

## Holiday Message from Ann Mann, Executive Director/Registrar

On behalf of the Board of Directors and staff of CLPNNS, I wish you and your loved ones a safe and happy holiday season. I also extend an extra special thank you to those providing nursing care this holiday season for the competence and compassion you demonstrate every day.

As we reflect on another very busy but successful annual renewal period, I am happy to report that as of October 31, we had 4036 LPNs renew for 2018. That accounts for 96% of those eligible for renewal. For those who have not renewed, their membership has been moved to inactive and we will be following up with them to inform them of their membership status to ensure we have the most accurate status updated in the database. At this time, I would like to thank all of the Registration Services staff for their diligence and patience through this process and a huge thank you to all staff for their willingness to pitch in wherever needed.

In 2018, we will continue our work to co-create one nursing regulator in Nova Scotia. This work has involved significant contributions from the CLPNNS Board and staff, CRNNS Council and staff, the Department of Health and Wellness, community stakeholders, nurses from across Nova Scotia and members of the public. In the next year, this work will only continue to grow and I encourage nurses and members of the public to get involved in making history in Nova Scotia. Please check out the update and next steps to provide feedback further into the newsletter.

On behalf of the Board and CLPNNS staff, we wish you and your loved ones a very safe and joyous holiday season.

## Continuing Competence Program (CCP) 2018 Audit

The 2018 Continuing Competence Program (CCP) [Audit](#) begins soon! Every January, a percentage of LPNs with an active-practising licence are randomly selected to participate in the CPP audit. If you are selected to participate in the audit you will be notified by regular and electronic mail on January 5, 2018. This year, you will be able to submit your 2017 learning documents by regular mail, fax, email/scan or electronically using the [CCP Audit Portal](#). Everyone selected for audit will receive a time limited password, granting them access to the [CCP Audit Portal](#) on the College website. If you choose to submit your documents electronically, you can do so directly into the portal. Electronic submission is not mandatory. Documents can still be submitted by mail, fax or email/scan.

Regardless of what method you choose to submit, you only have 30 days to do so. If you fail to submit your documents by February 6, 2018 a time limited condition will be applied to your licence (90 days). This condition does not restrict your practice, but changes the expiration date from October 31, 2018 to May 7, 2018 for those who fail to comply.

For the 2018 audit, the Continuing Competence Program Committee will be reviewing your learning documents from 2017. Learning documents can be a learning plan, a record of professional learning or a certificate of completion from one of the [three CLPNNS online learning modules](#). While all learning is important, not every learning activity is appropriate for the CCP. For instance, employer mandated annual learning requirements such as CPR, WHMIS or hand hygiene do not meet the CCP requirements because they are too general and can apply to all care providers and the public. Learning goals should be based on a [self-assessment](#) of your individual competence, connected to your [standards of practice](#) and must be specific to nursing practice.

Still have questions? Email your questions to [practiceconsultant@clpnns.ca](mailto:practiceconsultant@clpnns.ca) or visit [the CCP section of the College website](#).

## Calculating Your Practice Hours

As we start a new licensing year, it is important to remember to track your LPN practice hours. Each year, all LPNs in Nova Scotia are responsible to track their hours worked. You must work at least 1000 LPN practice hours within the previous five licensing years. Annually CLPNNS randomly audits a select number of LPNs' practice hours. Below are some tips for calculating your practice hours:

- When calculating your practice hours only include actual hours worked as an LPN. For example, do not include vacation days, sick days or leave of absence time.
- Any overtime hours worked are claimed as actual hours worked. For example, one hour of overtime is equal to one practice hour.
- For example, if you work full-time hours throughout the entire year (75 hours every two weeks) then the total hours practiced should be 1950 hours. If you have four weeks' vacation (150 hours) then you would claim 1800 hours, and if you were sick for 7 sick days (52.5 hours) then you would claim 1748 hours. If you worked additional hours of overtime, only claim hours worked (not hours paid). So, if you worked 5 additional 7.5 hours shifts (37.5 hours) then you would have worked 1785 hours for the year.
- If you are requesting to adjust your practice hours for a year other than the previous licensing year, have your employer submit a verification of hours worked letter directly to CLPNNS.

**Early Bird got the Worm!**  
*Carolyn Adams was the lucky LPN who registered by October 1 and was reimbursed her registration fee.*

### 2018 CLPNNS Board Meetings

February 16th, 2018  
May 24th, 2018  
September 28th, 2018  
December 7th, 2018

## Revised Practice Documents

Several practice support documents have been recently revised. Make sure you take a few minutes to find out what's new by clicking the links below:

- [Administration of IV Medication](#)
- [Foot Care](#)
- [Immunizations](#)
- [Guidelines for Employers](#)
- [Documentation Guidelines for Nurses](#)
- [Caring for Clients Authorized to Use Medical Cannabis](#)

## Board Meeting Updates

Meetings of the Board took place on October 13th and December 8. Here are some of the meeting highlights:

- Welcome to new Board member, Cathy Walls, appointed by CRNNS
- Discussion regarding lateness of public appointees from the Department of Health and Wellness
- Update regarding new exam vendor (Yardstick Inc. have purchased ASI, the firm is now to be known as YASI)
- Update regarding document scanning (all paper based files will be scanned and hard copies of paper based files will be shredded)
- Approval for AGM and LPN leadership dates
- Request to look at alternate sites for AGM
- Acknowledgement of annual renewal deadlines
- Update on the creation of one nursing regulator by chair and vice-chair

## Help Influence the Future of One Nursing Regulator

Straight off the heels of a successful Town Hall event, you have yet another chance to get involved in the creation of one nursing regulator in Nova Scotia. On Friday, we launched a national online survey to collect your feedback about the legislative concepts being proposed to government. This survey is an opportunity for you to shape the foundation of one nursing regulator on behalf of the Nova Scotian public and to have your voice heard in areas such as scope of practice, registration, professional conduct and more.

There are two ways to approach completing the online survey depending upon the amount of time you have and your knowledge of regulation and the earlier work to create one nursing regulator in Nova Scotia.

### Option 1: I want to first learn more

If you have the time and are interested in learning more, we suggest that you watch the Town Hall video recording prior to taking the survey. This will give you the chance to better understand, in simple and plain language, the legislative concepts being proposed to government. It is also a chance for you to hear a variety of questions posted from stakeholders who attended the Town Hall, helping to shed even more light on certain concepts within the survey. [Click here to watch the Town Hall before proceeding to the survey.](#)

### Option 2: I want to complete the survey now

If you attended the Town Hall event or if you are strapped for time, you can complete the survey immediately. The survey is facilitated by MQO Research, a leading research firm in Atlantic Canada to help ensure the survey process is valid and the anonymity of participants is respected. If you have any questions about the survey or would like to confirm its validity, please contact Shelley Farouse, Administrative Assistant, at [sfarouse@formationteam.ca](mailto:sfarouse@formationteam.ca). The survey deadline is January 12, 2018. [Click here to begin the survey.](#)

### Next Steps

After January 12, your feedback will be analyzed and incorporated into aspects of the final legislative package being submitted to the government. In order to maintain an open and transparent engagement process, a summary report of the consultation process will be circulated to all stakeholders in February, 2018.

We thank you in advance for your feedback as we move to create one nursing regulator in Nova Scotia on behalf of the public. If you have any other questions, please reach out to [sfarouse@formationteam.ca](mailto:sfarouse@formationteam.ca).

[Click here](#) to take the survey.

## Call for Nominations for Awards of Excellence

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Do you know a colleague who deserves recognition for their commitment to the public and/or their profession? We want to know them as well! Each year CLPNNS recognises LPNs with the [Award of Excellence](#).

Our annual awards enable members to recognize and celebrate their nursing colleagues in Nova Scotia for their outstanding contributions to the nursing community. Each year, we recognize LPNs in the province who have made a unique contribution to the nursing profession and who have gone above and beyond in the interest of clients, families, colleagues and the community. Nominations are now open to recognize inspirational nurses in Nova Scotia for a 2018 CLPNNS Award.

To nominate a fellow nurse, please [click here](#) to complete an online nomination form by February 1, 2018. These awards will be presented to the successful applicants on May 24 at the annual CLPNNS Awards Banquet in Halifax. There is no limit to the number of nominations you and/or your colleagues can submit.

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## Regulatory Update: Documentation Guidelines for Nurses

Nursing documentation is a vital component of safe, ethical and effective nursing practice in any context of practice or whether the documentation is paper-based or electronic. The College of Registered Nurses of Nova Scotia (CRNNS) and the College of Licensed Practical Nurses of Nova Scotia (CLPNNS) have released a new joint [Documentation Guidelines for Nurses](#).

This new document is intended to assist registered nurses (RNs) and licensed practical nurses (LPNs) to meet their standards of practice related to documentation in all practice settings. This document describes nurses' accountability and the expectations for documentation regardless of the documentation method or storage.

At CLPNNS, we work to regulate the nursing profession in the public's interest. This includes a commitment to evaluating and evolving processes that help nurses deliver safe care to Nova Scotians. Recently, this approach to regulation influenced changes to the Documentation Guidelines for Nurses and inspired both the CRNNS and CLPNNS teams to work together to develop a new joint document for LPNs, RNs and NPs.

"As technology changes, it's important to be responsive and current in order for nurses to better understand their expectations from a regulatory perspective," says Jennifer Best, CRNNS Practice Consultant. "For example, we wanted to address the fact that an increasing number of health care professionals are using mobile devices to communicate.

The guidelines cover the following topics:

- Professional Principles of Documentation
- Confidentiality
- The Importance of Documentation
- Who Has a Role in Documentation?
- Co-Signing and Countersigning Entries
- Key Elements of Professional Nursing Documentation

"From the regulatory perspective, the expectations for documentation are very similar for LPNS and RNs which is why it was the perfect opportunity for us to be collaborative," explains Jylene Simmons, CLPNNS Professional Practice Consultant. "We chose to create one document to guide all nurses to ensure consistency and to best support nurses in providing safe and competent care to the public."

If you're interested in learning more about documentation and the expectations required of you, we invite you to explore the two learning options below.

**Watch Online Recorded Presentation:** [Click here to watch the recorded presentation](#). This is a great option for individuals who prefer to learn at their own pace and at a time that is convenient. If you are a manager or an educator, this is an excellent way to share this education with your team.

**Register for the Upcoming Webinar:** [Click here to register for our webinar on December 21 from 2-3 p.m.](#) This is a great option if you have any questions or if you learn best through discussion.

**Test Your Knowledge...** After you've read the new guidelines, take our [5-question quiz](#) to test your knowledge!

Our Practice Consultants are happy to help you navigate any professional practice questions you may have. If you have any questions about the Documentation Guidelines for Nurses or another area of nursing practice, reach out to us at [practiceconsultant@clpnns.ca](mailto:practiceconsultant@clpnns.ca).

## New Adult Capacity and Decision-making Act and Regulations Q&A

On December 28, 2017, the new Adult Capacity and Decision-making Act and Regulations will come into effect. This new legislation applies to adults who may not be able to make some decisions for themselves because of a learning disability, mental health problems, brain injury, or other reasons. This law allows another person to make some important decisions for them.

### **Does this Act replace existing legislation?**

Yes. The new act replaces the Incompetent Persons Act.

### **What is the major change?**

Currently under the existing legislation, only physicians and psychologists are authorized to conduct capacity assessments. Under the new Act and Regulations, other health care professionals will be authorized to conduct capacity assessments if they have completed the necessary training and education.

### **When will the training begin?**

Specific training allowing other professionals to conduct capacity assessments will be developed in 2018 by the Public Trustee's Office.

### **Are licensed practical nurses (LPNs) eligible to complete the additional training?**

At this time, LPNs are not eligible to complete the training and are therefore not authorized to conduct capacity assessments. They are however, authorized to continue to conduct client capacity assessments as it relates to the provision of day-to-day care or nursing services (e.g., determining if the client understands care instructions or is able to make decisions about how and when they would like their care to be provided).

### **What does this mean for registered nurses (RNs) and nurse practitioners (NPs)?**

RNs and NPs are eligible to compete the capacity training when it becomes available in 2018. Once the training is complete, they will be authorized to conduct capacity assessments.

### **How will this impact my practice?**

If you work in a practice setting where capacity assessments are completed, you should review your employer's policies regarding the professionals authorized to perform these assessments. If no policy exists, you can demonstrate professional leadership and advocate for the development of one.

### **Where can I get more information?**

For further information related to the Adult Capacity and Decision-making Act and Regulations, [click here](#) to visit the website of the Public Trustee's Office and [click here](#) to review the regulations.

## Save the Date

The CLPNNS team is excited to invite you to our 2018 AGM, Awards Banquet and LPN Professional Education Day. The AGM and Awards Banquet will be held on May 24th. The location is still to be determined. The LPN Professional Education day will be held on May 25th. Stay tuned for more information about guest speakers and topics.

## Frequently Asked Questions

### **I am currently licensed, but I am not working as an LPN. Why do I have to participate in the continuing competence program (CCP) if I am not working as an LPN?**

If you hold a license to practice practical nursing, you are eligible to return to practice at any time. As such you are required to engage in learning so that you are prepared to return to practice. You can remain connected to the profession while not working as an LPN by reading nursing journals, completing learning modules and attending workshops or conferences. Nurses returning to practice should create an outline of how they are going to meet their learning needs as they transition back into the employment setting.

### **I have completed several workshops and conferences. Can I send the College my certificates for my file?**

No. The College is unable to store or keep any certificates or documents that are not directly related to your initial registration or license renewal. Please keep these documents in your personal files at home or at work. Going forward, copies of certificates will be shredded and originals will be returned.

[Click here](#) to see the rest of our recently answered FAQs. Have a question? Email a practice consultant at [practiceconsultant@clpnns.ca](mailto:practiceconsultant@clpnns.ca)

## Congratulations are in Order

The following new and returning Board members have been acclaimed for two-year terms (2018-2019):

Jason Reeves, LPN District 2 (Returning)  
Anne Burgess, LPN District 1  
Cora Lee Dowding, LPN District 6

The following NSCC students were recognized with Excellence in Clinical Practice Awards in December:

Alicia Mombourquette (NSCC Strait Area Campus)  
Chelsey Henderson (NSCC Lunenburg Campus)

## Online Leadership Course for LPNs

CLPNNS has recently been notified that a small grant has been received from the Department of Health and Wellness via the Nursing Strategy to support LPNs completing our [online LPN Leadership Course](#). For more information, contact Jylene at [jylene@clpnns.ca](mailto:jylene@clpnns.ca). Once the program is completed, you may be able to seek reimbursement of the application fee (\$50.00). The reimbursement comes into effect January 1, 2018, for all programs completed after that date.

## Internationally Educated Nurses and Practical Nurse Licensure: Pathway to Success

CLPNNS and NSCC are pleased to offer a free prep course to help Internationally Educated Nurses (IENs) understand the role of the LPN in Nova Scotia and assist them in preparing for the National Exam (CPNRE). Stay tuned for upcoming dates in 2018.

Funding to support this initiative is through the Labour Market Agreement, Nova Scotia Department of Immigration.

For those eligible to write the LPN national exam (CPNRE), the exam writing windows for 2018 are:  
January 29 – February 18  
June 11 – July 1  
November 19 – December 9

For more information contact Katherine Sullivan at (902) 423-9280 or [katherine@clpnns.ca](mailto:katherine@clpnns.ca)

## Paper Files are on the Way Out!

As we move toward a new “greener” work space, it is time to reflect on the amount of paper based files we have accumulated over the past 60 years! Starting in December 2017 and over the next six months, we will be working with a document shredding company to cull the files starting with initial registration files. The scanning process will take care of all the required documents needed to ensure LPN eligibility. Many of the more current applications have already been scanned into the database. Any copies of documents such as certificates of attendance or completion will be scanned and then shredded. If there is an original copy of a document in your file you would like to save for your portfolio, please contact Registration Services as soon as possible. Scanning will start on **January 2, 2018**.

## Holiday Hours

The CLPNNS office will be open from 8:30 a.m. to 12:00 p.m. on December 22, 27, 28 and 29. The office will be closed on December 25, 26 and January 1.



*Citizenship and Immigration Canada  
Citoyenneté et Immigration Canada*

2014 International Qualification  
Network (IQN) Innovation Award  
Winner

## Stay Connected to the College

For the latest documents created to support your practice visit [www.clpnns.ca](http://www.clpnns.ca).

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