2021/2022: executive meetings occur usually every 6-8 weeks. Please make every effort to attend. Minutes with action items will be circulated after and you may be asked to follow up on some of these.
- If you do not already have a regional educator group, please consider starting one- easy to do- Laura willing to help with this- contact her via email.
- Consider representing UCP educators in your region by:

Final Note

Following are two references that will help you in your role as Regional Representative.

1. The list of educational institutions that you represent. Please use this to identify if you have contacts for all schools and fill in the gaps as needed. Remember to share updated list with Membership Coordinator (TBA as of Jan 2022)
2. The Regional Representative Role as outlined in our Terms of Reference.

As always, feed back on this and any other CACCE document is welcome. Please send an email to Laura at vanbulmer@hotmail.com if you have any questions, recommendations, or concerns.

REFERENCE 1

Colleges and Institutes Canada (CICan) is the voice of Canada's colleges and institutes. Their website offers a list of all CICan institutions. Not all of them offer UCP training, ONLY those that do offer UCP training are part of CACCE. Additionally, all faculty, whether teaching full time/ part time (theory, lab or clinical) in these programs are AUTOMATIC members.

Please refer the to the link provided below to determine if your institution is a member of CiCan (and the CACCE)

<https://www.collegesinstitutes.ca/our-members/member-directory/>

REFERENCE 2

Regional Representative and Membership Responsibilities

Mandate

To keep a current list of and contact information for the other HCA/PSW educators in your region. To build membership after identifying gaps and to introduce CACCE to those who do not know they already belong.

Strategies

Using CACCE Membership Contact List to ensure you have representation from each institution in your area

Look at current membership contact list for your region and identify gaps

Send out email introducing yourself to some one in the program at missing institutions- letting them know that you are writing to share information on CACCE, how membership is free and open to all HCA/PSW educators (full time, part time, contract, theory, lab or clinical). Dependent on when you send it include link to current website for reference.

It is your responsibility to keep the membership contact list updated as much as possible (it should be one of the items in your regional folder)