
COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA

FRPA Review Report

Province of Nova Scotia



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BACKGROUND OF THE REGULATORY BODY

DEFINITION OF THE PROFESSION

Licensed Practical Nurses (LPN) are self-regulated professionals who care for the public in a variety of care settings, acute care, long-term care, home care, and community. Only those members whose name appears in the Active-Practising roster are entitled to use the title ‘Licensed Practical Nurse’, ‘Practical Nurse’ or designation of ‘LPN’ or ‘PN’. These professionals have core nursing knowledge to independently care for clients with an established plan of care. As well, licensed practical nurses are an integral part of the health care team, accountable to provide safe, competent, ethical and compassionate care to individuals, families, groups and communities.

Licensed practical nurses can consult or collaborate with care providers who have an established relationship with the client/agency and the capacity and authority to provide consultation or direction. The nature and intensity of the relationship is defined by the employer.

THE ORGANIZATION



*Citizenship and Immigration Canada
Citoyenneté et Immigration Canada*

The College of Licensed Practical Nurses of Nova Scotia (CLPNNS; the College) under the authority of the Licensed Practical Nurses Act (2006) has the legislated authority to regulate the practice of LPN in Nova Scotia. One of the “Objects” of the Licensed Practical Nurses Act is to empower the College to regulate the practice of Licensed Practical Nurses in order that the public trust may be served and protected. The College is the regulatory body for Nova Scotia’s 4000 plus licensed practical nurses (LPNs). Its membership includes LPNs employed in direct care, education, management and administration.

Since 1957, CLPNNS has been responsible to set the entry to practice requirements for entry of all eligible licensed practical nurse applicants into the appropriate register, develop a Code of Ethics as well as set, monitor and enforce standards of education, address practice and professional conduct concerns to maintain public safety and confidence. The College also monitors the Continuing Competence Program (CCP) and addresses any concerns related to maintenance of LPN competence. Other responsibilities are as directed by the Licensed Practical Nurses Act and Regulations are to preserve the integrity of the profession and to maintain public confidence in the ability of the practical nursing profession to regulate itself.

REGISTRATION

The Executive Director-Registrar and the Director of Registration and Professional Conduct Services review/assess all applications for registration and licensure. The College has the responsibility to register graduates of Practical Nursing Education Programs in Nova Scotia as well as review applications from applicants whose programs are deemed equivalent.

According to the Licensed Practical Nurses Act (2006); LPN Regulations (2009); CLPNNS Bylaws (2013) and Registration Policies (2013), applicants must graduate from an approved practical nursing education program or nursing equivalent program, pass the Canadian Practical Nursing Registration Examination (CPNRE) or equivalent registration exam approved by the CLPNNS Board and pay the applicable fees. Currently, the College administers the Canadian Practical Nurse Registration Exam (CPNRE) three times per year in January, May & September.

CLPNNS Registration Policies outline the processes for initial registration and licensure for new graduate applicants, out of province applicants as well as Internationally Educated Nurse (IEN) applicants who meet the requirements of registration and licensure. Under the Agreement on Internal Trade (AIT), CLPNNS has filed "legitimate objectives" for provinces/territories who do not meet the legislative requirements of licensure in Nova Scotia. College policy outlines the processes for annual renewal of their membership, as well as processes for applicants seeking reinstatement of their Nova Scotia license.

The College has developed Substantive Equivalent Competence Assessment (SECA) processes for IENs who partially meet the requirements for registration and licensure. These SECAs have been developed by CLPNNS and are completed by an outside Vendor- Nova Scotia Community College (NSCC). If the applicant must complete a SECA because their program of study does not meet the equivalency of a Nova Scotia Practical Nursing Program, the Director of Registration and Professional Conduct Service meets with them either face to face or via telephone to outline where the gaps are in their education program and the process for completing the required remedial education.

The College website outlines all processes for initial/renewal/reinstatement applications for registration and licensure in Nova Scotia as well as any fees associated with the application, registration and licensing processes. The website has guidelines for completing the application with step by step directions. This process is streamlined and if all documents are returned to CLPNNS in a timely manner the license can be processed efficiently.

Recently, CLPNNS has moved towards referring individuals to the website and only supplying hard copies only when absolutely necessary. CLPNNS has a number of brochures related to Registration and Licensing such as: the Pathway to Success for Internationally Educated Nurses (IENs); NSCC and CLPNNS Self-Assessment Readiness Tools; CLPNNS All About the College and CLPNNS Registration; Becoming a LPN in Nova Scotia.

As of August 2014, in preparation for the transition to the National Nursing Assessment Service (NNAS) CLPNNS has created an Internationally Educated Nurses Database which will allow them access to their ongoing application status. The IEN will be provided with a confidential password which will allow them to access their information and review where they are in the application process as well as make them aware of missing or still pending application documents.

If an applicant is denied registration and licensure with CLPNNS their right to appeal the decision through the Registration Appeal process is outlined in a letter. The information is available on the CLPNNS Website- Licensed Practical Nurses Act (2006); LPN Regulations (2009); CLPNNS Registration Policies (2013).

COMPLAINTS COMMITTEE

According to the Licensed Practical Nurses Act (2006), LPN Regulations (2009) and CLPNNS Professional Conduct Policies (2014) all processes related to complaints filed against a LPN's practice are dealt with by the College. The complaint must be a duly signed letter addressed to the Executive Director - Registrar.

The complaint is investigated by the College investigator and the complainant and respondent are provided an opportunity to respond to the allegations. A "Complaints Committee" whose membership includes active-practising LPNs, non LPNs representatives and public representatives is convened to review the investigative summary. The committee can dismiss the complaint, counsel the respondent, caution the respondent or with the respondent's consent order a reprimand with or without restrictions. A reprimand is dealt with in the same manner as a finding by the Professional Conduct Committee. Once the committee has rendered a decision both parties are provided with a written copy of the decision with reasons. All decisions are kept confidential on file at CLPNNS unless the decision is a Professional Conduct finding. The Licensed Practical Nurses Act and Regulations provides opportunity for the Complaints Committee to refer a matter to a "Settlement Proposal" or provide the respondent with the opportunity to declare a "Fitness to Practice" concern.

PROFESSIONAL CONDUCT COMMITTEE

The Complaints Committee may refer the complaint to a Professional Conduct Committee whose membership includes active-practising LPNs, non LPNs representatives and public representatives. The College convenes a Professional Conduct Hearing to review the allegation of professional misconduct, incompetence and/or incapacity against the LPN. The Professional Conduct Committee hears evidence regarding the complaint and then renders a written decision with reasons, which is provided to both parties. Findings of Professional Misconduct are published by the College and provided to other jurisdictions across Canada. A member who has had their license revoked may not use the title LPN, nor hold themselves out as a Licensed Practical Nurse.

STANDARDS OF NURSING PRACTICE

The Licensed Practical Nurses Act (2006) defines the "Standards for Nursing Practice" as the minimal professional practice expectations for any licensed practical nurse in any setting or role, approved by the Board or otherwise inherent in the nursing profession. In 2013 the College of Licensed Practical Nurses of Nova Scotia in partnership with the Canadian Council for Practical Nurse Regulations (CCPNR) adopted national Standards of Practice for LPNs in Canada. These standards provide a national framework for LPN practice and are authoritative statements that define the legal, ethical and professional expectations of LPN practice. In conjunction with the Code of Ethics for Licensed Practical Nurses, the standards describe elements of quality practice and facilitate mobility through inter-jurisdictional mutual understanding and agreement of expectations and requirements for practice.

The College staff facilitate the understanding of the implications of legislation, Standards of Practice and Code of Ethics. The Standards of Practice serve as resources for LPNs, employers, educators, the public and government.

EXECUTIVE DIRECTOR-REGISTRAR

The College of Licensed Practical Nurses of Nova Scotia Board appoints an Executive Director-Registrar who is responsible to carry out the duties of the Licensed Practical Nurses Act. The Executive Director-Registrar:

- Attends all meetings of the Board as a non-voting member and keeps records of the proceedings;
- Is responsible for the investments on behalf of the Board which are reported in the Annual Report;
- Maintains the Registers/rosters required by the Licensed Practical Nurses Act;
- Issues licenses to all applicants who meet the requirements for registration and licensure;
- Reviews all Practical Nursing Education Programs/courses and report to the Board;
- Inspects institutions related to the delivery of the Practical Nursing Education Programs;
- Ensures that examinations related to licensure are appropriately administered; and
- Performs other such duties as the Board may prescribe.

The Executive Director-Registrar provides information to the public, Board members, and other health care professionals, to build awareness and understanding of the College responsibilities and activities.

OTHER NURSING ORGANIZATIONS

The Board meets regularly and partners with a number of organizations which impact the discipline of nursing:

- The College of Registered Nurses of Nova Scotia (CRNNS) is the professional and regulatory body for registered nurses (RNs);
- Trade unions that represent Licensed Practical Nurses in Nova Scotia;
- The Nova Scotia Community College, (NSCC) which is presently, is the sole provider of Practical Nursing Education Programs and post graduate educational programs in Nova Scotia;
- The Nova Scotia Regulated Health Professions;
- The Provincial Nursing Network.

COLLEGE STAFFING

The College of Licensed Practical Nurses of Nova Scotia currently employs seven full time employees:

- Executive Director – Registrar- Ann Mann RN MN
- Director of Professional Practice and Policy Services – Douglas Bungay RN MN
- Director of Registration and Professional Conduct Service- Karen Sigouin RN MEd
- Professional Practice Consultant - Jylene Simmons LPN
- Registration and Professional Conduct Consultant – Peter Murray LPN
- Administrative Coordinator for Registration and Professional Conduct Services - Linda Robicheau
- Receptionist/Administrative Coordinator General – Katherine Sullivan

CATEGORIES OF LICENCES

The College keeps a Register and enters the name of any person who qualifies for registration according to this Act and the regulations with such other information as required by the regulations.

LICENCES AND 2013 NUMBERS

- Active-Practising Licence: 3716
- Active-practising Licence with Conditions: 169P
- Temporary Practising Licence: 13
- Graduate Practical Nursing License: 69

LABOUR MARKET OUTLOOK

As cited in the 2013 College Annual Report the LPN workforce is continuing to age. The number of 50+ LPNs has increased in 2013 to 1,473 from 2011- 1,414. The average age of LPNs practicing in Nova Scotia in 2013 is 43.4 years old. The number of 36 to 49 year old LPNs increased in 2013 to 1,603 from 1,526 in 2011. As well the number of <35 year olds practicing as LPNs decreased to 950 in 2013 from 1,011 in 2011. This data supports that the need for LPNs is not decreasing and the Model of Care Initiative supports employers hiring LPNs to practice to their full legislated scope of practice.

In 2013 the statistical information in the Annual Report supports the fact that the number of LPNs employed on a regular full/part time bases is increasing. The number of LPNs employed in nursing was 3,853 and of those 3,089 were employed on a regular full/part time bases with only 764 LPNs employed in temporary/casual full/part time positions.

The data supports that the majority of LPNs are employed in direct care are working in hospital settings with 1,882 in 2013 from 1,681 in 2011. As well the number of LPNs working in Nursing Homes/Long Term Care saw small decreases. The number of LPNs working in Community Health increased in 2013 to 631 from 412 in 2011.

In a recent media release dated June 6th 2014, the Nova Scotia Community College stated, "According to the NSCC's 2012 Graduate Follow up Study, 86% of graduates are employed, most in their field of choice. Of those, 94% live and work in Nova Scotia". Anecdotally, CLPNNS has heard that NSCC has been receiving requests to increase the number of Practical Nursing graduates in areas of the province that are experiencing vacancies that cannot be filled.

ACCESS TO REGISTRATION INFORMATION

The College of Licensed Practical Nurses of Nova Scotia (CLPNNS) provides information to all applicants and potential applicants through the website (www.clpnns.ca) and responds to email questions that are generated from the website.

Presently, there is nothing in the Licensed Practical Nurses Act (2006); LPN Regulations (2009); CLPNNS Bylaws (2013) or CLPNNS Registration Policies (2013) preventing an applicant from submitting their application and documents from outside of Canada. CLPNNS requires a Canadian address prior to writing the Canadian Practical Nurses Registration Examination (CPNRE).

CLPNNS is in the process of moving all applications to an online format where all applicants from both inside and outside of Canada will have access to the applications forms on the website (www.clpnns.ca). Currently, the applications are all available on the website in a PDF format with "Guidelines" for completing the application process. The website outlines any costs associated with the application and links to additional website such as: World Education Services (WES): Nova Scotia Office of Immigration (NSOI) and Immigration Settlement and Integration Services (ISIS).

REGISTRATION PRACTICES - STEPS IN THE REGISTRATION PROCESS

Registration requirements and criteria are outlined below:

INITIAL REGISTRATION AND LICENSURE IN NOVA SCOTIA

CLPNNS has the responsibility to review all documents related to the application for registration and licensure process. This website is an online support for initial registration and licensure as a LPN in Nova Scotia. **This application is for an applicant who has completed a Practical Nursing Program or Nursing Equivalent Program and has not been registered or licensed anywhere in Canada.** CLPNNS is dedicated to the well-being of the public of Nova Scotia through the continued delivery of exceptional regulatory services that promotes safe, ethical and competent nursing services.

All documents received by CLPNNS through the application process are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant. Documents will not be released to the applicant or any third party unless required by law.

Note: Only official documents are accepted. Documents that are not provided in English require translation and must be translated by a certified translator then submitted directly to CLPNNS from the translator. Any costs associated with translation of documents are the responsibility of the applicant. Official documents are defined as documents that have been sent in a sealed envelope directly by the issuing authority and have never been in the possession of anyone other than the institution that issued the documents.

Incomplete applications are retained for six months from the date of last contact. Applicants seeking to resume the registration process are required to re- apply and repay the required fees.

Completed applications are retained for one year from the date the applicant is informed of eligibility for initial registration in Nova Scotia. Applicants seeking to register after this period of time may be required to re-apply.

When the Executive Director/Registrar is satisfied that the applicant meets all of the criteria for licensure, the applicant is eligible for one of the following license:

- Active-practising license
- Active-practising license with Conditions or Restrictions
- Temporary license
- Graduate Practical Nurse license (GPN)

All licenses must be renewed annually. The licensure year is from November 1st to October 31st.

The applicant is required to complete the ***Application for Initial Registration and Licensure in Nova Scotia*** and submit directly to CLPNNS with the following:

- Application Fee – accepted in Canadian funds only and is non-refundable. Presently the Application Fee is \$25.00, as of July 1, 2014 the Application Fee will be \$50.00. Until July 1, 2014, if you are a Nova Scotia Community College graduate the application fee is waived;
- Copy of Birth Certificate
- Copy of Marriage Certificate (if applicable)
- Copy Government Issued Photo Identification
- Current Criminal Record Check
- Official Transcript from Educational Institution

Guidelines for Completing the Application for Initial Registration and Licensure in Nova Scotia

The following “Guidelines” have been identified to assist applicants in completing the application process. This application is for an applicant who has completed a Practical Nursing Program or Nursing Equivalent Program and has not been registered or licensed anywhere in Canada.

Step #1 – Complete the [Application for Initial Registration and Licensure in Nova Scotia](#) and submit directly to CLPNNS with the following:

Application Fee – accepted in Canadian funds only and are non-refundable. Presently the Application Fee is \$25.00, as of July 1, 2014 the Application Fee will be \$50.00. Until July 1, 2014, if you are a Nova Scotia Community College graduate the application fee is waived;

- Copy of Birth Certificate;
- Copy of Marriage Certificate (if applicable);
- Copy Government Issued Photo Identification;
- Current Criminal Record Check;
- Official Transcript from Educational Institution.

Please note: CLPNNS will not proceed with an application until the application fee has been paid. Fees can be paid by Visa, MasterCard, Cheque or Money Order. Cheques and Money Orders must be made payable to CLPNNS. There will be a \$20.00 Administrative Charge for all Non-Sufficient Funds (NSF) Cheques; CLPNNS no longer accepts any personal cheques. Application fees paid by postdated cheques will not be processed until the date indicated on the cheque. Cash will only be accepted in person.

After July 1, 2014, fees for new graduates are included in the privilege of a Graduate Practical Nurses (GPN) License.

Please Note: The Graduate Practical Nurses license is valid for a maximum of 90 days. The GPN license is only available for the first six months after completion of a Practical Nursing Program.

The application is considered complete when the following documents have been received:

- [Application for Initial Registration and Licensure in Nova Scotia](#);
- Copy of Birth Certificate;
- Copy of Marriage Certificate, if applicable;
- Government Issued Photo Identification;
- Official Transcript from Educational Institution;
- Current Criminal Record Check.

Canadian Practical Nursing Registration Examination (CPNRE)

All applicants applying for registration and licensure in Nova Scotia are required to write and successfully pass the Canadian Practical Nurses Registration Examination (CPNRE). Applicants are provided three times within 24 months of receiving approval to pass the exam. The writings are in January, May and September. The Examination Fee of \$350.00 is to be paid to CLPNNS no later than eight weeks prior to the scheduled exam writing. Fees can be paid with Visa or MasterCard or by Money Order made payable to CLPNNS.

Licensure Information

Applicants who meet the registration and licensing criteria as outlined in LPN Regulations (2009) Part 2 Section 11 (1) & (2) have:

- their name entered in register;
- an individual registration number assigned;
- their name entered in appropriate roster for the current year;
- a license to practice practical nursing issued, if entered in the active practicing roster.

Newly licensed or re-licensing members of CLPNNS are required to purchase a Competency Profile Universal Serial Bus (USB) flash drive at an additional cost. Presently the USB flash drive costs \$10.00, as of July 1, 2014 the cost will be \$20.00 and will include postage.

Under the Licensed Practical Nurses Act (2006) Section 42, any applicant/member convicted of an offense is required to advise the Executive Director-Registrar in writing of any such conviction within thirty days of the conviction being entered. If the applicant is denied registration and licensure by the Executive Director-Registrar, the applicant will be advised of the decision and may appeal through the Registration Appeal Process in accordance with Licensed Practical Nurses Act Section 16 & 17.

APPLICATION FOR OUT OF PROVINCE APPLICANT WITHIN CANADA

CLPNNS has the responsibility to review all documents related to the application for registration and licensure process. **This application is for an applicant who has completed a Practical Nursing Program or Nursing Equivalent Program and has been registered or licensed in Canada and is establishing licensure in Nova Scotia.** This application falls under the Pan Canadian Agreement on Internal Trade (AIT) Chapter 7.

This website is an online support for LPN or Registered Practical Nurses (RPN) working within Canada but outside of in Nova Scotia. CLPNNS is dedicated to the well-being of the public of Nova Scotia through the continued delivery of exceptional regulatory services that promotes safe, ethical and competent nursing services.

All documents received by CLPNNS through the application process are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant. Documents will not be released to the applicant or any third party unless required by law.

Note: Only official documents are accepted. Documents that are not provided in English require translation and must be translated by a certified translator then submitted directly to CLPNNS from the translator. Any costs associated with translation of documents are the responsibility of the applicant. Official documents are defined as documents that have been sent in a sealed envelope directly by the issuing authority and have never been in the possession of anyone other than the institution that issued the documents.

Incomplete applications are retained for six months from the date of last contact. Applicants seeking to resume the registration process are required to re- apply and repay the required fees.

Completed applications are retained for one year from the date the applicant is informed of eligibility for initial registration in Nova Scotia. Applicants seeking to register after this period of time may be required to re-apply.

When the Executive Director/Registrar is satisfied that the applicant meets all of the criteria for licensure, the applicant is eligible for one of the following license:

- Active-Practising license
- Active-Practising license with Conditions or Restrictions
- Temporary license

All licenses must be renewed annually. The licensure year is from November 1st to October 31st.

Guidelines for Completing the Application for Registration and Licensure for Out of Province (within Canada)

The applicant is required to complete the ***Application for Registration and Licensure for Out of Province (within Canada)*** if the applicant has completed a Practical Nursing Program or Nursing Equivalent Program in Canada; has been registered or licensed in Canada and is establishing licensure in Nova Scotia. This application falls under the Pan Canadian Agreement on Internal Trade (AIT) Chapter 7. The website is an online support for LPN or RPN working within Canada but outside of in Nova Scotia.

Complete Part I – Application for Registration and Licensure for Out of Province (within Canada) and submit this application directly to CLPNNS with the following:

- Application Fee – accepted in Canadian funds only and is non-refundable. Presently the Application Fee is \$25.00, as of July 1, 2014 the Application Fee will be \$50.00
- Copy of Birth Certificate
- Copy of Marriage Certificate (if applicable)
- Copy Government Issued Photo Identification
- Current Criminal Record Check

Complete Section A of Part II – Verification of Original Registration and Licensure and submit the form directly to the original regulatory body requesting that the regulator complete Section B of the Verification of Original Registration and Licensure or attach an official signed document that verifies registration status.

Complete Section A of the Part III – Verification of Current Registration and Licensure and submit the form directly to the current regulatory body requesting that the regulator complete the Section B of the Verification of Current Registration and Licensure or attach an official signed document that verifies registration status.

Complete Section A of Part IV – Verification of Employment and submit the form directly to the current or most recent employer where the applicant had practised as a practical nurse requesting that the employer complete the Section B.

Please note: The Verification of Employment form must be returned directly to CLPNNS by mail from the employing agency.

The application is considered complete when the following documents have been received:

- Part I – Application for Registration and Licensure for Out of Province (Within Canada);
- Part II – Verification of Original Registration and Licensure;
- Part III – Verification of Current Registration and Licensure;
- Part IV – Verification of Employment;
- Application Fee;
- Copy of Birth Certificate;
- Copy of Marriage Certificate, if applicable;
- Copy Government Issued Photo Identification;
- Current Criminal Record Check.

Licensure Information

Applicants who meet the registration and licensing criteria as outlined in Licensed Practical Nurses Regulations (2009) Part 2 Section 11 (1) & (2) have:

- their name entered in register;
- an individual registration number assigned;
- their name entered in appropriate roster for the current year;
- a license to practice practical nursing issued, if entered in the active practicing roster.

Newly licensed or re-licensing members of CLPNNS are required to purchase a Competency Profile Universal Serial Bus (USB) flash drive at an additional cost. Presently the USB flash drive costs \$10.00, as of July 1, 2014 the cost will be \$20.00 and will include postage.

English Language – *CLPNNS requires that all applicants confirm English language proficiency, if the first language is not English. An English language proficiency assessment may be required.*

Under the Licensed Practical Nurses Act (2006) Section 42, any applicant/member convicted of an offense is required to advise the Executive Director-Registrar in writing of any such conviction within thirty days of the conviction being entered.

If the applicant is denied registration and licensure by the Executive Director-Registrar, the applicant will be advised of the decision and may appeal through the Registration Appeal Process in accordance with Licensed Practical Nurses Act Section 16 & 17.

APPLICATION FOR LICENSING IN NOVA SCOTIA FOR INTERNALLY EDUCATED NURSES (IENS)

The applicant is required to complete the Application for Registration and Licensure for Internationally Educated Nurses (IENS) if the applicant has completed a Practical Nursing Program or Nursing Equivalent Program outside of Canada and is establishing initial licensure in Nova Scotia.

Applicants are strongly encouraged to read through the steps and complete each step to ensure that applications can be processed in a timely manner.

Complete Part I – Application for Registration and Licensure in Nova Scotia for IENS and submit this application directly to CLPNNS with the following:

- Application Fee of \$200.00 – accepted in Canadian funds only and are non-refundable
- Confirmation of English Language Proficiency
- Confirmation of World Education Services (WES) Credential Assessment
- Copy of Birth Certificate
- Copy of Marriage Certificate (if applicable)
- Copy of Government Issued Photo Identification
- Copy of Immigration Status
- Current Criminal Record Check

Complete Section A of Part II – Verification of Original Registration Licensure for IENS and submit the form directly to the original regulatory body requesting that the regulator complete Section B of the Verification of Original Registration and Licensure for IENS or attach an official signed document verifying registration status.

Complete Section A of Part III – Verification of Current Registration Licensure for IENS and submit the form directly to the current regulatory body requesting the regulator complete Section B of the Verification of Current Registration and Licensure for IENS or attach an official signed document verifying registration status.

Complete Section A of Part IV – Verification of Employment for IENS and submit the form directly to the current or most recent nursing employer requesting that the employer complete the Section B of the Verification of Employment for IENS form.

Complete Section A of Part V – Verification of Graduation from Practical Nursing or Nursing Equivalent Program for IENS and submit the form directly to the education program where the practical nursing/nursing program was completed, requesting that they complete Section B of the Verification of Graduation from Practical Nursing or Nursing Equivalent Program.

Complete a credential assessment using the World Education Services (WES). To access WES, the applicant is directed to: www.wes.org. Once the assessment is available on the WES website, the IEN must ensure that CLPNNS can access the completed report. As well, request to have the applicant's program of study assessed using the International Credential Advantage Package (ICAP) and have your program assessed course by course.

All applicants whose first language is not English must complete an English Language Proficiency assessment approved by the CLPNNS Board. The two assessments that are approved by the Board are: Canadian English Language Benchmarks Assessment for Nurses (CELBAN) or International English Language Testing System (IELTS) including the Academic Reading and Writing Modules.

The application is considered complete when the Application for Registration and Licensure for Internationally Educated Nurses including all five parts, confirmation of English Language Proficiency, confirmation of World Education Services (WES) Credential Assessment and other documents have been received as well as appropriate payment has been received by the College.

Once CLPNNS has completed the review of all the listed documents, the applicant may be required to provide further information on the practical nursing/nursing equivalent program of study to determine if the program is substantively equivalent to an approved/recognized practical nursing program in Nova Scotia.

The request may include, but not limited to: copies of program curriculum and courses outcomes; additional transcripts; theory and clinical hours specific to courses; evidence of clinical placements; other evidence to substantiate safe and competent practice as a Licensed Practical Nurse or Registered Nurse. Applicants may be required to complete a Substantive Equivalency Competence Assessment.

***Recent Changes for Internationally Educated Nurses to apply
for registration and licensure in Canada.***

Effective August 12th 2014, in order to apply to be a nurse in Canada, all internationally educated nurses (IENs) are required to submit their documents and credentials to be verified by the National Nursing Assessment Service (NNAS). Once all documents are received and an assessment of international credentials are complete, applicants will be notified by the NNAS that an Advisory Report has been completed and may then apply to CLPNNS to complete the assessment for eligibility to practice as a LPN in Nova Scotia.

Application Process for Internationally Educated Nurses (IENs)

The following “Guidelines” have been identified to assist applicants in completing the application process for Internationally Educated Nurses. **This application is for an applicant who has completed a Practical Nursing Program or Nursing Equivalent Program outside of Canada and is establishing initial licensure in Nova Scotia.**

Step #1– Complete [Part I - Application for Registration and Licensure in Nova Scotia for IENs](#) and submit this application directly to CLPNNS with the following:

- **Application Fee of \$200.00 - accepted in Canadian funds only and are non-refundable;**
- Confirmation of English Language Proficiency;
- Confirmation of World Education Services (WES) Credential Assessment;
- Copy of Birth Certificate;
- Copy of Marriage Certificate (if applicable);
- Copy of Government Issued Photo Identification;
- Copy of Immigration Status;
- Current Criminal Record Check.

CLPNNS will not proceed with applications until application fee has been paid. Fees can be paid by Visa, MasterCard, Cheque or Money Order. Cheques and Money Orders must be made payable to CLPNNS. There is a \$20.00 Administrative Charge for all Non-Sufficient Funds (NSF) Cheques; CLPNNS will no longer accept any personal cheques. Application fees paid by postdated cheques will not be processed until the date indicated on the cheque. Cash will only be accepted in person.

Applications with the College of Registered Nurses of Nova Scotia (CRNNS) should be discussed this with the Coordinator of Registration and Professional Conduct at CLPNNS at the time of your application.

Step #2 – Complete Section A of [Part II - Verification of Original Registration Licensure for IENs](#) and submit the form directly to your **original** regulatory body requesting that they complete Section B of the Verification of Original Registration and Licensure for IENs or attach an official signed document verifying your registration status.

The Verification of Original Registration and Licensure for IENs form must be returned directly to CLPNNS by mail from the regulatory body. Some countries do not require registration and licensure. This is only completed if the applicant has been licensed with a regulatory body outside of Canada.

Step #3 – Complete Section A of [Part III - Verification of Current Registration Licensure for IENs](#) and submit the form directly to current regulatory body requesting they complete Section B of the Verification of Current Registration and Licensure for IENs or attach an official signed document verifying your registration status.

Please note: The Verification of Current Registration and Licensure form must be returned directly to CLPNNS by mail from the regulatory body. If original and current regulatory bodies are the same then applicant is only required to submit Part II - Verification of Original Registration Licensure form. Some countries do not require registration and licensure.

Step #4 – Complete Section A of [Part IV - Verification of Employment for IENs](#) and submit the form directly to current or most recent nursing employer where you are practicing as a practical nurse or nurse requesting that they complete the Section B of the Verification of Employment for IENs form. Please make copies for more than one employment agency.

Please note: The Verification of Employment form must be returned directly to CLPNNS by mail from the employing agency.

Step #5 – Complete Section A of [Part V - Verification of Graduation From Practical Nursing or Nursing Equivalent Program for IENs](#) and submit the form directly to the education program where practical nursing/nursing program was completed requesting that they complete Section B of the Verification of Graduation from Practical Nursing or Nursing Equivalent Program.

Please note: The Verification of Graduation a Practical Nursing/Nursing Equivalent Program for IENs form must be returned directly to CLPNNS by mail from the educational institution.

Note: *The Practical Nursing/Nursing Equivalent Program must include theory and clinical in Medicine and Surgery; Administration of Medications; Health Assessment; Simple and Complex Nursing Skills; Mental Health; Community Nursing Care; and Maternal/Child and Newborn Nursing Care. If the program is deemed to be a specialty program, the applicant may be ineligible for registration and licensure without remedial education.*

Step #6 – Complete a credential assessment using the [World Education Services \(WES\)](http://www.wes.org). To access WES, go to: www.wes.org. Please request to have your assessment available on the WES website to ensure that CLPNNS can access your completed report. As well, request to have your program of study assessed using the International Credential Advantage Package (ICAP) and have your program assessed course by course.

Effective August 1, 2009, applicants who have been educated in nursing outside of Canada are required to undergo a credential evaluation as part of the application process. CLPNNS has partnered with the [World Education Services \(WES\)](http://www.wes.org) to provide this service to applicants through their secure online service center. WES evaluation reports provide CLPNNS with an accurate and objective representation of the academic history of an international candidate.

If a WES Credential Assessment has been completed for the College of Registered Nurses of Nova Scotia (CRNNS), please ask WES to send a duplicate copy of your Credential Assessment to CLPNNS. WES will charge a fee for this service. CLPNNS is not able to accept photocopies of your Credential Assessment.

Step #7 – All applicants whose first language is not English must complete an English Language Proficiency assessment approved by the CLPNNS Board. The two assessments that are approved by the Board are: Canadian English Language Benchmarks Assessment for Nurses (CELBAN) or International English Language Testing System (IELTS) including the Academic Reading and Writing Modules.

If the applicant has been educated in English and/or your nursing education program was conducted in English (both theory and clinical) or if it can be established that the applicant has been practicing nursing in English for the past two years, then they may not require a English Language Proficiency assessment. CLPNNS will approve the final decision in relation to the need for an English Language Proficiency Assessment.

ENGLISH LANGUAGE PROFICIENCY SCORES

Name of Test	Minimum Passing Score		Website
Canadian English Language Benchmarks Assessment for Nurses(CELBAN)	Writing 7	Speaking 8	www.celban.org
	Listening 10	Reading 8	
International English Language Testing System (IELTS) (Academic Only) OVERALL SCORE 7.5	Writing 7.5	Speaking 7.5	www.ielts.org
	Listening 8	Reading 7	

The standard error of measurement (SEM) is accounted for in all sections of the CELBAN.

The SEM for the IELTS is 0.5

Applicants must achieve the minimum passing score in each section of the test. Scores must be obtained in one sitting of the English language proficiency test. CLPNNS does not accept results that combine scores from more than one test or more than one sitting of the same test. Expiration of the English language proficiency test results will expire two years from the date the test was completed.

Step #8 – The Application is considered complete when the following documents have been received:

- [Part I - Application for Registration and Licensure in Nova Scotia for IENs;](#)
- [Part II - Verification of Original Registration Licensure for IENs;](#)
- [Part III - Verification of Current Registration Licensure for IENs;](#)
- [Part IV - Verification of Employment for IENs;](#)
- [Part V - Verification of Graduation From Practical Nursing or Nursing Equivalent Program for IENs;](#)
- Confirmation of English Language Proficiency;
- Confirmation of World Education Services (WES) Credential Assessment;
- Copy of Birth Certificate;
- Copy of Marriage Certificate (if applicable);
- Copy of Government Issued Photo Identification;
- Copy of Immigration Status;
- Current Criminal Record Check.

Once CLPNNS has completed the review of all the listed documents, the applicant may be required to provide further information on your practical nursing/nursing equivalent program of study to determine if the program is substantively equivalent to an approved/recognized practical nursing program in Nova Scotia. The request may include, but not limited to: copies of program curriculum and courses outcomes; additional transcripts; theory and clinical hours specific to courses; evidence of clinical placements; other evidence to substantiate safe and competent practice as a Licensed Practical Nurse or Registered Nurse. The applicant may be required to complete a Substantive Equivalency Competence Assessment.

Nova Scotia Internationally Educated Nurses Database

As of August 12th 2014 once an IEN applicant has completed the National Nursing Assessment Services (NNAS) Process and the applicant has completed the CLPNNS application for registration and licensure plus paid the applicable fee, a file will be initiated in the applicant's name. At this time, CLPNNS will access the NNAS Advisory Report and the IENs information will be entered in the Internationally Educated Nurse (IEN) Database. Each IEN applicant will be provided a password to access the "CLPNNS - IEN Application Status Search".

The Application Process is considered initiated when the National Nursing Assessment Services (NNAS) Advisory Report and the Application for Registration and Licensure for Internationally Educated Nurses have been received with the application fee. All applicants are required to submit a current Criminal Record Check.

Included in the NNAS Advisory Report are the following:

- Confirmation of English Language Proficiency included in the NNAS Advisory Report;
- Copy of Birth Certificate;
- Copy of Marriage Certificate, if applicable;
- Copy of Government issued Photo Identification;
- Copy of Immigration Status.

Licensure Information

Applicants who meet the registration and licensing criteria as outlined in LPN Regulations (2009) Part 2 Section 11 (1) & (2) have:

- their name entered in register;
- an individual registration number assigned;
- their name entered in appropriate roster for the current year;
- a license to practice practical nursing issued, if entered in the active practicing roster.

REGISTRATION AND LICENSURE

2014 FEES CHARGED

- Annual Renewal Application for Registration/Licensure Fee
 - \$280.00 (November 1st to October 31st)
 - Pro-rated \$145.00 (May 1st to October 31st)
- Initial License Fees
 - \$280.00 (November 1st to October 31st)
 - Pro-rated \$145.00 (May 1st to October 31st)
- Initial Application for Registration/Licensure Fee for New Graduates \$50.00
Nova Scotia New Graduates includes the Graduate Practical Nurse License (GPN)
- Application Fee for Registration /Licensure Fee for Out of Province (within Canada) – \$50.00
- Application for Re -Licensure Fee for Nova Scotia –\$50.00
- Application for Registration/Licensure Fee for Internationally Educated Nurses Fee – \$200.00
 - After - August 12th 2014 – \$100.00
- Verification of Registration/Licensure Fee – \$10.00
- Mandatory Purchasing USB (Competency Profile) Fee – \$20.00
- Re Printing of Confirmation of Licensing for Lost Receipts Fee – \$10.00
- Photocopying of Documents – Under 10 pages - \$10.00 Fee - Over 10 pages- \$25.00 Fee
- Preparation of Unofficial Transcripts and Practice Hours – \$10.00

2013 CLPNNS DATA

1. *Total number of individuals with practicing license - 3766*
2. Number of ``registrations`` for the reporting year, from applicants who:
 - Received their qualifications, as indicated below- 104
 - Received their qualifications in Canada, new applicant- 2
 - Received their qualifications internationally, new applicant - 27
 - AIT transfers, applicant already registered in another Canadian Jurisdiction - 44

Total = 177
3. Types of practicing licenses you issues and total number of individuals for each type identified (for the reporting year):
 - License- Active-Practising License- 3716
 - License- Active-Practising License with Conditions/Restrictions - 169
 - License- Temporary License- 13
 - License- Graduate practical Nurse -69

4. Number of completed applications received from applicants who receive their qualifications as indicated below:
 - Received their qualifications in Nova Scotia, new applicant
Accepted = 104 Rejected = 0 Still in Progress = 5 Withdrawn = 0 File Inactive = 0
 - Received their qualifications in Canada, new applicant
Accepted = 2 Rejected = 0 Still in Progress = 0 Withdrawn = 0 File Inactive = 0
 - Received their qualifications internationally, new applicant
Accepted = 27 Rejected = 1 Still in Progress = 19 Withdrawn = 0 File Inactive = 1
 - AIT transfers, applicant already registered in another Canadian Jurisdiction
Accepted = 44 Rejected = 0 Still in Progress = 17 Withdrawn = 0 File Inactive = 0

5. For those new Canadian applicants (not Nova Scotia), list the provinces in Canada (and associated numbers) where the applicant received the level of education to qualify the applicant for licensure was obtained:
 - Province/Territory – Alberta = 5
 - Province/Territory – British Columbia = 3
 - Province/Territory – Manitoba = 1
 - Province/Territory – New Brunswick = 11
 - Province/Territory – Newfoundland = 4
 - Province/Territory – Ontario = 15
 - Province/Territory – Prince Edward Island - 2
 - Province/Territory – Quebec - 1
 - Province/Territory –Saskatchewan – 2

6. For new internationally applicants, list the source countries (and associate numbers) where the applicant received the level of education to qualify the applicant for licensure:
 - Country - Philippines: 15
 - Country - India: 7
 - Country - United Kingdom and Colonies: 3
 - Country - Republic of South Africa: 1
 - Country - United States: 1

7. Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration:
 - AIT transfers, applicant already registered in another Canadian Jurisdiction = 5
 - Received their qualifications in Nova Scotia, new applicant = 3
 - Received their qualifications in Canada, new applicant = 5
 - Received their qualifications internationally, new applicant = 10

8. Average registration process time (or application approval) for those who received their qualifications as indicated below:
 - Received their qualifications in Nova Scotia, new applicant = 7
 - Received their qualifications in Canada, new applicant = 7
 - Received their qualifications internationally, new applicant = 45
 - AIT transfers, applicant already registered in another Canadian Jurisdiction = 14

9. Total costs (to the applicant) associated with registration for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposed on the applicant from other necessary costs incurred related to registration.
- Received their qualifications in Nova Scotia, new applicant – Currently \$25.00 (increasing to \$50.00 July 1st 2014)
 - Received their qualifications in Canada, new applicant – Currently \$25.00 (increasing to \$50.00 July 1st 2014) -
 - Received their qualifications internationally, new applicant – \$200.00
 - AIT transfers, applicant already registered in another Canadian Jurisdiction - Currently \$25.00 (increasing to \$50.00 July 1st 2014) -
10. Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:
- Received their qualifications in Nova Scotia, new applicant = 0
 - Received their qualifications in Canada, new applicant = 0
 - Received their qualifications internationally, new applicant = 1
 - AIT transfers, applicant already registered in another Canadian Jurisdiction = 0

LEGISLATION

The Licensed Practical Nurses (LPN) Act of 2006 can be viewed at:

<http://nslegislature.ca/legc/statutes/licpranr.htm>

SUMMARY

The College of Licensed Practical Nurses of Nova Scotia has been implementing policy changes and well as making significant improvements to the website to ensure that the College is compliant with the Fair Registration Practice Act (FRPA) proclaimed on December 7, 2009. In 2013- 2014, CLPNNS underwent a website renewal. This resulted in substantive improvements and upgrades in relation to access to information that is clear, transparent, consistent with other messaging and reflected of the Licensed Practical Nurses Act (2006), LPN Regulations (2009), CLPNNS Bylaws (2013) and CLPNNS Policies and Practices. As well, all application forms have been revised to reflect current regulatory policy and practices. An Internationally Educated Nurse (IEN) tracking module in the CLPNNS Registration Database has been developed to ensure that IENs data is captured for FRPA and statistical purposes. As well, the IEN module will provide an opportunity for them to track their application progress. All Registration Policies have been reviewed, revised and approved by the CLPNNS Board in December 2013. The College has embraced the opportunity to review and revise all practices related to registration and licensure in preparation for the FRPA Review and Audit scheduled for 2014. In 2014, the College was recognized nationally with the International Qualification Network (IQN) Award for Innovation. This award is a perfect example of what is possible with the right commitment and right resources to meet the Canadian Labour Market demand.

Overall, CLPNNS is in compliance with FRPA. Some of the deficiencies identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2016.

TWO YEAR ACTION PLAN

- Continue to improve the website to enhance navigation, accessibility of information, automated forms, new grad section, IEN Database.
- Develop a Policy including a formal process for providing accommodations related to writing the Canadian Practical Nurses Registration Examination (CPRNE) for candidates with documented disabilities.
- Adapt 'Formulating Sanctions and Decisions' to meet specific requirements of registration

DISCLAIMER

The College of Licensed Practical Nurses of Nova Scotia hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.



Executive Director-Registrar



Date

APPENDIX A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire College of Licensed Practical Nurses of Nova Scotia

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

Internet, Email, Hard Copy, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (Info-q1)

Under the Licensed Practical Nurses Act (2006) Part I Section 4(d), CLPNNS is responsible to regulate the practise of licensed practical nursing through the registration, licensing, professional conduct, education program approval and other processes set out in the Act and LPN Regulations (2009). CLPNNS provides information to all applicants and potential applicants through the website (www.clpnns.ca) and responds to email questions that are generated from the website. CLPNNS staff respond to email and telephone inquiries as well as face to face consultation to its members, potential applicants and members of the public. In 2013- 2014, CLPNNS undergone a significant website renewal. This resulted in substantive improvements and upgrades in relation to access to information that is clear, transparent, consistent with other messaging and reflective of the Licensed Practical Nurses Act (2006), LPN Regulations (2009), CLPNNS Bylaws (2013) and CLPNNS Policies and Practices. Recently, CLPNNS has moved towards referring individuals to the website and only supplying hard copies when absolutely necessary. CLPNNS has a number of brochures related to Registration and Licensing such as: the Pathway to Success for Internationally Educated Nurses (IENs); NSCC and CLPNNS Self-Assessment Readiness Tools; CLPNNS All About the College and CLPNNS Registration: Becoming a LPN in Nova Scotia. As of August 2014, in preparation for the transition to the National Nursing Assessment Services, CLPNNS has created an Internationally Educated Nurses Database which will allow them access to their ongoing application status. The IEN will be provided with a confidential password which will allow them to access their information and review where they are in the application process as well as make them aware of missing or still pending application documents.

Review Finding (info-q1)

Level 3 - have for application to write exam, renewals

Action (info-q1)

Will complete automated forms for 'Part 1 for initial application'.

Section 16(3) (g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

Yes

Explain, specify, clarify, where appropriate (info-q1b)

Presently, there is nothing in the Licensed Practical Nurses Act (2006); LPN Regulations (2009); CLPNNS Bylaws (2013) or CLPNNS Registration Policies (2013) preventing an applicant from submitting their application and documents from outside of Canada. CLPNNS requires a Canadian address prior to writing the Canadian Practical Nurses Registration Examination (CPNRE).

CLPNNS is in the process of moving all applications to an online format where all applicants from both inside and outside of Canada will have access to the applications form on the website (www.clpnns.ca). Currently the applications are all available on the website in a PDF format with "Guidelines" for completing the application process. The website outlines any costs associated with the application and links to additional website such as: World Education Services (WES); Nova Scotia Office of Immigration (NSOI) and Immigration Settlement and Integration Services (ISIS). The following are a list of applications available on the website: Application for Initial Registration and Licensure in Nova Scotia; Application for Re - Licensing in Nova Scotia; Application for Registration and Licensure for Internationally Educated Nurses (IENs); Application for Registration and Licensure for Out of Province Applicants (within Canada) - Agreement on Internal Trade (AIT). The 2015 Renewal Application is in the process of being revised for this licensing year (August 1st to - October 31st 2014)

Review Finding (info-q1b)

Level 2

Action (info-q1b)

No action required at this time.

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

<http://www.clpnns.ca>

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer

1 (Strongly Agree)

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Respondent Answer

Feedback from Applicants, Policy Change, News Postings, Other (Please Specify)

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Respondent Answer

On-going

Explain, specify, clarify, quantify, where appropriate. (Info-q2)

Since August 2012, the College of Licensed Practical Nurses of Nova Scotia has undergone significant website renewal. This has resulted in substantive updates to the website in relation to access to information that is clear, transparent with consistent messaging that is reflective of the Licensed Practical Nurses Act (2006), LPN Regulations (2009), CLPNNS Bylaws (2013) as well as CLPNNS Policies and Practices. The website has a fresh new look and ensures that the website is user friendly. Professional Practice and Policy Services and Registration and Professional Conduct Services have reviewed and revised the website specific to these areas of regulation. As of August 2014, in preparation for the transition to the National Nursing Assessment Strategy, CLPNNS has created an Internationally Educated Nurses Database which will allow them access to their ongoing application status.

The IEN will be provided with a confidential password which will allow them to access their information and review where they are in the application process as well as make them aware of missing or still pending application documents.

Review Finding (info-q2)

Level 3

Action (info-q2)

Revision and review on a regular basis. Current focus on new grad section and IEN database.

Section 16(3) (g)

Question 3a (info Q2a)

a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?

Respondent Answer

Legislation, Regulation, Policy

Question 3b (info Q2b)

b. Specify the appropriate section(s)?

Respondent Answer

Licensed Practical Nurses Act (2006) Part I Section 4(d) and Part III Sections: 10, 11, 12, 13; LPN Regulations (2009) Part 2 Section: 7 to 26 inclusive as well as CLPNNS Policies (2013) Policy No.1 to 12 &17

Question 3c (info Q2c)

c. Is this information made available to applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q3)

This information is available to all applicants and members on the website (www.clpnns.ca). According to the Licensed Practical Nurses Act (2006); LPN Regulations (2009); CLPNNS Bylaws (2013) and Registration Policies (2013), applicants must graduation from an approved practical nursing education or nursing equivalent program, pass the Canadian Practical Nursing Examination (CPNRE) or equivalent registration exam approved by the CLPNNS Board and pay the applicable fees.

Review Finding (info-q3)

Level 3

Action (info-q3)

No action required at this time.

Sections 7 (a), 7(c), 7(f), 16(3) (a), 16(3) (d)

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (Info-q4)

The Licensed Practical Nurses Act (2006) and LPN Regulation (2009). The Board is exploring the possibility of going to government with some changes to legislation.

Review Finding (info-q4)

Accepted

Action (info-q4)

No action required at this time.

Question 5a (info q5a)

a. Is the criteria for meeting the requirements of registration documented?

Respondent Answer

Yes

Question 5b (info q5b)

b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q5)

This information is available on the CLPNNS Website (www.clpnns.ca). The requirements are outlined in the Licensed Practical Nurses Act (2006) under Part I Section 4 (d)... the College shall regulate the practice of practical nursing through (i) the registration and licensing, professional conduct, education program approval and other processes set out in this Act and regulations. The LPN Regulations (2009) Part 1 Section 3 (1) (a) (b) - Practical Nursing Education Program - Admission standards for the practical nursing education program... (i) they have earned a certificate of education, issued under the authorization of a school board for completion of Grade XII, and have a transcript showing credits at the Grade XII level prescribed or approved by the Department of Education in (a) English, (B) mathematics, (C) any 2 of the following or any 2 sciences approved by the Board (I) chemistry, (II) biology, (III) physics (ii) they have attained the equivalent of credits specified in subclause (i) as determined by the Department of Education Licensed Practical Nurses Act (2006) Part III Sections 10 to 13 inclusive and the LPN Regulations (2009) Part 2 Sections 7 to 26 inclusive. CLPNNS Bylaws (2013) and the CLPNNS Registration Policies (2013) - Policy No. 1 to 19 inclusive. According to CLPNNS Registration Policy No. 5 and No.6 - CLPNNS offers Internationally Educated Nurses who partially meet the requirements of registration and licensure after the Substantive Equivalent Competence Assessment (SECA) the opportunity to complete remedial education. These SECAs have been development by CLPNNS and are completed by an outside Vendor- Nova Scotia Community College (NSCC). If the applicant must complete a SECA because their program of study does not meet the equivalency of a Nova Scotia Practical Nursing Program, the Director of Registration and Professional Conduct Service meets with them either face to face or via telephone to outline where the gaps are in their program and what is the process is for completing the remedial education. All IEN assessment documentation is kept on file at CLPNNS.

Review Finding (info-q5)

Level 3

Action (info-q5)

No action required at this time.

Sections 7(d), 16(3) (b)

Question 6 (info q6)

If you require translation of specific documents how is the applicant informed?

Respondent Answer

Web Site, Email, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (Info-q6)

The applicant is notified during the consultation either face to face, via telephone or email. As well the information is available on the CLPNNS Website under the GUIDELINES for completion of the Applications: Application for Out of Province Applicant but with Canada; Application for Relicensing in Nova Scotia, Initial Registration and Licensure in Nova Scotia; Application for Registration and Licensure Internationally Educated Nurses. The information is clearly stated in the CLPNNS Registration Policy No.3, No. 4 and No. 5. CLPNNS refers the applicants to Immigrant Settlement and Integration Services (ISIS) for assistance with translation. Effective August 12th 2014, with the transition to the National Nursing Assessment Service, all documents originating outside of Canada must be “Certified True Copies”.

Review Finding (info-q6)

Level 3

Action (info-q6)

No action required at this time.

Section 7(a)

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q7)

Under CLPNNS Policy No. 4 Initial Registration and Licensure - Out of Province Applicant (within Canada) Under the Agreement on Internal Trade (AIT), the process is outlined for applicants. As well the website has GUIDELINES for completing the application with step by step directions. This process is streamlined and if all documents are returned to CLPNNS in a timely manner the license can be processed efficiently. Under the umbrella of the Canadian Council of Practical Nursing Regulators (CCPNR), a national group of Directors of Registration or equivalent have formed to discuss the harmonization of Registration and Licensure processes across the country. One of the first issues is the harmonization of applications under the Agreement on Internal Trade (AIT).

Review Finding (info-q7)

Level 3

Action (info-q7)

No action required at this time.

Sections 7(a), Ch. 7

Question 8 (info q8)

Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q8)

According to the CLPNNS document "Becoming a Practical Nurse in Canada: Requisite Skills and Abilities" developed by Canadian Council of Practical Nurse Regulators (CCPNR) in 2013, there are seven Regulatory Requirements which individuals should measure themselves prior to becoming a LPN in Canada. The Nova Scotia Community College, as the sole provider of Practical Nursing Education in the province as well has clear "Program Outcomes" related to Essential and Employability Skills that every student must successfully pass in order to graduate from the Program. CLPNNS does make accommodation for the Canadian Practical Nurses Registration Examination (CPNRE) as set by the Assessment Strategies Incorporated (ASI). These accommodations would be related to additional time, quiet room and a reader if necessary. Under the Licensed Practical Nurses Act (2006) Part V - Professional Conduct Process there are provisions under the Section 35- Fitness to Practice that outline a process for individuals with incapacity issues related to their practice instead of going through the Complaint or Professional Conduct Process. As well under the LPN Regulations (2009) Professional Conduct - Part 4: Section 43 Fitness to Practice Committee Assessment for Incapacity and the CLPNNS Professional Conduct Policy No.20 - Eligibility for Fitness to Practice Assessment. If the applicant meets all of the criteria for registration and licensure in Nova Scotia, the actual accommodation in practice for the LPN with physical and mental disabilities would rest with the employer after they have been licensed.

Review Finding (info-q8)

Level 2 - documented in slide presentation; adopts Assessment Strategies Incorporated (ASI) policy

Action (info-q8)

Process will be documented in policy and online.

Section 16(3) (h)

Question 9a (info q9a)

a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer

Yes

Question 9b (info q9b)

b. If so, please specify the name of the organization and describe their role.

Respondent Answer

World Education Services completes a credential assessment for Internationally Educated Nurses (<http://www.wes.org/ca/>) as well the Nova Scotia Community College (NSCC) completes the Substantive Equivalent Competence Assessment (SECA)

Question 9c (info q9c)

c. Please indicate the types of activities that they assist with?

Respondent Answer

Data Collection, Data Storage, Credential Assessment, Verification of Documents, Examinations, Recognition of Prior Learning, Other (please specify)

Question 9d (info q9d)

d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?

Respondent Answer

MOU, Service Level Agreement

Question 9e (info q9e)

e. Are you informed of all decisions made by third parties on applicants?

Respondent Answer

Yes

Question 9f (info q9f)

f. Does your third party have an internal review process for unsuccessful applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q9)

The Nova Scotia Community College has an appeals process for applicants who have been unsuccessful in their Substantive Equivalent Competence Assessment (SECA). As well CLPNNS has a Registration Appeals process as outlined in the Licensed Practical Nurses Act (2006) Part III Section 14- Reasons for Refusal; Section 15- Registration Appeal Committee; Section 16- Duties of Registration Appeal Committee; Section 17- Decision of Registration Appeal Committee. When an applicant is denied registration and licensure with CLPNNS their right to an appeal the decision through the Registration Appeal process is outlined in the letter. The information is available on the CLPNNS Website- Licensed Practical Nurses Act (2006); LPN Regulations (2009); CLPNNS Registration Policies (2013). Effective August 12, 2014, through the National Nursing Assessment Service (NNAS) the criteria for the applicant to appeal is will be outlined in policy as approved by the NNAS Board.

Review Finding (info-q9)

Level 3

Action (info-q9)

No action required at this time.

Section 16(3) (i)

Question 10a (info q10a)

a. What types of supports do you provide to applicants during the registration process?

Respondent Answer

Internet, Telephone, Print Material, Other (please specify)

Question 10b (info q10b)

b. Have you had applicants who need support mechanisms that you can't provide or are not available?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q10)

CLPNNS does not have access or a mandate to provide English Language support and/or financial assistance for IENs or other applicants. The issues could be related to remedial education, access to books for review or medical equipment (hearing aids). CLPNNS has a very supportive and collaborative relationship with NSCC in relation to access to the remedial education but they as well do not have the free access to assist learners who would be considered part time students.

CLPNNS has developed a Pathway to Success Program that is comprised on three courses: Course I - Review of Fundamentals is a 12 week online self-facilitated course offered to those who would benefit from reviewing the practical nursing content. Course II - Introduction to the LPN Role on Nova Scotia is a four day course that provides an introduction to the roles and responsibilities of the LPN within the health care system in Nova Scotia. As well leadership and Standards of Practice are reviewed. Course III - CPNRE Preparation is a one day course offered to IENs who are preparing to write the national exam. CLPNNS refers IEN applicants to the Immigrant Settlement and Integration Services (ISIS) for English Language support.

Review Finding (info-q10)

Level 3

Action (info-q10)

No action required at this time.

Sections 7(e), 16(3) (k)

Question 11 (info q11)

Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Info-q11)

Absolutely, CLPNNS has developed a Pathway to Success Program that is comprised on three courses: Course I - Review of Fundamentals is a 12 week online self-facilitated course offered to those who would benefit from reviewing the practical nursing content. The course includes a review of Medical Surgical Nursing, Pharmacology, Health Assessment and Maternal -Child Health. Course II - Introduction to the LPN Role on Nova Scotia is a four day course that provides an introduction to the roles and responsibilities of the LPN within the health care system in Nova Scotia. As well leadership and Standards of Practice are reviewed. Course III - CPNRE Preparation is a one day course offered to IENs who are preparing to write the national exam. Content is presented through discussion, case studies, a practice test and review of simulated exam questions. Currently all of these courses are free for IENs applying to Nova Scotia for registration and licensure. If the applicant is unsuccessful then a consultation with Registration Services to ensure the focus is related to the gaps identified in the CPNRE results report. This is not mandatory and the individual must wish to explore their options and opportunities. CLPNNS refers IENs to the Immigrant Settlement and Integration Services (ISIS) for English Language support.

Review Finding (info-q11)
Level 3
Action (info-q11)
No action required at this time.
Section 8(d)

Question 2 (comm q2)

Do you have a reasonable timeframe to respond to inquiries from applicants?

Respondent Answer
1 Very Reasonable

Explain, specify, clarify, quantify, where appropriate. (Comm-q2)

The Registration Services Team which is comprised of four individuals having a variety experience. These individuals are very willing and capable of assisting applicants with their inquiry. CLPNNS has a 3 to 5 business day response time for most questions that are via email or telephone. CLPNNS staff are very accommodating with drop in appointments.

Review Finding (comm-q2)
Level 3 - information is published on the website
Action (comm-q2)
No action required at this time.
Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer
Yes

Question 3ai (comm q3ai)

i. Do you have a formal policy for this process?

Respondent Answer
Yes

Question 3aii (comm q3aii)

ii. Do you have a standard timeline?

Respondent Answer
Yes

Question 3b (comm q3b)

b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such review)?

Respondent Answer
Yes

Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Respondent Answer

The Licensed Practical Nurses Act (2006) Part III Section 14, LPN Regulations (2009) and College of Licensed Practical Nurses of Nova Scotia Registration Policies (2013) outline the responsibility to provide written decisions with reasons for the decision when registration /licensure is denied. All IEN applicants receive a letter within ten business days after their application is deemed complete. If further information is needed throughout the process, a telephone call or email is sent to the individual. Any applicant who is denied or refused registration and licensure with CLPNNS is notified by letter outlining the reasons for the decision and any potential remedial options they may have, if applicable... Such as: Registration Appeal or referral to the Nova Scotia Community College (NSCC) for Remedial Education or Recognition of Prior Learning. As previously outlined, CLPNNS completes a Substantive Equivalent Competence Assessment (SECA) to determine if an individual does not meet the Entry Level Competencies of a LPN in Nova Scotia. At this time, CLPNNS continues to communicate with the applicants. CLPNNS received very positive feedback from IENs and other applicants in relation to the support from CLPNNS staff. CLPNNS feels the timelines are excellent but we are constantly reflecting and reviewing our process to ensure they are fair and transparent.

Review Finding (comm-q3)

Level 2

Action (comm-q3)

***CLPNNS consider adapting 'Formulating Sanctions and Decisions' to meet specific requirements of registration appeal.
Sections 8(b), 8(c)***

Question 1a (docu q1a)

a. Do you provide information on what documentation of qualifications must accompany an application?

Respondent Answer

Yes

Question 1b (docu q1b)

b. Do you include a process for verification of documentation authenticity?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Docu-q1)

The Licensed Practical Nurses Act (2006), LPN Regulations (2009) and CLPNNS Registration Policies (2013) outline the responsibility to provide applicants with information related to the documentation requirements for registration /licensure. Initial licensure for new Graduates in Nova Scotia are provided with a face to face site visit personally by the Executive Director - Registrar or delegate prior to registration and licensure. At this time the applicants are provided with paper based copies of all required documents and the process is reviewed with them. As of June 2014, CLPNNS will be adding a specific heading on the website for the New Graduate. Currently, the information is available but is not specifically targeting the new graduate audience. For all applicants such as: IENs, Out of Province but within Canada, relicensing and renewal CLPNNS has created a step by step process outlined for them to review the requirements of registration and licensure which is available on the website.

Applicants who have specific circumstances or are more comfortable with a telephone conversation or face to face, CLPNNS staff are able to offer this personal service. The Applications for the Registration Examination is online. Internationally Educated Nurses (IEN) have the information related to the application and the required documents are on the website. The information for the World Education Services (WES) credential assessment is on the CLPNNS website. The requirements are reviewed by Registration and Professional Conduct Coordinator with the IEN in the face to face, via telephone or via email (checklist) and responds to all inquiries and questions. The applications under AIT are provided information face to face consultation, via telephone or email. The website outlines a step by step process of all part of the application process. CLPNNS has a 3 to 5 business day's response time for all inquiries through the website, email or telephone.

Review Finding (docu-q1)

Level 2

Action (docu-q1)

No action required at this time.

Section 9(a)

Question 2 (docu q2)

Do you provide information on the steps in the registration process including supporting documentation required at the various steps?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Docu-q2)

#1 The Nova Scotia Community College (NSCC) is the sole provider of Practical Nursing education in the province. All campuses of the NSCC are visited personally by the Executive Director-Registrar or delegate prior to registration and licensure to review the processes of writing the national exam and registration/licensure with new graduates. At this time the students are provided with paper based copies of all required documents. CLPNNS has worked with NSCC to develop a process where the student pay the fee to write the Canadian Practical Nurses Registration Exam (CPNRE) directly to NSCC and then NSCC forwards the money to CLPNNS. The student completes the application to write the exam online (www.clpnns.ca) and submits the application to CLPNNS. CLPNNS is currently revising the website to include the New Graduate "Heading". CLPNNS will transfer the step by step paper based information to the website which will provide improved access to information related to registration and licensure.

#2 Internationally Educated Nurse (IEN) applicant information is available on the website including the requirement for English Language Proficiency and World Education Services (WES) credential assessment. As well, a note related to the changes that will be implemented on August 12, 2014. The requirements are reviewed by Registration and Professional Conduct Coordinator with the IEN in the face to face, telephone or email (checklist) communications and responds to all inquiries and questions are responded to within 24 to 48 hours.

#3 Information for the applicant under the Agreement on Internal Trade (AIT) is available on the website as well information is provided in face to face, telephone or email consultation. The website outlines a step by step process of all parts of the application process.

#4 Application information for the re licensing applicant is available on the website, as well information is provided in face to face, telephone or email consultation. The website outlines a step by step process of all part of the application process.

#5 Annual Renewal of license information is available on the website. For the 2015 licensure year the renewal process will be online. The Renewal form is open from August 1st to October 31st inclusively and guidelines are available to assist with completing the application.

Review Finding (docu-q2)

Level 3

Action (docu-q2)

No action required at this time.

Sections 7(c), 16(3) (a), 16(3) (b)

Question 3 (docu q3)

Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (e.g. a sworn statement in lieu of full documentation)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Docu-q3)

According to the LPN Regulations (2009) Part 2 Section 26- Waiver by Executive Director- Registrar of criteria for registration and licensing allows for this if it is consistent with the objects and purpose of the College. As of August 12, 2014 because of the National Nursing Assessment Services these rare situations will be decreased. The NNAS Advisory Report will remove some of this discretion from CLPNNS related to missing documentation that is beyond the applicant's control.

The Substantive Equivalent Competence Assessment (SECA) will still be used to validate identified gaps in the documentation and depending on the outcome of the SECA implement remedial education to support the application process toward registration/licensure. The decision to register and license applicant will remain with the regulatory body.

Review Finding (docu-q3)

Level 3

Action (docu-q3)

No action required at this time.

Sections 9(b), 16(3) (c)

Question 4 (docu q4)

What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Respondent Answer

Obtaining original documents, verification of credentials, identifying and participating in gap training programs, access to qualifying exam, language proficiency or professional technical language, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (Docu-q4)

A common issue the IENs face is related to immigration issues. The other issue for IENs is related to attaining the required English Language Proficiency scores, having the ability to practice English in a nursing context is huge support to their success in the application process.

Review Finding (docu-q4)

Accepted

Action (docu-q4)

No action required at this time.

Sections 9(b), 16(3) (c)

Question 5a (docu q5a)

a. Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer

Yes

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

Yes

Question 5c (docu q5c)

c. What information may you exclude?

Respondent Answer

The applicant is made aware of CLPNNS Policy No.3; No.4; No.5; No. 6; No. 8 and No. 9 through the information on the website as well the applications have a statement that they must check off that they understand that all documents received by CLPNNS are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant. Documents will not be released to the applicant or third party unless required by law. If the applicant requests a meeting to discuss their application, CLPNNS staff are willing to sit and review these documents with the applicant but the documents are not released to them.

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Docu-q5)

There would be a fee to photocopy and stamp certified true copies to cover the costs of the administrative support to complete this work.

Review Finding (docu-q5)

Level 3

Action (docu-q5)

No action required at this time.

Section 12(1), 16(3) (j)

Question 1 (inte q1)

Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q1)

The applicant is made aware of CLPNNS Policy No.3; No.4; No.5; No. 6; No. 8 and No. 9 through the information on the website as well the applications have a statement that they must check off that they understand that all documents received by CLPNNS are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant.

Documents will not be released to the applicant or third party unless required by law. If the applicant requests a meeting to discuss their application, CLPNNS staff are willing to sit and review these documents with the applicant but the documents are not released to them.

Review Finding (inte-q1)

Level 3

Action (inte-q1)

No action required at this time.

Section 7(a)

Question 2 (inte q2)

Do you have a regulation or by-law that defines the internal review process?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q2)

Under the Licensed Practical Nurses Act (2006) Part III Section 15, 16 and 17 as well as Policy 15 outline the process for applicants to access. This information is available on the CLPNNS Website.

Review Finding (inte-q2)

Level 3

Action (inte-q2)

No action required at this time.

Section 7(a)

Question 3 (inte q3)

When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer

Included with a registration decision, Upon Request

Explain, specify, clarify, quantify, where appropriate. (Inte-q3)

Under the Licensed Practical Nurses Act (2006) Part II Section 15, 16 and 17 as well as the CLPNNS Policy No.15 - Appointment of Registration Appeal Committee the applicant is able to appeal the decision to deny them registration and licensure. During this process it is an opportunity for the applicant to introduce evidence that would be inadmissible under Subsection 3 of the Licensed Practical Nurses Act.

The decision of the Registration Appeal Committee is final. The applicant is informed by letter that they have been unsuccessful in their application for registration and licensure within 10 business days of their file being deemed complete. In the letter it clearly states that they are able to appeal the decision under the Registration Appeal process as outlined in the Licensed Practical Nurses Act (2006).

Review Finding (inte-q3)

Level 3

Action (inte-q3)

No action required at this time.

Sections 7(a), 10(1)

Question 4a (inte q4a)

a. Do you have an internal review process and procedures document (policy document)?

Respondent Answer

Yes

Question 4b (inte q4b)

b. Does this include time frames for the internal review?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q4)

The Licensed Practical Nurses Act (2006) Part III Sections 15 -Registration Appeal Committee; Section 16 - Duties of the Registration Appeal Committee and Section 17- Decision of the Registration Appeal Committee. As well CLPNNS Policy No. 15 (2013) outlines the timelines, “give its decision, including reasons, in writing and send to the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service within 60 days”.

Review Finding (inte-q4)

Level 3

Action (inte-q4)

No action required at this time.

Sections 7(a), 10(1)

Question 5a (inte q5a)

For the internal review process you make available to applicants that are not granted registration:

a. Summarize the process of the internal review?

Respondent Answer

The CLPNNS Board appoints a Registration Appeal Committee consisting of one non-member, one public representative and two members of the active-practising roster as well one of the committee to sit as the Chair of the Registration Appeal Committee. The Registration Appeal Committee sets a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice that the applicant requests an appeal. The Committee serves written notice of the date; time and place for the hearing after the applicant is advised by the Executive Director-Registrar advised the applicant of the right to be represented by legal counsel, a union representative or another representative at the expense of the applicant.

The Committee will make a determination that in the Committees opinion ought to have been made by the Executive Director-Registrar and give its decision, including reasons, in writing. The Committee will send the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service within 60 days.

The Committee will provide an opportunity to the opposing party to review any evidence available to the Registration Appeal Committee at least ten (10) days before the appeal. In the case of: 1. written or documentary evidence, an opportunity to examine the evidence; 2. evidence of an expert, a copy of the expert's written report or if there is no written report, a written summary of the evidence; 3. in the case of evidence of a witness, the identity of a witness.

At the Committees discretion, allow the introduction of evidence that would be otherwise be inadmissible under the Licensed Practical Nurses Act Section 16 Subsection (3) and make decisions it considers necessary to ensure that a party is not prejudiced; and permit such persons who have been convicted or found to be guilty, by a Court in or out of Canada, of any offence that is inconsistent with proper professional behaviour of a licensed practical nurse, including a conviction under the Criminal Code of Canada, or the Controlled Drugs and Substances Act (Canada), for which a pardon has not been granted, and where such persons on application for registration (or licensure) was denied registration (or licensure) by the Executive Director-Registrar to be registered upon such terms and conditions the Committee may direct an appeal pursuant to Licensed Practical Nurses Act (2006) Part III Section 14-16.

Question 5b (inte q5b)

b. Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer

CLPNNS must disclosure any information and provide a reasonable opportunity to allow the applicant to present a response and make submissions. As well the Committee must provide an opportunity for the applicant to review the decision made by the Executive Director-Registrar and the documents upon which the decision was based.

Question 5c (inte q5c)

c. Specify the format for the internal review submission

Respondent Answer

Oral, Written, Other (please specify)

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Respondent Answer

Days

Respondent Answer

The Committee is convened within sixty days of the notice to appeal and then the applicant may have any additional 10 days if they have been unsuccessful to present further evidence to the Committee.

Question 5e (inte q5e)

e. Do you believe this is enough time to receive supporting evidence from outside Canada?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q5)

The CLPNNS Board supports that the timelines outlined are fair and transparent to the applicant. The applicant would be collaborating with and providing any necessary documents to CLPNNS during the assessment stage of the application. The desire of both parties would be that all potential opportunities and avenues to reach a decision that supports the objects of the College would have been done during the application and assessment process. To date CLPNNS has not had a Registration Appeal.

Review Finding (inte-q5)

Level 3

Action (inte-q5)

No action required at this time.

Sections 7(a), 10(1), 10(2), 10(4), 16(3) (m)

Question 6a (inte q6a)

a. Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer

Yes

Question 6ai (inte q6ai)

i. In what timeframe are the results of the internal review made available to applicants?

Respondent Answer

1-2 months

Question 6aii (inte q6aii)

ii. Are these timelines communicated?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q6)

The Registration Appeal Committee sets a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice that the applicant requests an appeal. The Committee serves written notice of the date; time and place for the hearing after the applicant is advised by the Executive Director-Registrar advised the applicant of the right to be represented by legal counsel, a union representative or another representative at the expense of the applicant. The Committee will make a determination that in the Committees opinion ought to have been made by the Executive Director-Registrar and give its decision, including reasons, in writing. The Committee will send the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service within 60 days.

Review Finding (inte-q6)

Level 3

Action (inte-q6)

No action required at this time.
Sections 7(a), 10(3)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q7)

All CLPNNS Committee members are provided an orientation to the role and responsibility.

Review Finding (inte-q7)

Accepted

Action (inte-q7)

No action required at this time.

Sections 7(a), 11, 16(3) (p)

Question 8 (inte q8)

Do you have a prohibition that states ‘no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review’?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (Inte-q8)

The Licensed Practical Nurses Act (2006) Part III Sections 15 -Registration Appeal Committee; Section 16 - Duties of the Registration Appeal Committee and Section 17- Decision of the Registration Appeal Committee. As well CLPNNS Policy No. 15 (2013) clearly outlines who makes up the Registration Appeal Committee. “The Board shall appoint a Registration Appeal Committee consisting of one non-member, one public representative and two members of the active practicing roster and appoint a Chair”. The act does not state those exact words but it is clear that no staff member or the Executive Director-Registrar is part of the Committee.

Review Finding (inte-q8)

Level 3 - not wording but it is clear that no staff member or the Executive Director-Registrar is part of the Committee.

Action (inte-q8)

No action required at this time.

Sections 7(a), 10(5), 16(3) (n)

APPENDIX B – Forms

<http://clpnns.ca/wp-content/uploads/2014/05/Application-for-Initial-Registration-and-Licensure-in-Nova-Scotia2.pdf>

<http://clpnns.ca/application-for-registration-examination-in-nova-scotia/>

<http://clpnns.ca/wp-content/uploads/2013/04/Part-I-Application-for-Registration-and-Licensure-for-Out-of-Province-Within-Canada.pdf>

<http://clpnns.ca/wp-content/uploads/2013/05/Part-I-Application-for-Registration-and-Licensure-in-Nova-Scotia-for-IENs.pdf>

<http://clpnns.ca/wp-content/uploads/2013/04/Part-II-Verification-of-Original-Registration-and-Licensure.pdf>

<http://clpnns.ca/wp-content/uploads/2013/04/Part-III-Verification-of-Current-Registration-and-Licensure.pdf>

<http://clpnns.ca/wp-content/uploads/2013/04/Part-IV-Verification-of-Employment.pdf>

<http://clpnns.ca/wp-content/uploads/2013/05/Part-V-Verification-of-Graduation-From-Practical-Nursing-or-Nursing-Equivalent-Program.pdf>

<http://www.wes.org/>

<http://clpnns.ca/wp-content/uploads/2013/05/Part-I-Application-for-Re-Licensing-in-Nova-Scotia.pdf>

<http://clpnns.ca/wp-content/uploads/2013/04/CLPNNS-Renewal-Form-2014.pdf>

<https://clpnns.alinity.com/webclient/Default.aspx>