



2025 NSCN BOARD ELECTION APPLICATION FORM

300 - 120 Western Parkway
Bedford, Nova Scotia B4B 0V2
Tel: 902-444-6726
Toll-free (NS) 1-833-267-6726
Fax: 902-377-5188
registration@nscn.ca

Thank you for your interest in becoming a Board member with the Nova Scotia College of Nursing (NSCN). Please submit a completed application (including your cover letter and resume) by email to board@nscn.ca by **1:00 p.m. AT on Monday, March 31, 2025**.

What do you need to know before starting the application?

- The application may take up to 60 minutes to complete and progress can be saved by clicking the “Save” button at the top of the form so you may return to the application later.
- The personal statement you provide at Section 3 of the application will be used to introduce you to the voting registrants, including on the NSCN website, newsletter and electronic voting page. Please write your personal statement exactly as you would like it to appear, as it will be shared as written. For guidance on what to include in your personal statement, please refer to the Frequently Asked Questions section on the [Board election page](#).
- You will be required to complete the NSCN Board Composition Matrix, attached to the application, to assess how you meet the competencies, skills and attributes that the NSCN Board, as a whole, seeks to encompass. Not every Board member is required to possess all of the competencies, skills or attributes. The goal of the Board is to achieve balance and reflect diversity in its composition.

You will receive an email confirmation following the submission of your application. For any questions about the application process, or if you require assistance, please contact Marie-Claude Geddry at MarieClaude.Geddry@nscn.ca.

PRIVACY STATEMENT

NSCN collects, uses, discloses, stores, and retains personal information in accordance with its obligations under section 130 and 131 of the [Nursing Act](#), the Canadian Standards Association Model Code for the Protection of Personal Information, and privacy best practices. The personal information you provide in this application form is collected by NSCN staff and members of the Nominating Committee for the purpose of evaluating and nominating Board members.

The personal information you provide when completing this application form may be disclosed by NSCN to others, but only in accordance with your consent for “Sharing Application Information” that you give by submitting this application form (see further below) or as otherwise authorized or required by law. If you have any questions or concerns about NSCN’s privacy practices, please contact NSCN’s Privacy Officer at Privacy.Officer@nscn.ca.



Section 1: Candidate Information

FIRST/LAST NAME:	
EMAIL ADDRESS:	DESIGNATION: <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> NP
REGISTRATION NUMBER: (SEARCH FOR A NURSE IS AVAILABLE TO CONFIRM NUMBER)	CURRENT POSITION AND EMPLOYER:

There are three vacancies to be filled on the NSCN Board.

The NSCN Nominating Committee has determined that the following attributes are assets, but not requirements, to fill the current vacancies on the Board:

- LPN designation
- Nurses currently practising within direct care

Section 2: Eligibility to be Nominated

Any NSCN registrant is eligible to be nominated as an NSCN Board member if the Nominating Committee determines, in its discretion, that the registrant meets the criteria outlined in By-Law 10C and the additional criteria pass by the Board.

Please confirm that you meet the following eligibility criteria to be nominated as a Board member:

- You hold a practising or conditional licence with no conditions restricting you from serving on the Board
- You are current in your continuing competence requirements
- You do not owe any outstanding fees or costs to NSCN
- You have not served on the NSCN Board in the last three years
- You have not held any of the following positions in the three-year period immediately preceding March 31, 2025:
 - An elected position with the federal or provincial government
 - A senior position (Assistant Deputy Minister or higher) with the provincial government
 - A director or officer of a professional organization representing the interests of a registrant profession
 - A director or officer of a union that represents registrants, or a member of a bargaining committee or similar group of individuals that conducts collective bargaining on behalf of a union that represents registrants
 - A member of the Nova Scotia Health Authority Executive team
 - A position where, as a primary responsibility in the course of your employment, you represent a health authority or any other nursing employer in collective bargaining or in proceedings under a collective bargaining agreement with registrants



- A director or officer of a corporation or other entity that provides professional liability protection or insurance coverage against liability for negligence in the provision of services that constitute the provision of nursing services
- An employed staff position with NSCN

Have you held a position, in the three-year period immediately preceding March 13, 2024, that could cause you, if elected, to have a conflict of interest by virtue of having competing fiduciary obligations to both NSCN and another organization?

If so, please provide details:

Have you ever been suspended or removed from office as an elected board member, director, similar governance position of another regulatory body or public body?

If so, please provide details:

Have you been, or are you, subject to any licensing sanction or ongoing regulatory process?

If so, please provide details:

Section 3: Personal Statement

Please provide a brief personal statement that describes why you wish to serve on the NSCN Board. If you are advanced for election as an NSCN Board member, your personal statement will be used to introduce you to the voting registrants, including on the NSCN website, newsletter and electronic voting page. Please write your personal statement exactly as you would like it to appear, as it will be shared as written. For guidance on what to include in your personal statement, please refer to the Frequently Asked Questions section on the [Board election page](#). **(Maximum 50 words. Full sentences required. This can duplicate the information in your letter, if you wish.)**



Section 4: Composition Matrix Self Assessment

Please complete the attached NSCN Board Composition Matrix, which includes self-assessment of the competencies, skills and attributes that the NSCN Board, as a whole, seeks to encompass. Not every Board member is required to possess all of the competencies, skills or attributes, nor does the Board seek to have each competency, skill or attribute represented equally. The goal of the Board is to achieve balance and reflect diversity in its composition.

One area of focus is increasing our cultural diversity on the NSCN Board to accurately represent the publics we serve and to better understand the needs of all communities accessing nursing care within the province. The Diversity section of the Composition Matrix will help us understand if we are reaching individuals from communities that are underrepresented in NSCN Board's composition. Please leave this section blank if you do not wish to self-identify or if it is not applicable to you.

Section 5: Experience

Please attach your resume and a letter describing how you meet the NSCN Board competencies and skills outlined in the Composition Matrix using examples from applicable work or volunteer experience. The letter may be up to a maximum of 1,000 words.

Section 6: Sharing Application Information

- I understand and agree by submitting this application to serve on the NSCN Board, I am agreeing to and providing NSCN with consent to share my name, nursing designation, current position and employer, personal statement response, and the Nominating Committee's view on how I meet the competencies, skills and attributes outlined in the Composition Matrix (with the exception of the self-identification in the Diversity section), publicly through the NSCN newsletter, website and election ballot.

Section 7: Commitment to Serve

- Clicking this box serves as my commitment to sit on the NSCN Board for a three-year term beginning on June 1, 2025.
- Clicking this box confirms that I do not have a conflict of interest outside of NSCN that could influence me, or could be perceived to influence me, to act in a manner that is contrary to the objects of NSCN, which include:
 - Serving and protecting the public interest in the practice of the profession;
 - Subject to the public interest, preserving the integrity of the profession; and,
 - Maintaining public and registrants' confidence in the ability of NSCN to regulate the profession.

Section 8: Certify Application

- Clicking this box serves as my electronic signature and certifies that all statements made on this application are true and complete to the best of my knowledge. I understand and agree that any misrepresentation, omission, or falsification of information provided may result in disqualification from the election process. I understand that the information I have provided will be used to assess my suitability for the position to which I am applying and may be viewed and used by the NSCN Board, NSCN Nominating Committee and NSCN staff involved in the election process. By electronically submitting this application, I hereby certify that I have read and agreed with these statements and conditions and authorize NSCN to use all information I have provided with my application for the above-noted purposes.





NAME:

The following are the competencies, skills and attributes that the NSCN Board, as a whole, seeks to encompass. Not every Board member is required to possess all of the competencies, skills or attributes, nor does the Board seek to have each competency, skill or attribute represented equally. The goal of the Board is to achieve balance and reflect diversity in its composition.

Please describe yourself based on the backgrounder at page 2 and the following rating system: 0 = No knowledge/practical application; 1 = basic knowledge; 2 = practical application; 3 = advanced

COMPETENCIES	RATING			
Public Orientation The Board governs in the public interest.	0	1	2	3
Accountability The Board is accountable to govern in the public interest to meet the Board's legal and fiduciary responsibilities.	0	1	2	3
Leadership The Board provides leadership by building relationships within the community and broader healthcare system and seeking to create positive regulatory change in the public interest.	0	1	2	3
Analytical Thinking The Board addresses matters analytically from a broad systems and strategic perspective in the public interest.	0	1	2	3
Innovative The Board stimulated new ideas and facilitates continuous improvement that is innovative, visionary and future-focused in the public interest.	0	1	2	3
SKILLS	RATING			
Governance Experience working with a governance model (including but not limited to policy governance) to direct the actions and processes of the organization's board of directors	0	1	2	3
Finance Experience working with financial principles and managing decisions related to budgets, etc.	0	1	2	3
Risk Assessment & Management Experience using principles of risk assessment and management as they relate to governance of an organization AND Experience recognizing how risks can impact the board and organization	0	1	2	3
Legal Experience working with relevant legislation, legal frameworks and procedures relevant to Board policies, protocols and rules	0	1	2	3
Strategic Planning Experience with strategic planning including setting of goals and objectives for the board and/or organization	0	1	2	3
Performance Management Experience with evaluation and performance management for the Board, individual board members and the CEO	0	1	2	3
Cultural Competence Experience with and ability to understand, communicate and effectively interact with people across cultures. This may include working with diverse communities (e.g., Black, Indigenous and persons of colour; 2SLGBTQ+; gender, persons with disabilities, etc.)	0	1	2	3
ATTRIBUTES				
Nursing Designation (Registrant of NSCN as either an LPN, RN and/or NP)				
Domain of Nursing Practice (Direct care, Education, Policy, Administration/Management, Research)				
Regional Location (Location in the province as defined by the primary home address)				
Diversity (Diversity to reflect the population of Nova Scotia. Examples include but are not limited to, Black, Indigenous and persons of colour; 2SLGBTQ+; gender; persons with disabilities, etc.)				



Competencies, Skills and Attributes for the NSCN Board

The following are the competencies, skills and attributes that the NSCN Board, as a whole, seeks to encompass. Not every Board member is required to possess all of the competencies, skills or attributes, nor does the Board seek to have each competency, skill or attribute represented equally. The goal of the Board is to achieve balance and reflect diversity in its composition.

Please rate yourself on the Matrix provided at page 1.

COMPETENCIES

1. Public Orientation: The Board governs in the public interest.

Board members demonstrate this competency by:

- a. Contributing to the development of policies that are in the public interest
- b. Connecting with the public to understand the range of public perspectives
- c. Seeking to be more knowledgeable about key issues affecting the public
- d. Becoming familiar with the expectations, priorities and values of the public and other stakeholders relating to nursing regulation

2. Accountability: The Board is accountable to govern in the public interest to meet the Board's legal and fiduciary responsibilities.

Board members demonstrate this competency by:

- a. Being transparent in decision making
- b. Seeking necessary knowledge to fully understand self-regulation, governance and the role of the Board
- c. Participating in Board governance by being prepared for meetings, asking meaningful questions and fully debating issues
- d. Engaging in performance evaluation of self, the Board and CEO
- e. Interacting in a manner that is reflective of the NSCN values

3. Leadership: The Board provides leadership by building relationships within the community and broader healthcare system and seeking to create positive regulatory change in the public interest.

Board members demonstrate this competency by:

- a. Fostering collaborative relationships within the Board, public, stakeholders and staff
- b. Promoting teamwork through consensus building and conflict resolution
- c. Respecting and honouring Board decisions
- d. Mentoring and coaching new Board members
- e. Embracing diversity and inclusion
- f. Encompassing integrity and professionalism

4. Analytical Thinking: The Board addresses matters analytically from a broad systems and strategic perspective in the public interest.

Board members demonstrate this competency by:

- a. Asking questions to determine the root cause of an issue
- b. Transitioning complex issues into single and manageable components
- c. Logically analyzing the information required to determine potential solutions
- d. Actively seeking and considering differences of opinion
- e. Contributing to decision making based on evidence and experience; setting priorities and determining the strategic direction in the public interest through performance measurement

5. Innovative: The Board stimulates new ideas and facilitates continuous improvement that is innovative, visionary and future-focused in the public interest.

Board members demonstrate this competency by:

- a. Understanding the trends that are influencing change in nursing and the healthcare system, including self-regulation
- b. Proactively assisting to shape the vision, future direction and positioning of NSCN for long term success

SKILLS

- 1. Governance** - Experience working with a governance model (including but not limited to policy governance) to direct the actions and processes of the organization's board of directors.
Experience on other boards
- 2. Finance** – Experience working with financial principles and managing decisions related to budgets
- 3. Risk Assessment & Management** - Experience using principles of risk assessment and management as they relate to governance of an organization
- 4. Legal** - Experience working with relevant legislation, legal frameworks and procedures relevant to Board policies, protocols and rules
- 5. Strategic Planning** - Experience with strategic planning including setting of purpose, mission, vision and values for the board and/or organization
- 6. Performance Management** - Experience with evaluation and performance management for the Board, Board members and CEO

7. **Cultural Competence** – Experience with and ability to understand, communicate and effectively interact with people across cultures. This may include working with diverse communities (e.g., Black, Indigenous and persons of colour; 2SLBGQTQ+; gender; persons with disabilities, etc.)

ATTRIBUTES

1. **Nursing Designation** - Registrant of NSCN as either an LPN, RN and/or NP
2. **Domain of Nursing Practice** - Direct care, Education, Policy, Administration/Management, Research
3. **Regional Location** - Your location in the province as defined by your primary home address
4. **Diversity** - Reflects the population of Nova Scotia. Examples include but are not limited to, Black, Indigenous and persons of colour; 2SLBGQTQ+; gender; persons with disabilities, etc.

Approved February 18, 2021