



On-Site Education Information for Managers

Thank you for the invitation to meet with your staff and discuss this very important professional practice topic. This demonstrates your commitment to your staff and your engagement in your professional body. There is no cost to your organization for site based education. This is a service the College of Licensed Practical Nurses of Nova Scotia provides to their members as part of the membership registration fee. We hope the following information will be helpful for you to ensure that your team gets the most out of our scheduled session and everyone's time is used efficiently.

How to Maximize the Session

- Ensuring that there are an adequate numbers of participants will lead to a more successful session. Typically 10 participants are considered to be effective, both from learning and cost perspective. We do understand this may be difficult in smaller organizations; we can customize presentations for smaller numbers on a case by case basis. If you are anticipating less than 10 participants in the session, please let the presenter(s) know as soon as possible.
- We strongly recommend the leadership and management team attend the entire session. This way we can be sure that everyone is getting the same message at the same time.
- We recognize that each member of the team is valuable. That said, College presentations are discipline specific (LPN only) or joint (RN and LPN). Staff members from other disciplines are welcome however we will not be able to provide specific direction with regards to their practice, role or function. Our focus will be on the role of the LPN and we will refer regulated team members to their own regulatory body and for non-regulated staff, to the employer, should they have practice questions.

In Preparation for the Session

- Please confirm the room number location for our session and approximate number of participants as soon as you are able.
- The College will provide the first 30 copies of all handouts. If more are required we would ask you provide these copies.
- The College will bring copies of Standards of Practice and Code of Ethics to every session. Other documents can be downloaded and printed by you from the following:
 - [Guidelines for Effective Utilization of RNs and LPNs in a Collaborative Practice Environment](#)
 - [Assignment and Delegation Guidelines for RNs and LPNs](#)
- The College presenter(s) will bring their own laptop and projector. We will need adequate electrical outlets for the set up. If we are using your computer equipment, we would ask you to pre-load our session on your device, as sometimes our sticks do not work on encrypted devices.
- If possible, we would like to have access to a white board or flip chart.
- **Cancellation Policy:** We take our cues from the local school district. If schools are closed for weather related reasons we most likely will cancel as well. (This has greater applicability in the winter.) For other reasons, such as illness of the presenters, we will strive to provide as much notice as possible if we need to cancel a session.