

DEC 20 2018

AR 155672

Dr. Verna Yiu  
President and CEO  
Alberta Health Services Board  
Seventh Street Plaza  
14<sup>th</sup> Floor, North Tower  
10030 - 107 Street  
Edmonton, Alberta  
T5J 3E4

Dear Dr. Yiu:

The Alberta Health Care Aide (HCA) Directory was launched on May 1, 2017. The Directory is a central web-based database that is designed to collect information on all HCAs in Alberta – including demographics, employment status, and attainment of competencies. The Directory was developed with the guidance and support of key stakeholders including Alberta Health Services (AHS), Covenant Health, and the College of Licensed Practical Nurses of Alberta.

Currently, the Directory is not meeting its objective, due to low enrolment. Various strategies to encourage voluntary enrolment were explored, however, they did not produce the desired outcome. To support the Directory, the Ministry of Health issued the attached Directive D3-2018 to mandate mandatory enrolment in the Alberta HCA Directory for all HCAs that are employed with or contracted by AHS and its third party contractors.

Mandatory enrolment in the Directory will provide accurate workforce data, support the development of health human resource plans, and provide public assurance with regard to the competency of Alberta's HCAs.

The Ministry of Health recognizes AHS' leadership role as a major health employer in the province and is available to assist you as needed. If your staff have further questions, Matthew Hebert, Executive Director, Health Workforce Partnerships, can be reached at 780-644-7780 or [matthew.hebert@gov.ab.ca](mailto:matthew.hebert@gov.ab.ca).

I thank you in advance for your continued support and collaboration on this important work.

Sincerely,



Milton Sussman  
Deputy Minister  
Ministry of Health

Attachment

Subject/Title: <b>Health Care Aide Directory, dated December 18, 2018</b>	<b>Directive: D3-2018</b>
	<b>Effective Date: December 18, 2018</b>
	<b>Issuer: Deputy Minister of Health</b>

**TO: Alberta Health Services**

Pursuant to Section 8 of the *Regional Health Authorities Act*, I, Milton Sussman, Deputy Minister of Health, direct as follows:

1. For the purposes of this Directive:

“Alberta Health Care Aide Directory” means

a central web-based database of Health Care Aides in Alberta and their competency status.

“Health Care Aide” means

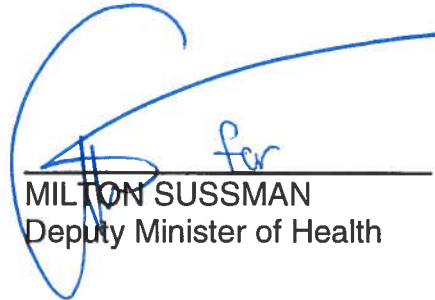
non-regulated direct client service provider who provides basic health services, and assistance and support with activities of daily living for clients who have medical conditions or major functional limitations.

2. Alberta Health Services shall ensure complete enrolment of Health Care Aides who are employed or contracted by Alberta Health Services as Health Care Aides in the Alberta Health Care Aide Directory, within one year from the date of this Directive.
3. Alberta Health Services shall ensure complete enrolment of Health Care Aides who become employed or contracted by Alberta Health Services subsequent to the issuance of this Directive in the Alberta Health Care Aide Directory, on their first day of work or within a reasonable time thereafter.
4. Where Alberta Health Services contracts with a third party for the third party to provide Health Care Aide services, Alberta Health Services shall ensure complete enrolment of Health Care Aides employed or contracted by those third parties in the Alberta Health Care Aide Directory, within one year from the date of this Directive.
5. Where Alberta Health Services contracts with a third party for the third party to provide Health Care Aide services, Alberta Health Services shall ensure complete enrolment of Health Care Aides employed or contracted by those third parties who become employed or contracted by those third parties subsequent to

the issuance of this Directive in the Alberta Health Care Aide Directory, on their first day of work or within a reasonable time thereafter.

6. Alberta Health Services shall submit reports on its compliance with this Directive as may be requested by the Minister. Such reports shall contain the information required by the Minister, and be submitted in the form and within the timelines required by the Minister.

Signed at the City of Edmonton, Alberta on the 20<sup>th</sup> day of December, 2018.



for  
MILTON SUSSMAN  
Deputy Minister of Health

ADDITIONAL REFERENCES:

Regional Health Authorities Regulation, Alta. Reg.15/95: Section 1(a) and 9.