



Building excellence in licensed practical nurse regulation

BYLAWS

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1. Definitions

In these Bylaws,

“advertisement” means the use of space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public, or a segment thereof, for the purpose of promoting professional services or enhancing the image of the advertiser,

“Act” means the Health Professions Act.

“appointed Board member” means a member of the Board appointed under section 17 (3) (b) of the Act.

“Board” means the board of the College of Licensed Practical Nurses of British Columbia.

“Chair” means the chair of the board elected under section 13 of the Act.

“College” means the College of Licensed Practical Nurses established by the Regulation.

“competence” means the ability of the practitioner to integrate and apply, in a manner consistent with the standards and scope of practice of the profession, the knowledge, skill, attitudes and judgment required to perform safely.

“deliver”¹, with reference to a notice or other document, includes mail to or leave with a person, or deposit in a person’s mailbox or receptacle at the person’s residence or place of business, or transmit to a registrant’s electronic mail address specified in the register under section 57.1;

“elected Board member” means a member of the Board elected under section 17(3)(a) of the Act.

“client” means individuals, families and/or groups receiving care and/or services from an LPN and is synonymous with the term patient, resident or any similar term.

“examination” means theoretical examination, given orally or in writing, or by computer, or a practical examination, or any combination of these, preparatory to registration.

“inspector” means a person appointed by the Inquiry Committee to carry out the duties of investigation for the College.

“in good standing”² means, in respect of a registrant, that
(a) the registration of the registrant is not suspended under the Act, and
(b) no limits or conditions are imposed on the registrant’s practice of practical nursing under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act

¹ New definition added: Filed 17Jan2017; In Force 20Jan2017; MO 018

² New definition added: Filed 17Jan2017; In Force 20Jan2017; MO 018

“marketing” includes

1. an advertisement,
2. any publication or communication in any medium with any client, prospective client or the public generally in the nature of an advertisement, promotional activity or material, a listing in a directory, a public appearance or any other means by which professional services are promoted, and
3. contact with a prospective client initiated by or under the discretion of a registrant.

“personal information” means personal information as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*.

“public representative” means a person who is not a registrant or former registrant and who has been appointed by the Minister of Health or the Board.

“practical nursing services”³ means nursing services as contemplated by the Regulation.

“record” means a record as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*.

“registrant” means a member of the College who is registered under section 20(2) or under section 43(1) of the Act.

“Regulation”⁴ means the Nurses (Licensed Practical) Regulation, B.C. Reg. 283/2008

“regulations” means the regulations under the Act

“respondent” means a registrant named in a citation under Section 37 of the *Health Professions Act*.

“vice-chair” means the vice-chair of the Board elected under section 14.

“website”⁵ means the website maintained and administered by or on behalf of the College in accordance with section 18(3) of the Act

³ New definition added; Filed 18Sep2014; In Force 18Nov2014

⁴ Repealed definition and substituted with new definition for Regulation and regulations; Filed 18Sep2014; In Force 18Nov2014

⁵ New definition added; Filed 18Sep2014; In Force 18Nov2014

PART I: BOARD OF THE COLLEGE

2. INTERIM BOARD

- (1) Notwithstanding section 1, for the purposes of Part 1 of these bylaws,
 - (a) "appointed board member" includes a person appointed under section 17(2)(a) of the Act, to represent the public on the interim board, and
 - (b) "elected board member" includes a person appointed under section 17(2)(a) of the Act to represent the health profession on the interim board.
- (2) This section is repealed 90 days following the first election referred to in section 17(2)(a) of the Act.

3. COMPOSITION OF BOARD

The Board of the College is established consisting of 8 elected registrants and the public members appointed by the Minister of Health.

4. ELECTORAL DISTRICTS

- (1) The province of British Columbia is divided into 5 electoral districts whose boundaries are defined by the map attached as Schedule A.
- (2) The number of elected board members from each electoral district is:
 - (c) District 1 - Lower Mainland - two (2)
 - (d) District 2 - Coast-Island - two (2)
 - (e) District 3 - Cariboo/Peace River - one (1)
 - (f) District 4 - Okanagan - two (2)
 - (g) District 5 - Kootenays - one (1)
- (3) The Board may designate by a two-thirds vote the boundaries of each electoral district.
- (4) The electoral district in which a registrant is eligible to vote is the district in which, on the date of the election, the registrant principally resides. The district will be determined by the residential address last recorded at the College.
- (5) A registrant is eligible to vote in the election of members to the Board if the registrant is the holder of a certificate of registration as a licensed practical nurse registrant⁶.

⁶ Add "as a licensed practical nurse registrant" **after** "certificate of registration" *Filed 18Sep2014; In Force 18Nov2014*

5. ELIGIBILITY FOR ELECTION

A registrant is eligible for election to the Board if,

- (1) the registrant is resident in the electoral district for which he or she is nominated;
- (2) the registrant is not in default of payment of any monies prescribed in the Bylaws;
- (3) the registrant is the holder of a certificate of registration as a licensed practical nurse registrant and the certificate is not subject to a limit or condition on practice imposed under the Act⁷;
- (4) the registration of the registrant is not suspended under the Act⁸;
- (5) the registrant has not been the subject of a finding of professional misconduct, incompetence or incapacity with respect to the registrant in the three years preceding the date of the election.

6. NOMINATION PROCEDURE OF ELECTED REGISTRANTS

- (1) At least 120 days prior to the expiry of the term of office, the Registrar must notify every licensed practical nurse registrant⁹ in the applicable district(s) of the date of an election and provide information about the nomination and voting procedure.
- (2) Any licensed practical nurse registrant may nominate for office one licensed practical nurse registrant meeting the requirements of section 5¹⁰ with the nominee's consent and in accordance with the College nomination procedure. The nomination must be received at least 90 days prior to the expiry of the term of office.
- (3) The Registrar must disqualify any nominee whose nomination or election contravenes the Act, the regulations, the bylaws, or the procedures, or who does not meet the requirements of Section 5. The Registrar will notify the nominee of the reasons for disqualification in writing and report the disqualification with reasons to the Board.

7. ELECTION PROCEDURE

- (1) The Registrar must deliver to each licensed practical nurse registrant an election ballot not less than 60 days prior to the expiry of the term of office.¹¹
- (2) Each licensed practical nurse registrant will be entitled to one ballot and may cast one vote for each member to be elected on such ballot.¹²

⁷ Repealed and Replaced; Filed 18Sep2014; In Force 18Nov2014

⁸ Repealed and Replaced; Filed 18Sep2014; In Force 18Nov2014

⁹ Sections 6 and 7 are amended by striking out "registrant" each time it appears, and substituting "licensed practical nurse registrant"; Filed 18Sep2014; In Force 18Nov2014

¹⁰ Repealed "in good standing" and substituting "meeting the requirements of section 5"; Filed 18Sep2014; In Force 18Nov2014

¹¹ Repealed and Replaced; Filed 20Apr2016; In Force 02May2016

¹² Repealed and Replaced; Filed 20Apr2016; In Force 02May2016

(2.1)¹³ A ballot must not be counted unless it is:

- (a) received by the registrar at least 30 days prior to the expiry of the term of office; and
- (b) is delivered to the registrar in accordance with the procedures established under section (5.1)

In the event of a service or technical interruption of voting procedures, the registrar may extend the deadline until such time as is reasonable to accommodate for the interruption.

- (3) The person receiving the most votes for each position is elected.
 - (4) In the case of a tie vote, the Registrar must determine the successful candidate by random draw.
 - (5) The Registrar must supervise and administer all board elections and may establish procedures, consistent with these bylaws, for that purpose.
- (5.1)¹⁴ The registrar must establish procedures, consistent with these bylaws, for licensed practical nurse registrants to deliver ballots to the registrar in a manner that ensures that each ballot is submitted by a licensed practical nurse registrant and that no licensed practical nurse registrant casts more than one ballot, while assuring the anonymity of each licensed practical nurse registrant in the counting of the ballots.
- (6) In the event of any irregularity or dispute with respect to any nomination, ballot or election, the Registrar will be the sole arbitrator thereof, and his or her decision is final.
 - (7) Where the number of nominees is less than or equal to the number of positions in an electoral district the Registrar will declare the nominees to be elected by acclamation.
 - (8) Where the number of nominees is less than the number of positions in an electoral district the Board will appoint registrants as available.
 - (9) A recount must be requested within 10 days of the receipt of the final results of the election.
 - (10) A recount will only be performed where the difference between the votes received by the two leading candidates for a position is at least 5% or less of the total votes cast in the district.

7.1 TRANSITIONAL – NO ELECTION IN 2018¹⁵

- (1) Despite sections 6 and 7, every election under section 17(3) of the Act to fill to a vacancy resulting from the term of office of an elected board member position expiring in 2018 is postponed by one year.
- (2) For the purposes of an election to fill a vacancy referred to in subsection (1), the references in sections 6(1) and (2) and 7(1) and (2.1)(a) to “the expiry of the term of office” must be read as “the date that is 12 months after the expiry of the term of office”.

¹³ Add Section 2.1; Filed 20Apr2016; In Force 02May2016

¹⁴ Add Section 5.1; Filed 20Apr2016; In Force 02May2016

¹⁵ Add Section 7.1; Filed 13Apr2018; In Force 23Apr2018

8. ELECTION RESULTS

As soon as possible following the counting of ballots, the Registrar shall,

- (1) notify each candidate of the results of the election and of the procedure for recount;
- (2) not authorize destruction of the ballots prior to 31 days after the announcement to the candidates of the results of an election or recount;
- (3) notify all members of the results of the election and provide the names and biographies of the members elected or acclaimed to the Board by publishing the information in the next issue of the College publication.

TERMS OF OFFICE

9. ELECTED MEMBERS

- (1) The term of office for an elected Board member is 3 years. The term commences at the first regular meeting of the Board after the election of the Board member.
- (2) An elected Board member is eligible for re-election for 1 additional term.
- (3) An elected Board member whose maximum number of terms has been served may stand for re- election after a lapse of 1 term.
- (4) An elected Board member may resign at any time by delivering a notice in writing to the Registrar. The resignation of an elected Board member shall take effect immediately upon delivery of a notice in writing to the Registrar.
- (5) An elected Board member may be removed by a 3/4 vote of the Board if they are unable to fulfill the duties of the office.

10. FIRST ELECTION AND TERMS OF OFFICE

- (1) (a) For the purpose of the **first** election all elected positions shall be filled in accordance with these Bylaws and procedures established by the Interim Board. The terms of office shall be as follows:

Lower Mainland	District 1	1 member	1998 to 2000
		1 member	1998 to 2001
Coast Island	District 2	1 member	1998 to 2000
		1 member	1998 to 2001
Cariboo/Peace River	District 3	1 member	1998 to 2000
Okanagan	District 4	1 member	1998 to 2000
		1 member	1998 to 2001
Kootenays	District 5	1 member	1998 to 2001

These dates may be adjusted depending on date of approval of Bylaws.

- (b) *This subsection is repealed four years after coming into force*
- (2) (a) An election of members to the Board shall be held two years following the first election and in spring of every third year for District 1 (1 member), District 2 (1 member) and District 4 (1 member), District 3.

- (b) An election of members to the Board shall be held three years following the first election and in spring of every third year for District 1 (1 member), District 2 (1 member), District 4(1 member), and District 5.

11. VACANCY

- (1) Any vacancy of an elected Board position may be filled by a registrant selected by the Board from the same electoral district as the outgoing Board member for the remainder of the term for that position.

12. REMUNERATION

A Board or committee member may be paid an honorarium by the College of up to \$ 350.00 per day and must be reimbursed by the College for reasonable expenses necessarily incurred in connection with the activities of the College.

13. CHAIR

- (1) The members of the Board shall elect a Chair from among the members of the Board by a majority vote of the Board for a 2 year term and the Chair may be re- elected for an additional 2 terms.
- (2) The duties of the Chair include but are not limited to:
 - (a) presiding at all meetings of the College Board and the annual meeting and being an ex- officio member of all committees and attending committee meetings as s(he) sees fit.
 - (b) acting as a signing officer for the College and signing appropriate documents executed on behalf of the College as required.
 - (c) signing the minutes of each Board meeting following approval of the minutes by the Board.
 - (d) acting as official spokesperson for the College.
 - (e) acting in accordance with the requirements of his or her office in carrying out the duties and responsibilities of the Board.

14. VICE-CHAIR / ACTING CHAIR

- (1) The Vice-Chair will be elected from among the members of the Board by a majority vote of the Board for a 1 year term to perform the duties of the Chair as directed.
- (2) In the absence of both the Chair and the Vice-Chair, an acting Chair for a meeting must be elected by a majority vote of the Board.

15. BOARD MEETINGS¹⁶

- (1) The Board must meet at least 4 times in each fiscal year and reasonable notice of meetings must be given to the registrants of the College.
- (2) Meetings of the Board must be called by the Registrar
 - (a) at the request of the Chair, or
 - (b) on receipt of a written request for a meeting by any three Board members setting out any matter or matters on which a decision will be sought at the meeting.
- (3) Notice of a Board meeting may be provided to registrants under subsection (1) by posting a notice on the website.
- (4) Despite subsection (3), the Registrar may call a meeting of the Board without providing notice to registrants if necessary to conduct urgent business.
- (5) The accidental omission to deliver notice of a Board meeting to, or the non-receipt of such notice by, any person entitled to receive notice does not invalidate proceedings of that meeting.
- (6) Subject to subsection (9), meetings of the Board must be open to registrants and to the public.
- (7) Subject to subsection (8), the Registrar must provide the following to any person on request:
 - (a) details of the time and place of a Board meeting,
 - (b) a copy of the agenda for the Board meeting, and
 - (c) a copy of the minutes of any previous Board meeting.
- (8) A copy of an agenda provided under subsection (7)(b) or minutes provided under subsection (7)(c) may be edited to remove information about any matter referred to in subsection (9), provided that the reasons for removing that information are noted in the edited agenda or minutes.
- (9) The Board may exclude any person who is not a Board member from any meeting or part of a meeting if the person's attendance at the meeting is disruptive or if the Board is satisfied that one or more of the following matters will be discussed:
 - (a) financial or personal or other matters that are of such a nature that the interest of any affected person or the public interest in avoiding disclosure of those matters outweighs the public interest in Board meetings being open to the public;
 - (b) information concerning an application by any individual for registration under section 20 of the Act, or reinstatement or renewal thereof, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;

¹⁶ Section 15 amended by repealing subsections (2)(3)(4)(5)(6) and (7) and replacing with (2)(3)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13)(14) and (15); Filed 17Jan2017; In Force 20Jan2017; MO 018

- (c) information concerning a complaint against, or investigation of, any individual under Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
 - (d) information concerning an assessment of the professional performance of a registrant under section 26.1 of the Act or a registrant's compliance with any other continuing competency or quality assurance requirements established under Part IV.1, the disclosure of which would be an unreasonable invasion of the registrant's personal privacy;
 - (e) information the disclosure of which may prejudice the interests of any person involved in
 - (i) a proceeding under the Act, including a disciplinary proceeding under Part 3 of the Act or a review under Part 4.2 of the Act, or
 - (ii) any other criminal, civil or administrative proceeding;
 - (f) personnel matters;
 - (g) property acquisitions;
 - (h) the contents of examinations;
 - (i) information concerning the scoring or results of examinations, or any request for approval to write an examination again under section 56(3)(b), the disclosure of which would be an unreasonable invasion of any individual's personal privacy;
 - (j) instructions will be given to or opinions received from legal counsel, or any other matter which is subject to solicitor-client privilege;
 - (k) communications with the Office of the Ombudsperson;
 - (l) information that the College would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the *Freedom of Information and Protection of Privacy Act*;
 - (m) information that the College is otherwise required by law to keep confidential.
- (10) If the Board excludes any person from a meeting or any part of a meeting, it must have its reasons for doing so noted in the minutes of the meeting.
 - (11) The Registrar must ensure that minutes are taken at each meeting and retained on file.
 - (12) A majority of the Board members constitutes a quorum.
 - (13) In case of a tie vote, the chair of the meeting does not have a second vote in addition to the vote he or she casts as a Board member and the proposed resolution fails.
 - (14) The Board may meet and conduct business in person, or by video, telephone conference, web casting, or an equivalent medium.

- (15) Except as otherwise provided under the Act, the most recent edition of *Robert's Rules of Order* governs the procedures at meetings of the Board.

16. EXTRAORDINARY BOARD MEETINGS

- (1) A written resolution signed by all Board members is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the Board.
- (2) Notwithstanding section 16(1), the Registrar or the Chair may call a meeting of the Board without providing notice to the registrants where necessary to conduct urgent business.

16.1 EXECUTIVE COMMITTEE¹⁷

- (1) If the Board appoints an Executive Committee under section 17.2 of the Act, the Executive Committee may exercise all the powers of the Board and perform all the duties of the Board under the Act, except
 - (a) the power of the Board to reprimand, suspend or remove an elected Board member under section 17.11(5) of the Act,
 - (b) the power of the Board to make, amend or repeal bylaws under section 19 of the Act, and
 - (c) the power of the Board to appoint the Registrar under section 21 of the Act.
- (2) The provisions of sections 15 and 16 apply to the Executive Committee.

17. COMMITTEES

- (1) The committee membership shall be approved by the Board and will include at least one registrant and one public representative.
- (2) The Board must appoint a committee chair who is a member of the Board from among the members of the committee.
- (3) Any committee may meet in panels of three persons and the panel may exercise any power, duty or function of that committee.
- (4) A majority of a committee, or all members of a panel of a committee, constitute a quorum.¹⁸
- (5) The provisions of section 12, section 15(5), (9) to (11), and (13) to (15), and section 16 apply to a committee or panel as if it were the Board, with any necessary changes.¹⁹
- (6) Each committee must prepare and submit an annual report of its activities to the Board.

¹⁷ Section 16.1 added; Filed 9Jul2014; MO232

¹⁸ Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

¹⁹ Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

- (7) A committee member may be removed by a majority vote of the Board.
- (8) In this section, “committee” means a committee established under section 18 to 24.²⁰

18. REGISTRATION COMMITTEE

(1) The Registration Committee is established consisting of up to 7 members appointed by the Board.

19. INQUIRY COMMITTEE

(1) The Inquiry Committee is established consisting of up to 7 members appointed by the Board.

20. DISCIPLINE COMMITTEE

The Discipline Committee is established consisting of up to 7 members appointed by the Board.

21. PATIENT RELATIONS COMMITTEE

The Patient Relations Committee is established consisting of up to 7 members appointed by the Board and is responsible for making recommendations to the Board and implementing the Board approved Patient Relations Program which includes professional misconduct of a sexual nature.

22. QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee is established consisting of up to 7 members appointed by the Board and is responsible for establishing, implementing, enforcing and evaluating:

- (a) the Standards of Practice Program of the College including the Standards of Professional Ethics; and
- (b) the Continuing Competence and Quality Assurance Program of the College in accordance with Part IV.1 and any applicable Board policy.²¹

23. STANDARDS OF EDUCATION COMMITTEE

The Standards of Education Committee is established consisting of up to 7 members appointed by the Board and is responsible for:

- (a) establishing, implementing, enforcing and evaluating the Standards of Education for the approval of programs in Schedule B in accordance with Board policy; and
- (b) reviewing and making recommendations to the Board regarding:
 - (i) adherence of the PN education programs listed in Schedule B to the College Standards of Education to determine an approval rating; and
 - (ii) the amendment of Schedule B.

²⁰ Subsection 17(8) added; Filed 9Jul2014; MO232

²¹ Repealed and Replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

24. FINANCE AND AUDIT COMMITTEE²²

- (1) The Finance and Audit Committee is established consisting of three or four persons appointed by the Board, including
 - (a) two elected Board members,
 - (b) one or two members of the Institute of Chartered Accountants of British Columbia, the Certified management Accountants Society of British Columbia or the Certified General Accountants Association of British Columbia, at least one of whom is also a public representative.

- (2) The Finance and Audit Committee is responsible for
 - (a) monitoring the College's system of financial administration,
 - (b) recommending, for the approval of the Board, financial policies essential to the financial administration of the College,
 - (c) recommending, for the approval of the Board, an annual operating expense and revenue budget, and reviewing and advising the Board regarding ongoing expenditures, and
 - (d) advising the Board regarding financial statements, audit reports, and other matters relating to the financial affairs of the College.

²² Repealed and Replaced Section 24; *Filed 09Jul2014; MO232*

PART II: COLLEGE ADMINISTRATION

25. SEAL

- (1) A seal for the College must be approved by the Board.

26. REGISTRAR/CHIEF EXECUTIVE OFFICER²³

- (1) In addition to the Registrar's powers and duties under the Act, the Registrar is the Chief Executive Officer of the College and holds final responsibility for all administrative and operational matters for the College.
- (2) The Registrar must
 - (a) be responsible for the funds of the College and establish and maintain such accounts with a chartered bank, trust company or credit union as the Board determines necessary from time to time,
 - (b) at each meeting of the Board submit a report of all revenues and expenditures since the last meeting unless otherwise directed by the Board,
 - (c) submit a report to the annual general meeting of the College.
 - (d) keep the records and the Seal of the College, and
 - (e) perform such other duties as may be required by the Board.
- (3) The Registrar is a non-voting member of every committee of the College.
- (4) The Registrar is authorized to establish, by bylaw, forms for the purposes of the bylaws, and to require the use of such forms by registrants.
- (5) The Registrar may designate an officer, employee or agent of the College to exercise any power or perform any duty of the Registrar assigned by the Registrar.
- (6) An officer, employee or agent of the College referred to in subsection (5) has the same authority as the Registrar when the officer, employee or agent is acting on behalf of the Registrar.

27. DEPUTY REGISTRAR²⁴

If the Board appoints a Deputy Registrar under section 21 of the Act, the exercise or performance by the Deputy Registrar of a power or duty of the Registrar is subject to any directions given by the Registrar.

²³ Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

²⁴ Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

28. FISCAL YEAR

The fiscal year of the College must commence on the first day of January and must end on the last day of December of the current year.

29. REPEALED²⁵

30. BORROWING POWERS

- (1) The Board may raise funds or borrow money in the name of the college, in any manner determined by the board, in order to carry out the purposes of the College.
- (2) The Board must not enter into any security obligation in excess of \$ 50,000 without a special resolution approved by the registrants of the College.
- (3) The registrants may by special resolution, restrict the borrowing powers of the Board.

31. INVESTMENTS

The Board may invest funds of the College in any investments authorized under section 15 of the *Trustee Act* in the name of the College and may manage those investments.

32. AUDITOR

- (1) The Board must annually appoint a chartered accountant or a certified general accountant to be the auditor.
- (2) The Registrar must submit the financial statement to the auditor within 60 days of the end of the fiscal year.²⁶
- (3) A copy of the auditor's report must be included in the annual report.

33. LEGAL COUNSEL²⁷

The Registrar, the Board or with the approval of the Board, a committee or panel, may retain legal counsel for the purpose of advising the College, committee or panel on any matter, and assisting the Board, committee, panel, Registrar, or any officer, employee or agent of the College in exercising any power or performing any duty under the Act.

34. GENERAL MEETINGS

- (1) A general meeting of the registrants must be held in British Columbia at a time and place determined by the Board.
- (2) The first annual general meeting of the registrants must be held not more than 15 months after the date the bylaws are approved by the Lieutenant Governor in Council and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

²⁵ Repealed; *in Force 01Jan2013; MO 259/2012*

²⁶ Repealed and Replaced; *Filed 28Jan2013; In Force 29Mar2013*

²⁷ Repealed and replaced; *Filed 17Jan2017; In Force 20Jan2017; MO 018*

- (3) The following matters must be considered at an annual general meeting
 - (a) financial statements
 - (b) the report of the Board, and
 - (c) the report of the auditor.
- (4) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- (5) The Board
 - (a) may convene an extraordinary general meeting by resolution of the Board, and
 - (b) must convene an extraordinary general meeting within 60 days after receipt by the Registrar of a request for such a meeting signed by at least 5% of all registrants on issues that are within the College mandate.

35. NOTICE OF GENERAL MEETING

- (1) The Board must deliver notice of an annual or extraordinary general meeting to every registrant at least 90 days prior to the meeting.
- (2) Notice of a general meeting must include
 - (a) the place, day and time of the meeting,
 - (b) the general nature of the business to be considered at the meeting,
 - (c) any resolutions proposed by the Board, and
 - (d) any resolutions proposed by the registrants under section 35 and delivered to the Registrar prior to the mailing of the notice.
- (3) The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any registrant or Board member entitled to receive notice does not invalidate proceedings at that meeting.

36. RESOLUTIONS PROPOSED BY REGISTRANTS

- (1) Any 10 registrants may deliver a written notice to the Registrar requesting the introduction of a resolution at least 60 days prior to the date of an annual or extraordinary general meeting.
- (2) On receipt of a notice specified in subsection (1) and at least 30 days prior to the date of that meeting, the Registrar must deliver a notice and a copy of the resolution to each registrant.
- (3) *Repealed.*²⁸

²⁸ Repealed; Deposited 09Jan2008

37. PROCEEDINGS AT GENERAL MEETINGS²⁹

- (1) In the absence of both the Chair and the Vice-Chair of the Board, an acting chair for a meeting must be elected from among the Board members present by a majority vote of the Board.
- (2) The quorum at a general meeting is 5 licensed practical nurse registrants in good standing.
- (3) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
- (4) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present.
- (5) If a quorum is not present within 30 minutes from the time appointed for the commencement of a general meeting or from any time during a general meeting when there ceases to be a quorum present, the meeting must be adjourned.
- (6) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (7) When a meeting is adjourned in accordance with subsection (5) or by motion, notice of the rescheduled meeting must be delivered in the same manner as notice of the original meeting.
- (8) Each licensed practical nurse registrant in good standing in attendance at a general meeting is entitled to cast one vote on every resolution considered at the meeting.
- (9) In case of a tie vote, the proposed resolution does not pass.
- (10) Except as otherwise provided under the Act, the most recent edition of *Robert's Rules of Order* governs the procedures at general meetings.
- (11) A resolution passed or defeated at a general meeting must not invalidate any prior act of the Board, and must not bind the Board, any committee of the College, the Registrar, or any other officer, employee or agent of the College in the exercise of its or their powers or the performance of its or their duties under the Act or any other enactment.

38. VOTING BY PROXY

- (1) A registrant entitled to vote at a general meeting may, by proxy, appoint in writing another registrant as his or her proxy holder to attend and act at the general meeting in the manner, to the extent and with the power conferred by the proxy.
- (2) A proxy-holder has the same rights as the registrant who appointed him or her to speak at

²⁹ Repealed subsections (2)(3)(4)(5)(6)(7)and (8) and replaced with (2)(3)(4)(5)(6)(7)(8)(9)(10) and (11); *Filed 17Jan2017; In Force 20Jan2017; MO 018*

the meeting.

(3) A proxy ceases to be valid following the general meeting specified in the proxy.

(4) A proxy must contain

(a) the date it is executed, and

(b) the name of the proxy holder, and

(c) the signature of the registrant assigning the vote.

(5) A proxy may be revoked by the registrant in writing.

39. NOTICE TO PUBLIC REPRESENTATIVES

A notice or mailing provided to the general membership of the College must also be provided to a public representative serving on the Board or a committee.

PART III: COLLEGE RECORDS

40. BODY RESPONSIBLE FOR ADMINISTERING THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- (1) The Registrar is the "head" of the college for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The Registrar may authorize a Deputy Registrar, a person employed by the college or a person who has contracted to perform services for the college to perform any duty or exercise any function of the Registrar that arises under the *Freedom of Information and Protection of Privacy Act*.
- (3) The Board is responsible for ensuring that the Registrar fulfils his/her duties under the *Freedom of Information and Protection of Privacy Act*.
- (4) The Registrar must report annually to the Board regarding the steps it has taken to fulfil its duties under the *Freedom of Information and Protection of Privacy Act*.

41. FEES FOR INFORMATION REQUEST

Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a college record under section 5 of the *Freedom of Information and Protection of Privacy Act* must pay the fees set out in Schedule C for services required to comply with the information request.

42. PROTECTION OF PERSONAL INFORMATION

- (1) The Board must take all reasonable measures to ensure that the collection, use, and disclosure of personal information occurs in accordance with the *Freedom of Information and Protection of Privacy Act*.
- (2) The Board must take reasonable measures to ensure that, where personal information is sent to any person or service organization for processing, storage or destruction, a contract is made with that person or organization which includes an undertaking by the person or organization that confidentiality will be maintained.

43. DISCLOSURE OF ANNUAL REPORT

The College must provide a copy of the annual report to every registrant and to a person on request.

44. DISCLOSURE OF REGISTRATION STATUS

- (1) Where an inquiry about the registration status of a person is received by the Board or the Registrar, the Registrar must disclose
 - (a) whether or not the person is a registrant or a former registrant,
 - (b) whether or not the discipline committee has ever issued an order relating to the person under section 39 of the Act and the details of the order,
 - (c) whether or not the person has ever signed a consent order under section 36 of the Act, and
 - (d) the details of a consent order pertaining to a change in the person's registration status or a restriction on the practice of the profession of the registrant.
- (2) Except with the consent of the person affected, the Registrar must not release the names of complainants, clients, or their families or information which might otherwise enable a person inquiring about the status of a registrant to establish the identity of complainants, patients or their families.

45. MANNER OF DISPOSAL OF COLLEGE RECORDS CONTAINING PERSONAL INFORMATION

The Board must ensure that a college record containing personal information is disposed of only by

- (a) effectively destroying a physical record by utilizing a shredder or by complete burning,
- (b) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed,
- (c) returning the record to the person the information pertains to, or
- (d) returning the record to the registrant who compiled the information.

PART IV: REGISTRATION³⁰

46. INTERPRETATION

In this Part, “**registration committee**” has the same meaning as in section 20(6) of the Act.

47. CLASSES OF REGISTRANTS

The following classes of registrants are established:

- (a) licensed practical nurse registration
- (b) limited registration
- (c) interim registration
- (d) temporary registration
- (e) non-practising registration

48. LICENSED PRACTICAL NURSE REGISTRATION

- (1) For the purposes of section 20(2) of the Act, the requirements for licensed practical nurse registration are
 - (a) graduation from a practical nursing education program recognized by the Board for the purpose of registration and specified in Schedule B,
 - (b) successful completion of the examinations specified by the registration committee, not more than three years before the date of application under this section,
 - (c) evidence satisfactory to the registration committee that the applicant is of good character and fit to engage in the practice of practical nursing,
 - (d) evidence satisfactory to the registration committee that the applicant is competent to practise as a licensed practical nurse registrant,
 - (e) evidence satisfactory to the registration committee of the applicant’s English language proficiency, and
 - (f) receipt by the registrar of
 - (i) a completed application for licensed practical nurse registration in Form 1 or another form considered acceptable by the registration committee,
 - (ii) any applicable application and registration fees specified in Schedule D,
 - (iii) any other outstanding fine, fee, debt or levy owed to the College,
 - (iv) an original transcript, or other evidence satisfactory to the registration committee, reflecting the applicant’s degree, diploma or certificate, and evidence satisfactory to the registration committee that the applicant is the person named therein,

³⁰ Repealed and Replaced Part IV: Registration; Filed 18Sep2014; In Force 18Nov2014

- (v) a statutory declaration in Form 2,
 - (vi) a completed authorization for a criminal record check or, if permitted by the registration committee, a criminal record check verification in the form required by the Criminal Records Review Act, accompanied by any required payment, and
 - (vii) a certificate, letter, or other evidence in a form satisfactory to the registration committee, dated not more than 60 days before the date of application under this section, from each applicable regulatory or licensing authority in every jurisdiction where the applicant is or was, at any time, registered or licensed for the practice of practical nursing or another health profession, certifying that
 - (A) the applicant's entitlement to practise practical nursing or the other health profession has not been cancelled, suspended, limited, restricted, or made subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction, or conditions,
 - (B) there is no investigation, review, or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to practise practical nursing or the other health profession being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such investigation, review, or other proceeding, and
 - (C) the applicant's entitlement to practise nursing or the other health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review, or other proceeding that could have resulted in the applicant's entitlement to practise practical nursing or the other health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such relinquishments.
- (2) Despite subsection (1), an applicant may be granted licensed practical nurse registration under this section if the applicant
- (a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a licensed practical nurse registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to licensed practical nurse registrants in British Columbia,
 - (b) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing competence requirements established by the applicable regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
 - (c) meets the conditions and requirements established in subsection (1)(c), (e) and (f), except subsection (1)(f)(iv).
- (3) Despite subsection (1), the registration committee has discretion, in satisfying itself under

section 20 of the Act that an applicant meets the conditions and requirements for registration under this section, to

- (a) consider whether an applicant's knowledge, skills and abilities are substantially equivalent to the standard of academic or technical achievement established in subsection (1)(a), and
 - (b) grant registration under this section on that basis, if the applicant also meets the conditions and requirements established in subsections (1)(b) to (f).
- (4) A licensed practical nurse registrant may use the title "licensed practical nurse" or the abbreviation "LPN".

49. LIMITED REGISTRATION

- (1) An applicant for licensed practical nurse registration may be granted limited registration if the following conditions and requirements, established for the purposes of section 20(2) of the Act, are satisfied with respect to the application:
- (a) the applicant meets the conditions and requirements established in section 48(1)(b) to (e), and has graduated from a nursing education program that does not meet the requirements in section 48(1)(a);
 - (b) receipt by the registrar of
 - (i) an original transcript, or other evidence satisfactory to the registration committee, reflecting the applicant's degree, diploma or certificate from a nursing education program that does not meet the requirement in section 48(1)(a), and evidence satisfactory to the registration committee that the applicant is the person named therein,
 - (ii) the items required under section 48(1)(f)(i) to (iii) and (v) to (vii),
 - (iii) evidence satisfactory to the registration committee that the applicant is likely to meet the condition or requirement established in section 48(1)(a) or (3)(a) by completing a practical nursing education program recognized by the Board for the purpose of registration under section 48 and specified in Schedule B, or other education or training acceptable to the registration committee, and
 - (iv) evidence satisfactory to the registration committee that the applicant is capable of practising as a limited registrant without any undue risk to public health or safety.
- (2) Limited registration
- (a) may be granted under subsection (1) for a period of six months to one year, and
 - (b) may be renewed under section 53 for one or more additional periods of six months to one year, but the cumulative total period of time that a person is registered under this section must not exceed two years.
- (3) A limited registrant may use the title "limited licensed practical nurse" or the abbreviation "LPN(L)".

- (4) Despite section 48, licensed practical nurse registration may be granted under that section to a limited registrant who meets the condition or requirement established in section 48(1)(a) or (3)(a).

50. INTERIM REGISTRATION

- (1) ³¹An applicant for licensed practical nurse registration may be granted interim registration if the following conditions and requirements, established for the purposes of section 20(2) of the Act, are satisfied with respect to the application:
 - (a) the applicant meets the applicable conditions and requirements established in
 - (i) section 48(1), except section 48(1)(b), or
 - (ii) section 48(3), except section 48(3)(a);
 - (b) receipt by the Registrar of
 - (i) any applicable interim registration fee specified in Schedule D, and
 - (ii) evidence satisfactory to the registration committee that the applicant is capable of practising as an interim registrant without any undue risk to public health or safety.
- (2) Interim registration may be granted under subsection (1) for a period of up to six months, and is not renewable.
- (3) Despite subsection (2), if an interim registrant fails his or her second attempt at an examination required by the registration committee for the purpose of licensed practical nurse registration under section 48(1)(b), the interim registrant's registration is cancelled.
- (4) A former interim registrant whose registration is cancelled under subsection (3) may make any further attempts at an examination that are permitted under section 56.
- (5) An interim registrant may use the title "interim licensed practical nurse" or the abbreviation "LPN(I)".

50.1 TEMPORARY REGISTRATION

- (1) Upon declaration of an emergency situation by the registrar, according to criteria set by the Board, an applicant may be granted temporary registration on an emergency basis if the following conditions and requirements, established for the purposes of section 20(2) of the Act, are satisfied:
 - (a) the applicant
 - (i) holds registration or licensure in another jurisdiction as the equivalent of a licensed practical nurse registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do

³¹ Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

- not apply generally to licensed practical nurse registrants in British Columbia, or
 - (ii) is eligible for reinstatement as a licensed practical nurse registrant under section 54;
 - (b) the applicant
 - (i) is a member of the Canadian or US armed forces and provides satisfactory evidence thereof, or
 - (ii) authorizes the applicant's current and former employers to provide information regarding the applicant's current nursing practise;
 - (c) the applicant signs a declaration confirming that the applicant is applying for temporary registration solely for the purpose of providing assistance during the emergency situation.
- (2) Temporary registration
 - (a) may be granted under subsection (1) for a period of up to 90 days, and
 - (b) may be renewed for successive periods of up to 90 days if the registrar's declaration of an emergency situation continues to be in effect.
- (3) A temporary registrant may use the title "temporary licensed practical nurse" or the abbreviation "LPN(T)".

51. NON-PRACTISING REGISTRATION

- (1) For the purposes of section 20(2) of the Act, the conditions and requirements for non-practising registration are
 - (a) registration as a licensed practical nurse registrant, or evidence satisfactory to the registration committee that the applicant is eligible for registration as a licensed practical nurse registrant, and
 - (b) receipt by the registrar of
 - (i) a completed application for non-practising registration in Form 4 or another form considered acceptable by the registration committee,
 - (ii) the non-practising registration fee specified in Schedule D,
 - (iii) any other outstanding fine, fee, debt or levy owed to the College,
 - (iv) if the applicant is not a licensed practical nurse registrant, a completed authorization for a criminal record check or, if permitted by the registration committee, a criminal record check verification in the form required by the *Criminal Records Review Act*, accompanied by any required payment, and
 - (v) a statutory declaration that the applicant will not, in British Columbia, practise the profession of licensed practical nursing or provide practical nursing services while registered under this section.

- (2) A non-practising registrant must not, in British Columbia, practise the profession of practical nursing or provide practical nursing services.
- (3) A non-practising registrant must not use the title “licensed practical nurse” or the abbreviation “LPN”, except in conjunction with the term “non-practising”.

52. CERTIFICATE OF REGISTRATION

- (1) The registrar must make available to each registrant on the website a downloadable and printable certificate of registration, which must
 - (a) specify the registrant’s class of registration, and any limits or conditions that apply to that class of registrants,
 - (b) specify any additional limits or conditions applicable to the registrant under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act,
 - (c) except in the case of a non-practising registrant, state that the registrant is entitled to practise practical nursing in the Province of British Columbia as a member of the applicable class of registrants, subject to the registrant’s compliance with the Act, the regulations, and the bylaws, and any applicable limits or conditions imposed under the Act, and
 - (d) specify the expiration date of the registrant’s current registration.
- (2) Registration granted to a licensed practical nurse registrant or a non-practising registrant, or any renewal thereof, is valid until not later than the following December 31, unless renewed in accordance with section 53.
- (3) Subject to section 49(2), registration granted to a limited registrant, or any renewal thereof, is valid until not later than the expiration date specified in the certificate of registration described in subsection (1)(d), unless renewed in accordance with section 53.
- (4) Registration granted to an interim registrant is valid until not later than the expiration date specified in the certificate of registration described in subsection (1)(d).

53. REGISTRATION RENEWAL

- (1) For the purposes of section 20(2) of the Act, and subject to section 49(2), the conditions and requirements for renewal of licensed practical nurse registration, limited registration or non-practising registration are receipt by the registrar of
 - (a) a completed application for renewal of registration in Form 5 or another form considered acceptable by the registration committee,
 - (b) any applicable registration renewal fee specified in Schedule D,
 - (c) any other outstanding fine, fee, debt or levy owed to the College,
 - (d) a declaration, in a form acceptable to the registration committee, attesting to the registrant’s compliance with the Act, the regulations and the bylaws, and any limits or

conditions imposed under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and

- (e) evidence satisfactory to the registration committee of meeting any applicable continuing competency and quality assurance requirements under Part IV.1.³²
- (2) Notice of annual registration renewal fees must be delivered to each licensed practical nurse registrant and non-practising registrant on or before October 31 of each year, and must describe the consequences of late payment or non-payment of those renewal fees.
- (3) Each licensed practical nurse registrant and non-practising registrant must pay to the College the applicable registration renewal fee on or before December 31 of each year.
- (4) Each limited registrant who is eligible under section 49(2) to apply for renewal of registration must
 - (a) deliver his or her application for renewal of registration at least two months before the expiration date of the limited registrant's current registration, and
 - (b) pay to the College the applicable registration renewal fee on or before the expiration date of the limited registrant's current registration.
- (5) If a registrant fails to pay the applicable registration renewal fee on or before the date payment is required under subsection (3) or (4)(b), or otherwise fails to meet the applicable conditions and requirements for renewal of registration on or before that date, the registrant's registration is cancelled.

54. REINSTATEMENT AS A LICENSED PRACTICAL NURSE REGISTRANT³³

- (1) In this section, "**former licensed practical nurse**" means a non-practising registrant or former registrant who was previously registered as a licensed practical nurse registrant or, prior to November 17, 2014, as a full registrant.
- (2) For the purposes of section 20(2) of the Act, the conditions and requirements for reinstatement of the licensed practical nurse registration of a former licensed practical nurse are receipt by the Registrar of the following, either within 90 days of the date on which the applicant's previous registration as a licensed practical nurse registrant was cancelled or within the time specified by the registration committee under subsection (3):
 - (a) a completed application for reinstatement of licensed practical nurse registration in Form 6 or another form considered acceptable by the registration committee;
 - (b) any applicable reinstatement and registration fees specified in Schedule D;
 - (c) any other outstanding fine, fee debt or levy owed to the College;
 - (d) evidence satisfactory to the registration committee that the applicant is of good

³² Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

³³ Repealed subsections (2)(3) and (4) and replaced with subsections (2)(3)(4)(5)(6) and (7); Filed 17Jan2017; In Force 20Jan2017; MO 018

- character and fit to engage in the practice of practical nursing;
 - (e) any additional evidence required under subsection (3), (4), (5), or (7);
 - (f) a declaration, in a form acceptable to the registration committee, attesting to the registrant's compliance with the Act, the regulations and the bylaws, and any limits or conditions imposed under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act;
 - (g) evidence satisfactory to the registration committee of meeting any applicable continuing competency and quality assurance requirements under Part IV.1, as if the applicant had continued to be registered as a licensed practical nurse registrant from the time the applicant's previous registration as a licensed practical nurse registrant or full registrant was cancelled until the date of the applicant's application for reinstatement.
- (3) The registration committee may extend the time for a former licensed practical nurse registrant to apply for reinstatement under subsection (2) if, in addition to the items required under subsection (2), the applicant delivers to the Registrar
- (a) the items specified in section 48(1)(f)(v) to (vii), and
 - (b) any additional evidence that may be required by the registration committee to satisfy it that the applicant has maintained knowledge, skills and abilities that are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications required for initial applicants for licensed practical nurse registration.
- (4) An applicant for reinstatement of licensed practical nurse registration under this section who was granted limited registration under section 49 must provide additional evidence to satisfy the registration committee that the applicant has satisfied all outstanding requirements of any undertaking under section 49(b)(iii).
- (5) An applicant for reinstatement of licensed practical nurse registration under this section whose registration as a licensed practical nurse registrant was cancelled under section 53(5) following a determination by the registration committee that he or she failed to meet the conditions and requirements for renewal or registration established in section 53(1)(e) must provide additional evidence to satisfy the registration committee that the applicant has satisfied all outstanding conditions and requirements established in section 53(1)(e) or any alternative remediation requirements specified by the quality assurance committee.
- (6) If the registration committee determines that an applicant for reinstatement of licensed practical nurse registration under this section has failed to meet the conditions and requirements established in subsection (2)(g), (4) or (5), the applicant is ineligible for reinstatement of licensed practical nurse registration until the applicant satisfies all outstanding conditions and requirements established in subsection (2)(g), (4) or (5), or any alternative remediation requirements specified by the quality assurance committee, in addition to meeting all other applicable conditions and requirements established in this section.
- (7) An applicant for reinstatement of licensed practical nurse registration under this section must provide additional evidence to satisfy the registration committee that reinstatement of the applicant's registration will not pose any undue risk to public health or safety, if

- (a) the applicant's previous registration was cancelled under section 32.2, 32.3, 35, 36, 37.1, 38, 39 or 39.1 of the Act,
- (b) the applicant's previous registration was cancelled under section 53(5) or with the agreement or at the request of the applicant while the applicant's previous registration was suspended under section 32.2, 32.3, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or
- (c) the applicant voluntarily relinquished his or her previous registration under the Act in circumstances as described in section 20(2.1)(b.1) of the Act.

55. USE OF TITLES

An registrant may only use a title reserved for the exclusive use of registrants under the Regulation if the registrant

- (a) is registered in a class of registrant authorized under the bylaws to use the title, and
- (b) uses the title in the manner authorized under the bylaws.

56. EXAMINATIONS

- (1) All examinations required to be taken under this Part must be approved by the registration committee.
- (2) An applicant for registration who, to the satisfaction of the registration committee, has met all other applicable conditions and requirements for licensed practical nurse registration or limited registration is eligible to attempt any applicable examination required by the registration committee under these bylaws.
- (3) An applicant for registration who on the first attempt fails an examination required by the registration committee ³⁴
 - (a) may write the examination a second time, and
 - (b) may, if the applicant fails the examination again on the applicant's second attempt, write the examination a third time after meeting any conditions set by the registration committee to be eligible to do so.
- (4) An applicant for registration who fails a required examination three times must complete, or repeat completion of, a recognized practical nurse education program described in section 48(1)(a), or complete other further education or training acceptable to the registration committee, before re-applying for licensed practical nurse registration or limited registration, except under section 48(2).

57. ELECTRONIC DELIVERY OF APPLICATION INFORMATION

If authorized by the registrar, a requirement under this Part for an applicant or registrant to deliver information or any form to the registrar may be satisfied by the applicant or registrant

- (a) providing that information electronically or completing an equivalent electronic form on

³⁴ Repealed and replaced; Filed 17Jan2017; In Force 20Jan2017; MO 018

- the website, or
- (b) making other suitable arrangements for the delivery of that information or form to the registrar.

57.1 REGISTRATION INFORMATION

- (1) For the purposes of section 21(2)(f) of the Act, the registrar must enter and maintain on the register the most recent electronic mail address, if any, provided to the College by each registrant.
- (2) A registrant must immediately notify the registrar of any change of name, address, telephone number, electronic mail address, or any other registration information previously provided to the registrar.

PART IV.1: QUALITY ASSURANCE³⁵

57.2 CONTINUING COMPETENCE AND QUALITY ASSURANCE REQUIREMENTS

An applicant for renewal or reinstatement of licensed practical nurse registration must

- (a) have complied with the requirements for an assessment of the registrant's professional performance under section 57.3 if the registrant has been selected for an assessment, and
- (b) satisfy the practice hours requirement under section 57.4.

57.3 ASSESSMENT OF PROFESSIONAL PERFORMANCE

- (1) The quality assurance committee or an assessor appointed by that committee under section 26.1 of the Act may assess the professional performance of a registrant in accordance with criteria established by the Board.
- (2) The Registrar must ensure that the professional performance of each licensed practical nurse registrant is assessed under subsection (1) periodically, at intervals required by the quality assurance committee.
- (3) An assessment of the professional performance of a registrant may include
 - (a) a self-assessment,
 - (b) contacting a registrant's peers, co-workers, or clients, or family members of a registrant's clients, for the purpose of obtaining their feedback about the registrant's practical nursing practice and professional performance,

³⁵ Addition, Part IV.1: Quality Assurance, with subsections (57.2)(57.3)(57.4) and (57.5); Filed 17Jan2017; In Force 20Jan2017; MO 018

- (c) collecting information from individuals referred to in 3(b), with the consent of such individuals, for the purpose described in 3(b),
 - (d) requiring a registrant to write a jurisprudence examination established by the quality assurance committee, and/or
 - (e) any other method of quality assurance approved by the Board for the purposes of this Part.
- (4) An assessor referred to in subsection (1) or other person acting on behalf of the quality assurance committee must not observe a registrant while the registrant is providing a service to a client except if
- (a) the consent of the client being treated has been obtained in advance, or
 - (b) the service is being provided in a public setting.
- (5) A registrant selected for an assessment under this section
- (a) must comply with the requirements established by the quality assurance committee for such assessments, and
 - (b) must, if requested by the quality assurance committee or an assessor referred to in subsection (1), provide contact information for selected individuals, if any, referred to in subsection (3)(b) who are willing to provide feedback under subsection (3)(c), in accordance with criteria established by the quality assurance committee.
- (6) If the quality assurance committee is required to notify the inquiry committee under section 26.2(3) of the Act, it must deliver notice in writing to the Registrar.

57.4 PRACTICE HOURS REQUIREMENT

To satisfy the practice hours requirement, an applicant for renewal or reinstatement of licensed practical nurse registration must provide to the Registrar satisfactory evidence of having engaged in a minimum of 1,125 hours of practical nursing practice, as determined in accordance with criteria established by the Board, within the five-year period immediately preceding the application.

57.5 RECORDS

Every registrant must maintain and retain records of practice hours and information related to meeting applicable continuing competence and quality assurance requirements for at least five years.

PART V: INSPECTIONS, INQUIRIES AND DISCIPLINE

58. INSPECTIONS

An inspector must not observe a registrant while the registrant is providing a service to a client except where

- (a) the consent of the client being treated has been obtained in advance, or
- (b) the service is being provided in a public setting.

59. COMPLAINTS

The Registrar shall make every reasonable effort to facilitate receipt in writing of a complaint if delivery in writing by the complainant is not practical due to special circumstances.

60. DUTY TO REPORT

- (1) A registrant has a duty to report to the Registrar if the registrant has reasonable grounds to believe that another registrant of the same College
 - (a) has abused a client (sexually, physically, verbally, psychologically, financially, or otherwise), or
 - (b) is practising in an unsafe manner in a way that constitutes a danger to the public, or
 - (c) is exhibiting conduct that suggests a physical or mental ailment, emotional disturbance or impairment due to substance abuse that may affect his or her ability to practice and may constitute a danger to the public, or
 - (d) has delegated components of care to another caregiver without due concern regarding the competence of that individual, or
 - (e) is practising in contravention to the Standards of Practice and Code of Ethics for licensed practical nurses in BC.
- (2) A registrant has a duty to report to the Registrar of another health profession when the registrant has reasonable grounds to believe that a registrant of a different professional body
 - (a) has abused a client (sexually, physically, verbally, psychologically, financially or otherwise), or
 - (b) is exhibiting conduct that suggests a physical or mental ailment, emotional disturbance or impairment due to substance abuse that may affect his or her ability to practice and may constitute a danger to the public.

61. INVESTIGATIONS BY INQUIRY COMMITTEE

- (1) The inquiry committee must notify a registrant who is the subject of an investigation and any complainant of the disposition of the investigation and any action taken under section 33 (6) of the Act.

- (2) Before agreeing to accept an undertaking or consent under section 36 of the Act, the inquiry committee may review all previous complaints and disciplinary matters involving the registrant to be satisfied that the proposed undertaking or consent is appropriate in the circumstances.

62. CONSENT ORDERS

- (1) In this section

“consent order” means the record of an undertaking or a consent given under section 36 of the Act for the purposes of resolving a complaint.

- (2) A consent order must
 - (a) include any consent to a reprimand or to any other action made by the registrant under section 36 of the Act,
 - (b) include any undertaking made by the registrant under section 36 of the Act,
 - (c) specify the length of time that an undertaking specified in paragraph (b) is binding on the registrant,
 - (d) specify the procedure that the registrant may follow to be released from an undertaking specified in paragraph (b), and
 - (e) specify which terms of the consent order may be disclosed to the public.

63. MEDIATION

- (1) The inquiry committee may recommend under section 33 (6)(b) of the Act that a complaint be mediated where
 - (a) the inquiry committee determines that mediation may be appropriate.
 - (b) the complainant and the registrant agree to mediation.
- (2) Following a recommendation under subsection (1), the inquiry committee must appoint a mediator who is acceptable to the complainant and the registrant.
- (3) Where an agreement between the complainant and the registrant is reached through mediation, the terms of the agreement must be approved by the inquiry committee.
- (4) Where an agreement is not reached through mediation, the mediator must refer the matter back to the inquiry committee.

64. CITATION FOR DISCIPLINARY HEARING

- (1) On the direction of the Inquiry Committee or Board, the Registrar may join one or more complaints or other matters which are to be the subject of a discipline hearing in one citation as appropriate in the circumstances.

- (2) On the direction of the Inquiry Committee or Board, the Registrar may sever one or more complaints or other matters which are to be the subject of a discipline hearing as appropriate in the circumstances.
- (3) On the direction of the Inquiry Committee or Board, the Registrar may amend a citation issued under section 37 of the Act.

65. HEARINGS OF DISCIPLINE COMMITTEE

- (1) No person may sit on the discipline committee while he or she is a member of the inquiry committee.
- (2) No member of the discipline committee may sit on the panel hearing a matter in which he or she
 - (a) was involved as a member of the inquiry committee or
 - (b) has had any prior involvement in the matter under review.
- (3) Information about the date, time and subject matter of the hearing must be provided to any person on request unless otherwise directed by the Discipline Committee.
- (4) The Discipline Committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 38(6) of the Act.
- (5) All discipline hearings shall be recorded and any person may obtain, at his or her expense, a transcript of any part of the hearing which he or she was entitled to attend.
- (6) In determining the penalty to be imposed on a registrant under section 39(1) of the Act the Discipline Committee must, after making a determination on the facts, consider a previous relevant disciplinary decision regarding the registrant or an undertaking or consent to a reprimand given by the registrant under section 36(1) of the Act

66. NOTICE OF DISCIPLINARY ACTION³⁶

- (1) In addition to any notification required under section 39.3 of the Act with respect to any of the actions referred to in section 39.3(1)(a) to (e) of the Act, the registrar
 - (a) must notify
 - (i) all registrants, and
 - (ii) the regulatory bodies governing the practice of practical nursing in every other Canadian jurisdiction, and
 - (b) may notify
 - (i) any employer of the respondent, or

³⁶ Section title amended by striking out “DECISION” and substituting with “ACTION”; Repealed and replaced subsections; Filed 17Jan2017; In Force 20Jan2017; MO 018

- (ii) any other regulatory or governing body of a health profession inside or outside of Canada.
- (2) Notification provided to all registrants under subsection (1)(a)(i)
 - (a) must include all information included in the public notification under section 39.3 of the Act, and
 - (b) unless otherwise directed by the Inquiry Committee or the Discipline Committee, as the case may be, must exclude any information withheld from the public notification under section 39.3(3) or (4) of the Act.
- (3) Unless otherwise directed by the Inquiry Committee or the Discipline Committee, as the case may be, notification provided to another regulatory or governing body or to an employer under subsection (1)(a)(ii) or (b) may include information that is not releasable to the public under section 44(2) or that has otherwise been withheld from the public notification under section 39.3(3) or (4) of the Act.

67. RETENTION OF DISCIPLINARY COMMITTEE AND INQUIRY COMMITTEE RECORDS

- (1) Records of the inquiry committee and discipline committee must be retained for a period in accordance with College record retention policies and Freedom of Information and Protection of Privacy following the conclusion of an investigation.
- (2) Decisions and Reasons documents of the Discipline and Inquiry Committees must be kept on permanent record at the College.

68. REGISTRANT UNDER SUSPENSION

A registrant while under suspension must not, in British Columbia, practise the profession of licensed practical nursing or provide practical nursing services and³⁷ must not hold him or herself out as entitled to practise during that time.

69. FINES

The maximum amount of a fine that may be ordered by the discipline committee under section 39 of the Act is \$ 35,000.00.

69.1 COSTS³⁸

- (1) The tariff of costs set out in Schedule E, to partially indemnify the college for investigations under section 33 of the Act, is established under section 19(1)(v.1) of the Act.

³⁷ Amended by striking out “must not practice the profession of licensed practical nursing and” **and substituting with** “must not, in British Columbia, practise the profession of licensed practical nursing or provide practical nursing services and”; *Filed 18Sep2014; In Force 18Nov2014*

³⁸ Addition: Section 69.1 COSTS; *Filed 17Jan2017; In Force 20Jan2017; MO 018*

- (2) The tariff of costs set out in Schedule F, to partially indemnify parties for their expenses incurred in the preparation for and conduct of hearings under section 38 of the Act, is established under section 19(1)(w.1) of the Act.
- (3) Any costs awarded by the Discipline Committee under section 39(4) or (5) of the Act, or by the Inquiry Committee under section 33(7) of the Act or in accordance with a proposal under section 37.1 of the Act, must be assessed by the applicable committee in accordance with Schedules E and F and the applicable tariff of costs set out therein.

PART VI: REGISTRANT RECORDS FOR SELF-EMPLOYED REGISTRANTS

70. DEFINITIONS

For the purposes of Part 6 of these bylaws, “client representative” means

- (a) a “committee of the patient” under the *Patient’s Property Act*,
- (b) the parent or guardian of a client who is under 19 years of age,
- (c) after the *Representation Agreement Act* comes into force, a representative authorized by a representation agreement registered under the *Representation Agreement Act* to make or help in making decisions on behalf of a client,
- (d) after the *Representation Agreement Act* comes into force, a monitor named in a representation agreement registered under the *Representation Agreement Act* to ensure that the representative fulfils the duties described in section 16 of that Act,
- (e) after the *Adult Guardianship Act* comes into force, a decision maker or guardian appointed under section 10 of the *Adult Guardianship Act*, and
- (f) after the *Health Care (Consent) and Care Facility (Admission) Act* comes into force, a temporary substitute decision maker chosen under section 16 of the *Health Care (Consent) and Care Facility (Admission) Act*.

71. PURPOSE FOR WHICH PERSONAL INFORMATION MAY BE COLLECTED

No registrant may collect personal information regarding a client unless

- (a) the information relates directly to and is necessary for providing health care services to the client or for related administrative purposes, or
- (b) the collection of that information is expressly authorized by or under an enactment.

72. SOURCE OF PERSONAL INFORMATION

- (1) A registrant must collect personal information about a client directly from the client.
- (2) Despite subsection (1), a registrant may collect personal information from another person if the registrant has reasonable grounds to believe
 - (a) that the client has been made aware of the matters set out in section 73(1) and has authorized collection of the personal information from another person,
 - (b) that the client is unable to give his or her authority and the registrant, having made the client’s representative aware of the matters set out in section 73(1), collects the information from the representative or the representative authorizes collection from another person,
 - (c) that compliance with subsection (1) would

- (i) prejudice the best interests of the client,
 - (ii) defeat the purpose or prejudice the use for which the information is collected, or
 - (iii) prejudice the safety of any person,
- (d) that compliance with subsection (1) is not reasonably practicable in the circumstances of the particular case,
- (e) that the collection is for the purpose of assembling a family or genetic history of a person and is collected directly from that person,
- (f) that the information is publicly available information,
- (g) that the information
 - (i) will not be used in a form in which the client concerned is identified, or
 - (ii) will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the client, or
- (h) that non-compliance with subsection 1 is necessary where the information is about law enforcement or anything referred to in sections 15(1) or (2) of the *Freedom of Information and Protection of Privacy Act*.

73. COLLECTION OF PERSONAL INFORMATION

- (1) Where a registrant collects personal information directly from the client, or from the client's representative, the registrant must take such steps as are, in the circumstances, reasonable to ensure that the client or client's representative is aware of
 - (a) the fact that the personal information is being collected,
 - (b) the purpose for which the personal information is being collected,
 - (c) the intended recipients of the personal information,
 - (d) whether or not the supply of the personal information is voluntary or mandatory and, if mandatory, the legal authority for collecting the personal information,
 - (e) the consequences, if any, for that client if all or any part of the requested personal information is not provided,
 - (f) the rights of access to personal information provided in section 88.
- (2) The steps referred to in subsection (1) must be taken before the personal information is collected or, if that is not practicable, as soon as practicable after the personal information is collected.
- (3) A registrant is not required to take the steps referred to in subsection (1) in relation to the collection of personal information from a client, or the client's representative, if the registrant has taken those steps in relation to the collection, from the client or client's representative, of the same information or information of the same kind for the same or a related purpose, on a recent previous occasion.

- (4) Despite subsection (1); a registrant is not required to comply with subsection (1) if the registrant believes on reasonable grounds
- (a) that non-compliance is authorized by the client concerned,
 - (b) that compliance would
 - (i) prejudice the interest of the client concerned, or
 - (ii) defeat the purpose or prejudice the use for which the information is collected,
 - (c) that compliance is not reasonably practicable in the circumstances of the particular case, or
 - (d) that the information is about law enforcement or anything referred to in sections 15(1) or (2) of the *Freedom of Information and Protection of Privacy Act*.

74. MANNER OF COLLECTION OF PERSONAL INFORMATION

Personal information must not be collected by a registrant:

- (a) by unlawful means, or
- (b) by means that, in the circumstances of the case,
 - (i) are unfair, or
 - (ii) intrude to an unreasonable extent upon the personal affairs of the client concerned.

75. CONFIDENTIALITY OF PERSONAL INFORMATION

A registrant must at all times protect and maintain the confidentiality of personal information collected under section 72, 73 and 74.

76. ACCURACY OF PERSONAL INFORMATION

The registrant must make every reasonable effort to ensure that the information is current and is legibly, accurately and completely recorded.

77. RIGHT TO REQUEST CORRECTION OF PERSONAL INFORMATION

- (1) A person who believes there is an error or omission in a record containing his or her personal information may request that the registrant having the record in his or her custody or control correct the information.
- (2) If after receiving a request for correction under subsection (1), the registrant disagrees that there is an error or omission in the record, the registrant must note the request in the record with particulars of the correction that was sought.

78. USE OF PERSONAL INFORMATION BY A REGISTRANT

- (1) A registrant may use personal information only
 - (a) for the purpose of providing health care services to the client or related administrative purpose,
 - (b) for a use or disclosure consistent with a purpose specified in paragraph (a),
 - (c) if the client has consented to the use, or
 - (d) for a purpose for which that information may be disclosed by the registrant under section 79 and 81.

79. DISCLOSURE OF PERSONAL INFORMATION BY A REGISTRANT

- (1) A registrant must maintain confidentiality of personal information and may disclose relevant personal information only
 - (a) if the client concerned has consented to the disclosure,
 - (b) for the purpose of providing health care services to the client or related administrative purpose or for a disclosure consistent with either purpose,
 - (c) for the purpose of complying with an enactment of, arrangement or agreement made under an enactment of British Columbia or Canada,
 - (d) for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of information,
 - (e) to an employee of, or contractor providing services to, the registrant, if the information is necessary for the performance of the duties of, or for the protection of the health or safety of, the employee or contractor,
 - (f) to a lawyer acting for the registrant, for use in civil or criminal proceedings involving the registrant,
 - (g) where necessary to comply with the *Coroners Act*,
 - (h) where necessary to comply with the *Ombudsman Act*,
 - (i) for the purposes of
 - (i) collecting a debt or fine owing by a client to the registrant, or
 - (ii) making a payment owing by the client to a registrant,
 - (j) to an auditor, the college or any other person or body authorized by law, for audit purposes,
 - (k) where the registrant believes on reasonable grounds that there is a risk of significant harm to the health or safety of any person and that the use or disclosure of the information would reduce that risk,
 - (l) so that the next of kin or a friend of an injured, ill or deceased individual may be contacted,

- (m) in accordance with section 81 and 88, or
- (n) as otherwise required by law.

80. DEFINITION OF CONSISTENT PURPOSE

A use of disclosure of personal information is consistent with the purposes of providing health care services to a client or related administrative purposes under section 78 and 79 if the use or disclosure has a reasonable and direct connection to either purpose.

81. DISCLOSURE FOR RESEARCH AND STATISTICAL PURPOSES

A registrant may disclose personal information for a research purpose, including statistical research, only if

- (a) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form or the research purpose has been approved by the Board,
- (b) any record linkage is not harmful to the individuals concerned and the benefits to be derived from the record linkage are clearly in the public interest,
- (c) the head of the public body concerned has approved conditions relating to the following
 - (i) security and confidentiality,
 - (ii) the removal or destruction of individual identifiers at the earliest reasonable time, and
 - (iii) the prohibition of any subsequent use or disclosure of that information in individually identifiable form without the express authorization of the Board relating to the confidentiality of personal information.

82. STORAGE AND RETENTION OF PERSONAL INFORMATION

- (1) A registrant must ensure that all records
 - (a) pertaining to his or her practice, and
 - (b) containing personal information are safely and securely stored
- (2) personal information must be retained for a period of 10 years.

83. MANNER OF DISPOSAL OF RECORDS

A registrant must ensure that records are disposed of only by

- (a) transferring the record to another registrant or with the consent of the client, to another health care agency or health care practitioner,
- (b) effectively destroying a physical record by utilizing a shredder or by complete burning,
- (c) erasing information recorded or stored by electronic methods on tapes, disks, or cassettes in a manner that ensures that the information cannot be reconstructed, or,

- (d) transferring the record to the client.

84. REGISTRANT CEASING TO PRACTISE

- (1) A registrant who ceases to practise for any reason must dispose of personal information in accordance with this part, notify the college, and provide the college with a written summary of the steps he or she has taken to dispose of the personal information.
- (2) A registrant must make appropriate arrangements to ensure that, in the event that the registrant dies or becomes unable to practise for any reason and is unable to dispose of the personal information, the personal information will be safely and securely transferred to another registrant.
- (3) A registrant who receives personal information transferred in accordance with subsection (2) or section 83 (a) must notify the client concerned of the transfer.

85. PROTECTION OF PERSONAL INFORMATION

- (1) A registrant must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) A registrant must take reasonable measures to ensure that a third party, including a volunteer, employee of or contractor of the registrant or a health professions corporation or a student practitioner under the supervision of the registrant, does not access, collect, use, disclose, store or dispose of personal information except in accordance with the requirements of this Part.

86. CONTRACTS FOR HANDLING PERSONAL INFORMATION

A registrant must ensure that, where personal information is transferred to any person or service organization for processing, storage or disposal, a contract is made with that person or organization which includes an undertaking by the recipient that confidentiality and physical security will be maintained.

87. REMEDYING A BREACH OF SECURITY

A registrant must take appropriate measure to remedy any unauthorized access, use, disclosure or disposal of personal information under this part as soon as possible after the breach is discovered, including

- (a) taking steps to recover the personal information or to ensure its disposal if it cannot be recovered,
- (b) taking steps to ensure that any remaining personal information is secured,
- (c) notifying
 - (i) anyone affected by the unauthorized access including clients and other health care providers,

- (ii) the college, and
- (iii) law enforcement officials, where criminal action may have contributed to the unauthorized action, and
- (iv) modifying existing security arrangements to prevent a recurrence of the unauthorized access.

88. CLIENT ACCESS TO PERSONAL INFORMATION

- (1) For the purpose of this section, “access to” means the opportunity to examine or make copies of the original record.
- (2) If a client or a client representative makes a request for access to personal information about the client, the registrant must comply as soon as practicable but not more than 30 days following the request by
 - (a) providing access to the client or client’s representative,
 - (b) providing access to the remainder of the personal information where that information excepted from disclosure under subsection (3) can reasonably be severed, or
 - (c) providing written reasons for the refusal of access to the personal information or to any portion of the health records.
- (3) The registrant may refuse to disclose personal information to a client or client representative
 - (a) where there is significant likelihood of a substantial adverse effect on the physical, mental or emotional health of the client,
 - (b) where there is a significant likelihood of harm to a third party, or
 - (c) if the disclosure could reasonably be expected to disclose personal information regarding another individual.
- (4) Where the registrant provides access and the client or client representative requests a copy of the personal information, a copy must be provided if it can reasonably be reproduced.
- (5) A registrant may charge a reasonable fee for the reproduction of personal information which does not exceed the fee established in **Schedule C**.
- (6) Subject to subsection (3), a client under 19 years of age may have access to a record where, in the opinion of the registrant, the client is capable of understanding the subject matter of the record.
- (7) Except where authorized by the client, a registrant must not provide access to the records of a client who is under 19 years of age to the guardian or parent of the client where the subject matter of the record is health care which was provided without the consent of a parent or guardian in accordance with the requirements of section 16 of the *Infants Act*.

PART VII: GENERAL

89. LIABILITY INSURANCE

All registrants and their employees must be insured against liability for negligence in an amount of at least \$1,000,000 per occurrence.

90. REVIEW OF A FEE CHARGED TO A CLIENT

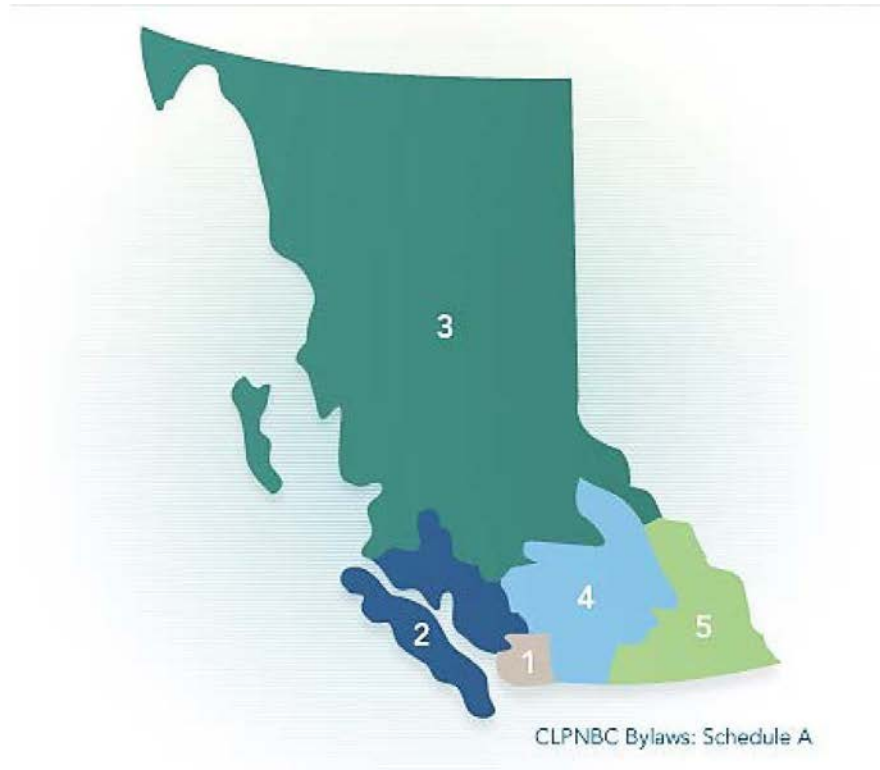
- (1) A client may request a review of a fee charged by a registrant by applying to the Registrar.
- (2) In the event of any dispute with respect to a fee charged to a client by a registrant the Registrar must investigate the matter raised by the application and take appropriate action in accordance with Board policy.
- (3) The Registrar may establish procedures consistent with Board policy and these Bylaws for that purpose.

91. MARKETING

- (1) The Board will provide policies and guidelines for marketing by registrants.
- (2) Notwithstanding section 1, any marketing undertaken or authorized by a registrant in respect of his or her professional services must not be
 - (a) false,
 - (b) inaccurate,
 - (c) likely to mislead the public
 - (d) unverifiable, or
 - (e) contrary to the public interest in the practice of the profession.
- (3) A registrant must not
 - (a) state publicly that he or she speaks on behalf of the College unless he or she has been expressly authorized by the Board to state the official position of the College, or
 - (b) endorse or lend himself or herself as an LPN to the advertisement of any product or service for sale to the public unless such product or service relates directly to the profession.

SCHEDULE A
Electoral Districts

British Columbia
COLLEGE ELECTORAL DISTRICTS



- DISTRICT 1**
Vancouver, Burnaby, North Shore, Richmond, Upper/Central Fraser Valley, Boundary, Simon Fraser

- DISTRICT 2**
Capital Regional District, Upper Island, Coast Garibaldi, Central Vancouver Island

- DISTRICT 3**
Cariboo, Skeena, Peace River, Northern Interior

- DISTRICT 4**
North/South Okanagan, South Central

- DISTRICT 5**
East Kootenay, Central Kootenay

SCHEDULE B

Recognized Practical Nursing Education Programs³⁹

Program Type	Educational Institution	Campus
Generic & Access	Canadian Health Care Academy	Surrey
Generic & Access	College of the Rockies	Cranbrook
Generic & Access	Discovery Community College	Campbell River, Nanaimo
Generic & Access	Sprott Shaw College	Kamloops, Kelowna, New Westminster, Penticton, Downtown Vancouver, East Vancouver
Generic & Access	Vancouver Community College	Vancouver (Broadway)
Generic	Camosun College	Victoria
Generic	CDI College	Richmond, Surrey
Generic	College of New Caledonia	Prince George
Generic	North Island College	Campbell River, Port Alberni
Generic	Northern Lights College	Dawson Creek
Generic	Okanagan College	Kelowna, Penticton, Salmon Arm, Vernon
Generic	Sprott Shaw College	Abbotsford, Surrey, Victoria
Generic	Stenberg College	Surrey
Generic	Thompson Rivers University	Williams Lake
Generic	University of the Fraser Valley	Chilliwack
Generic	Vancouver Career College	Abbotsford, Burnaby, Kelowna
Generic	Vancouver Island University	Cowichan, Nanaimo
Access	Nicola Valley Institute of Technology	Merritt

Board Approved 07April2017

³⁹ Repealed and Replaced; Filed 04August2017; In Force 03October2017

SCHEDULE C

Maximum fees for information requests

(Section 41 and 88)

(1) For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$ 7.50 per ¼ hour after the first 3 hours
(b) for producing a record manually	\$ 7.50 per ¼ hour
(c) for preparing a record for disclosure and handling a record	\$ 7.50 per ¼ hour
(d) for shipping copies	Actual costs of shipping by method chosen by applicant
(e) (i) photocopies and computer printouts	\$.25 per page (8.5 x 11, 8.5 x14) \$.30 per page (11 x 17)
(ii) floppy disks	\$ 10.00 per disk
(2) For commercial applicants:	
(a) for each service listed in item 1	the actual cost of providing that service.

SCHEDULE D: Fees⁴⁰ (plus applicable taxes)

Application for Registration Fees	
(a) Graduate of a CLPNBC- Recognized Practical Nursing Program	\$200
(b) Internationally Educated Nurse Applicant	\$400
(c) Canadian Applicant	
➤ With current practising registration	\$200
➤ Without current practising registration	\$300
Initial Registration Fees	
(a) Practising Registration	\$350
(b) Limited Registration	\$350
(c) Interim Registration	\$ 100
(d) Non-Practising Registration	\$ 90
(e) Temporary Registration	\$30/30 days
Registration Renewal Fees	
(a) Practising Registration	\$350
(b) Limited Registration	\$350
(c) Non-Practising Registration	\$ 90
Other Fees:	
(a) Reinstatement	\$200
(b) Practising without Registration	
• First time offense	\$200
• Repeat offenses	\$400
(c) Verification of Registration or Copy Request (Current/Former registrant)	\$50/\$100
(d) Repeat Jurisprudence Exam attempts	\$75

*Effective November 1, 2017

⁴⁰ Repealed and Replaced; Filed 03August2017 In Force 02October2017

SCHEDULE E⁴¹

Tariff of Costs (Investigations)

For the purpose of assessing costs under this tariff, qualifying expenses incurred by the College from the time

- (a) the Registrar receives a complaint in writing under section 32(1) of the Act, or
- (b) the Inquiry Committee initiates an investigation of a matter on its own motion under section 33(4) of the Act,

until the time the Inquiry Committee directs the Registrar to issue a citation or otherwise disposes of the complaint or matter under section 33(6) of the Act are deemed to be expenses incurred for the investigation of the complaint or matter.

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of the investigation	up to 50% of actual legal fees
Other reasonable and necessary professional services engaged for the purposes of the investigation	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of the investigation (including disbursements incurred by legal counsel)	100% of actual disbursements

⁴¹ Addition; Filed 17Jan2017; In force 20Jan2017; MO 018

SCHEDULE F⁴²

Tariff of Costs (Hearings of Discipline Committee)

For the purpose of assessing costs under this tariff, qualifying expenses incurred from the time the Inquiry Committee directs the Registrar to issue a citation under section 33(6)(d) of the Act until the time

- (a) the Inquiry Committee accepts a written proposal for a consent order under section 37.1(2) or (5) of the Act,
- (b) the Discipline Committee dismisses the matter under section 39(1) of the Act, or
- (c) the Discipline Committee issues an order under section 39(2) of the Act,

are deemed to be expenses incurred in the preparation for and conduct of the hearing.

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of preparing for and conducting the hearing	up to 50% of actual legal fees
Reasonable and necessary expert witness fees for the purposes of preparing for and conducting the hearing	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of preparing for and conducting the hearing (including disbursements incurred by legal counsel)	100% of actual disbursements

⁴² Addition; Filed 17Jan2017; In force 20Jan2017; MO 018



Entry-to-Practice Competencies for Licensed Practical Nurses

Foreword

The Canadian Council for Practical Nurse Regulators (CCPNR) is a federation of provincial and territorial members who are identified in legislation, and responsible for the safety of the public through the regulation of Licensed Practical Nurses (LPNs).

The Council of the CCPNR recognized the need to describe the competencies expected of the entry-level LPN in Canada. The competencies describe the knowledge skill, judgment and attitude required of beginning practitioners to provide safe competent and ethical nursing care. The document serves as a guide for curriculum development and for public and employer awareness of the practice expectations of the entry-level LPN.

A steering committee from the representatives of all jurisdictions who license and/or regulate LPNs across Canada (with the exception of Quebec) was identified to guide and advise the project. Assessment Strategies Inc. was commissioned to research and develop the competencies in collaboration with the steering committee. This document was validated by the LPN community and key stakeholder groups across Canada and was approved by the Boards of the respective regulatory authorities of the CCPNR's Board members. The CCPNR thanks all participants who contributed to the creation of this document and acknowledges the College of Nurses of Ontario, the National Council of State Boards of Nursing, the Canadian Nurses Association and the Australian Nursing and Midwifery Council for the consultative use of their competency profiles in the creation of this entry-to-practice competency document.

The CCPNR approves and adopts the entry to practice competencies for the entry-level LPN outlined in this document.

For the purposes of this document, the term “licensed practical nurse” also refers to “registered practical nurse.”

This document is only applicable in Canadian provinces or territories that have adopted or enacted these requisite skills and abilities as regulatory requirements for practical nursing in that jurisdiction in accordance and consistent with applicable law for that jurisdiction.

The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of the Government of Canada.

Available in French under the title:

Compétences d'admission et de pratique pour les infirmières et infirmiers auxiliaires autorisé(e).

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Introduction

This document describes the competencies expected of the entry-level licensed practical nurse in Canada. The competencies describe the knowledge skill, judgment and attitude required of beginning practitioners to provide safe competent and ethical nursing care. The document serves as a guide for curriculum development and for public and employer awareness of the practice expectations of the entry-level licensed practical nurse.

Through formalized and ongoing education, licensed practical nurses may expand their knowledge base and/or competencies throughout their career. This additional learning is not reflected in this document.

Each province and territory is responsible for ensuring that graduates of practical nursing programs in Canada and nurses educated in other countries applying for licensure as a practical nurse meet an acceptable level of competence before they begin to practise.

Prior to producing this document, an extensive study was conducted to identify the competencies required for the safe, competent and ethical practice of entry-level licensed practical nurses in Canada. Provincial and territorial regulatory authorities were active participants in all phases of the investigation, which served to identify and validate a comprehensive set of competencies expected of the entry-level licensed practical nurse. With this set of competencies and the validation survey data, the essential components of the entry-to-practice document were developed.

Principles of practical nursing practice

Foundation

1. The foundation of practical nursing is defined by:
 - a) entry-level competencies;
 - b) professional nursing standards of practice of the regulatory authority;
 - c) nursing code(s) of ethics;
 - d) scope of nursing practice applicable in the jurisdiction; and
 - e) provincial/territorial and federal legislation and regulations that direct practice.
2. Practical nursing practice is built upon the four concepts of person, environment, health and nursing and is grounded within the context of the current Canadian healthcare system, primary health care and emerging health trends.
3. Licensed practical nurses possess competencies that are transferable across diverse practice settings.
4. Licensed practical nurses may practise in any setting or circumstance where health care is delivered (e.g., hospitals, communities, homes, clinics, schools, industrial/occupational health settings, long-term care settings, residential facilities and correctional facilities).

Initial expectations

5. Entry-level licensed practical nurses are beginning practitioners whose level of practice, autonomy and proficiency will be enhanced through reflective practice, evidence-informed

knowledge, collaboration, mentoring and support from colleagues (e.g., managers, other health-care team members and employers).

6. Requisite skills and abilities are required to attain the licensed practical nurse entry-level competencies.
7. Entry-level competencies represent the integrated nursing knowledge, skills, behaviours, attitudes, critical thinking, inquiry³ and clinical judgments required by licensed practical nurses across Canada.
8. Entry level competencies have a strong foundation in nursing theory, nursing knowledge critical thinking, health sciences, humanities, evidence-informed practice and ethics.

Accountability

9. Licensed practical nurses are responsible and accountable for their decisions and actions.
10. Licensed practical nurses engage in self-reflection and continuous learning to maintain and enhance competence.
11. Licensed practical nurses are accountable and responsible for assessing their individual fitness to practice.
12. Licensed practical nurses demonstrate and apply knowledge of the distinction between ethical responsibilities and legal rights.

Quality of care

13. Licensed practical nurses practise safely, competently and ethically along the continuum of care in situations of health and illness across a client's lifespan.
14. Licensed practical nurses provide, facilitate and promote safe, competent and ethical care while respecting client diversity.
15. Licensed practical nurses demonstrate formal and informal leadership in all aspects of practice.
16. Licensed practical nurses follow a systematic approach to deliver safe, competent and ethical care by using the nursing process.
17. Licensed practical nurses maintain current knowledge about trends and issues that impact the client, the licensed practical nurse, the health-care team and the delivery of health services.
18. Licensed practical nurses practise collaboratively, while respecting the shared and unique competencies of other members of the health-care team.
19. Licensed practical nurses advocate for the implementation and utilization of evidence-informed practice.
20. Licensed practical nurses are active participants in health promotion, illness prevention and harm reduction activities.
21. Licensed practical nurses are active participants in quality assurance/quality improvement and risk management activities.

³ The level of critical inquiry expected of entry level licensed practical nurses varies in each jurisdiction.

Collaboration

22. Licensed practical nurses collaborate with the client and/or alternate decision-maker in the decision-making process related to the person's health.
23. Licensed practical nurses advocate for clients or their representatives especially when they are unable to advocate for themselves.

Competencies

A framework was developed to identify and organize the competencies. The framework includes 1) professional practice, 2) legal practice, 3) ethical practice, 4) foundations of practice and 5) collaborative practice. The order of the competencies is not an indication of priority or importance.

Professional Practice

Licensed practical nurses are members of a self-regulating profession and adhere to a Code of Ethics and Standards of Practice. They are responsible and accountable for safe, competent and ethical nursing practice. They are expected to demonstrate professional conduct as reflected through personal attitudes, beliefs, opinions and actions. Licensed practical nurses focus on personal and professional growth. This includes an awareness of the need for continued professional development, self-assessments, feedback and self-directed learning activities for professional growth. Licensed practical nurses are expected to utilize knowledge, critical thinking, inquiry and research to build an evidence-informed practice.

Competent entry-level licensed practical nurses:

1. Are responsible and accountable for their own decisions and actions:
 - a) recognize and practise autonomously within scope of practice;
 - b) display initiative, beginning confidence and self-awareness, and recognize when to seek assistance and guidance;
 - c) use critical thinking, inquiry and clinical judgment for decision-making;
 - d) assess implications of various outcomes of decision making;
 - e) demonstrate responsibility in completing assigned work and communicate about work completed and not completed; and
 - f) engage in self-regulation.
2. Develop the therapeutic nurse-client relationship:
 - a) initiate, maintain and terminate the therapeutic nurse-client relationship appropriately;
 - b) provide client care in a non-judgmental manner, fostering an environment that encourages questioning and exchange of information; and
 - c) respect clients' directives, right to self-determination and right to informed decision-making.
3. Demonstrate leadership in all aspects of practice:
 - a) assess and develop professional competence through a variety of professional activities;

- b) maintain records of involvement in professional development which includes both formal and informal activities;
 - c) articulate and adhere to the licensed practical nurse's scope of practice;
 - d) support and share knowledge with health-care students to meet their learning objectives in cooperation with clients, colleagues and other members of the health-care team;
 - e) understand and respect the roles and contributions of other health-care team members;
 - f) participate in evidence-informed practice;
 - g) advocate for clients, self, others and for the health-care system;
 - h) participate collaboratively in the analysis, development, implementation and evaluation of practice and policy that guide delivery of care;
 - i) integrate quality assurance/quality improvement principles and activities into nursing practice; and
 - j) promote a quality practice environment.
4. Demonstrate professional conduct:
- a) adhere to standards of practice for the profession;
 - b) demonstrate and model professional behaviour;
 - c) identify and respond to inappropriate behaviour and incidents of professional misconduct; and
 - d) recognize, respond and appropriately report own and others' near misses, errors and adverse events.

Ethical Practice

Licensed practical nurses use codes of ethics and an ethical framework when making professional judgments and practice decisions. They engage in critical thinking and inquiry to inform decision-making and use self-reflection to understand the impact of personal values, beliefs and assumptions in the provision of care. Licensed practical nurses establish therapeutic, caring and culturally-safe relationships with clients and health-care team members based on appropriate relationship boundaries and respect for the client's right to self-determination.

Competent entry-level licensed practical nurses:

5. Apply the ethical framework of the therapeutic nurse-client relationship:
- a) recognize and fulfill the professional obligation of the duty to provide care;
 - b) establish and maintain respect, empathy, trust and integrity in interactions with clients;
 - c) establish and maintain appropriate professional boundaries with clients and other health-care team members;
 - d) establish and maintain a safe and caring environment that supports clients to achieve optimal health outcomes;
 - e) analyze the impact of personal values and assumptions on interactions with clients;
 - f) recognize and respect the values, opinions, needs and beliefs of clients and others; and
 - g) identify and resolve situations involving moral and ethical conflict, dilemma or distress.

6. Promote clients' rights and responsibilities:
 - a) ensure that consent is obtained in multiple contexts (e.g., consent for care, refusal of treatment, release of health information and consent for participation in research);
 - b) protect clients' rights by maintaining confidentiality, privacy and dignity within and across health care agencies and with other service sectors;
 - c) facilitate and support clients' capacity and right to self-determination;
 - d) advocate for equitable access, treatment and allocation of resources for all clients; and
 - e) use an ethical reasoning and decision-making framework to address situations of ethical conflict, dilemma or distress.

Legal Practice

Licensed practical nurses adhere to applicable provincial/territorial and federal legislation and regulation, professional standards and employer policies that direct practice. They demonstrate an understanding of professional self-regulation by developing and enhancing their own competence, promoting safe practice and maintaining their own fitness to practice. Licensed practical nurses recognize that safe nursing practice includes knowledge of relevant laws and legal boundaries within which the licensed practical nurse must function.

Competent entry-level licensed practical nurses:

7. Adhere to legal requirements of practical nursing practice:
 - a) practise according to relevant mandatory reporting legislation and other reporting requirements under legislation, regulation, by-laws and policies applicable to licensed practical nurses (e.g., abuse, abandonment, communicable diseases, and mental health issues and concerns);
 - b) exercise professional judgment when practising within own level of competence, established professional standards, employer policies and procedures; and
 - c) recognize, respond and appropriately report questionable orders, actions or decisions made by other health-care workers.
8. Maintain client confidentiality in written, oral and electronic communication:
 - a) disclose relevant information to appropriate individuals;
 - b) recognize and respond to the clients' right to health-care information; and
 - c) be aware of personal health information and privacy legislation.
9. Adhere to legal requirements regarding documentation:
 - a) document according to established professional standards, employment policies and procedures;
 - b) maintain clear, concise, accurate, objective and timely documentation;
 - c) initiate contact and receive, transcribe and verify orders; and
 - d) complete occurrence reports as required.

Foundations of Practice

As integral members of the health-care team, licensed practical nurses employ a systematic approach, using the nursing process, to deliver safe, competent and ethical client-centred care. Licensed practical nurses use critical thinking, inquiry and evidence to inform clinical judgment and decision-making.

Competent entry-level licensed practical nurses:

10. Complete comprehensive health assessments of clients throughout the lifespan:
 - a) perform physical, cognitive, spiritual, cultural, emotional, psychological, and social assessments;
 - b) select and utilize appropriate technology;
 - c) research and respond to relevant clinical data; and
 - d) comprehend, respond to and appropriately report assessment findings.
11. Formulate clinical decisions that are consistent with client needs and priorities:
 - a) reflect upon practice experiences and apply critical thinking and inquiry to guide decision-making; and
 - b) determine nursing diagnoses.
12. Implement evidence-informed nursing interventions based on assessments findings, client preferences and desired outcomes.
13. Set priorities and develop time-management skills for meeting responsibilities:
 - a) organize competing priorities into appropriate actions.
14. Facilitate the involvement of clients in their care plan:
 - a) collaborate with clients to identify actual and potential health goals and outcomes; and
 - b) collaborate with clients in the discharge planning process.
15. Facilitate health education:
 - a) assess clients' health literacy and health knowledge;
 - b) assess, plan, implement and evaluate the teaching and learning process;
 - c) provide information and access to resources; and
 - d) evaluate teaching effectiveness in promoting self-care capacity and safety.
16. Contribute to a culture of safety:
 - a) apply evidence-informed principles of client safety; and
 - b) implement quality improvement and risk management strategies to maintain and promote a safe work environment.
17. Perform ongoing evaluation throughout delivery of care:
 - a) evaluate the effectiveness of nursing interventions by comparing actual outcomes to expected outcomes; and
 - b) review and revise the plan of care, and communicate accordingly.

Collaborative Practice

Licensed practical nurses work collaboratively with clients and other members of the health-care team, within their legislated scope of practice and individual competence. They recognize that collaborative practice is guided by shared values and accountability, a common purpose or care outcome, mutual respect and effective communication (Health Professions Regulatory Network, 2008). They demonstrate leadership by fostering continued self-growth to meet the challenges of the evolving health-care system.

Competent entry-level licensed practical nurses:

18. Initiate, maintain and terminate collaborative relationships with clients:
 - a) initiate and maintain a therapeutic environment;
 - b) promote safety, comfort and cultural sensitivity; and
 - c) engage clients in identifying their health needs, strengths, capacities and goals.

19. Communicate collaboratively with the client and other members of the health-care team:
 - a) gather and/or provide essential client information;
 - b) utilize communication techniques to promote effective interpersonal interaction; and
 - c) demonstrate and apply conflict management and resolution skills.

20. Demonstrate leadership within the health-care team:
 - a) distinguish between the legislated scope of practice, employer policies and individual competence;
 - b) build partnerships with health-care team members based on trust and respect for the unique and shared competencies of each member;
 - c) collaborate with other members of the health-care team to plan, implement and evaluate care;
 - d) integrate evidence-informed practice in collaboration with members of the health-care team;
 - e) provide leadership, direction, assignment and supervision to unregulated health workers and others;
 - f) participate in emergency preparedness planning and resources, and work collaboratively with others to develop and implement plans; and
 - g) demonstrate initiative to constructively discuss concerns with other members of the health-care team to support effective teamwork and positive client outcomes.

Glossary

Below are the terms and definitions as they are used in this document.

Abuse

Abuse can be physical, sexual, emotional or verbal. It is intimidation or manipulation of another person. The purpose is to control another person. It is generally a long-term pattern of behaviour although specific short-term interactions can be labeled as abusive.

Accountability

The obligation to answer for the professional, ethical and legal responsibilities of one's activities and actions.

Advocate

To speak or act on behalf of self or others by respecting decisions and enhancing autonomy.

Autonomy

The freedom to act in accordance with self-chosen and informed goals. It includes making independent decisions about client care within one's role and scope of practice.

Client

Refers to individuals (or their designated representatives), families and groups.

Clinical data

All assessment and diagnostic results that apply to a client's health status. This includes data collected in a variety of ways to provide client information.

Clinical decisions

Decisions derived from reasoning processes based on clinical judgment.

Clinical judgment

Processes that rely on critical inquiry to reflect the complex, intuitive and conscious thinking strategies that guide nursing decisions.

Collaboration

A partnership between a team of health providers and a client where the client retains control over his/her care and is provided access to the knowledge and skill of team members to arrive at a realistic team-shared plan of care and access to the resources to achieve the plan.

Competence

The quality or ability of a practical nurse to integrate and apply the knowledge, skills, judgments and personal attributes required to practise safely and ethically in a designated role and setting. Personal attributes include, but are not limited to, attitudes, values and beliefs.

Competencies

The integrated knowledge, skills, behaviours, attitudes, critical thinking and clinical judgment expected of an entry-level licensed practical nurse to provide safe, competent and ethical care.

Competent

Having or demonstrating the necessary knowledge, skills and judgments required to practise safely and ethically in a designated role and setting.

Conflict resolution

The process of resolving a dispute or conflict by adequately addressing the interests of all parties.

Continuing Competence

The ongoing ability to integrate and apply the knowledge, skills and judgement required to practise safely and ethically in a designated role and setting.

Critical inquiry

This term expands on the meaning of critical thinking to encompass critical reflection on actions. Critical inquiry refers to a process of purposive thinking and reflective reasoning whereby practitioners examine ideas, assumptions, principles, conclusions, beliefs and actions in the context of nursing practice. The critical inquiry process is associated with a spirit of inquiry, discernment, logical reasoning and application of standards. (Brunt, 2005; Jurisdictional Collaborative Process, 2006)

Critical thinking

An active and purposeful problem-solving process. It requires the practical nurse to advance beyond the performance of skills and interventions to provide the best possible care, based on evidence-informed practice. It involves identifying and prioritizing risks and problems, clarifying and challenging assumptions, using an organized approach to assessment, checking for accuracy and reliability of information, weighing evidence, recognizing inconsistencies, evaluating conclusions and adapting thinking.

Culture of safety

A commitment to applying core safety knowledge, skills and attitudes to everyday work environments.

Diversity

Based on the understanding that each individual is unique, the concept of diversity encompasses acceptance and respect. These differences include culture, race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs and ideologies.

Duty to provide care

The professional obligation to provide care to clients and maintain the therapeutic nurse-client relationship.

Equitable

Characterized by equity or fairness, just and right, fair and reasonable.

Electronic Communication

Electronic communication, in the context of this document, is defined as one- or two-way communication with another via email, text, video chat or instant message.

Entry-level competency

The education, knowledge, skill judgment and attitudes required of beginning practitioners to provide safe, competent, ethical nursing care in a variety of settings for clients of all age groups.

Entry-level practitioner

The licensed practical nurse at the point of registration/licensure, following graduation from an approved practical nursing program or equivalent.

Evidence-informed practice

The identification, evaluation and application of nursing experience and current research to guide practice decisions.

Fitness to practise

The qualities and capabilities of licensed practical nurses relevant to their capacity to practise. This includes, but is not limited to, freedom from any cognitive, physical, psychological or emotional conditions, or a dependence on alcohol or drugs that impairs their ability to practise nursing.

Harm

An occurrence that negatively affects a client's health and/or quality of life, which may impact any dimension of health.

Health

A state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. It includes physical, mental, spiritual, emotional, psychological and social health.

Health assessment

A process by which the licensed practical nurse obtains data on the client that includes a complete history of the client's health status as well as a comprehensive physical assessment. The licensed practical nurse is prepared to complete health assessments on neonates, children and adults.

Health-care team

Clients, families, health-care professionals, unregulated health workers, students, volunteers, educators, spiritual leaders and others who may be involved in providing care.

Health literacy

The ability to understand, comprehend and to act upon health information.

Health promotion

The process of enabling people to increase control over and improve their health based on an understanding of the determinants of health. Health promotion is particularly concerned with values and vision of a preferred future.

Illness prevention

The collection of practices that are designed to circumvent illness and/or disease.

Implied consent

An inferred agreement for care based on a client's presence, actions and the context of the situation.

Informed consent

A legal condition whereby a person gives permission for interventions based upon a clear understanding of the facts, implications and future consequences of an action.

Leadership

The shared and independent responsibility to model the profession's values, beliefs and attributes, promoting and advocating for innovation and best practices.

Legislated scope of practice

Determined through provincial legislation set in individual jurisdictions.

Nursing diagnosis

A nursing statement about the client's actual or potential health concerns that can be managed through independent nursing interventions.

Professional misconduct

Behaviour outside the boundaries of what is considered acceptable or worthy of its membership by the governing body of a profession.

Professional regulatory authorities

Canadian provincial and territorial professional bodies responsible for the regulation of licensed practical nurses.

Quality improvement

An organizational philosophy that seeks to meet clients' needs and expectations by using a structured process that selectively identifies and improves all aspects of service.

Research

Systematic inquiry that uses orderly scientific methods and/or the nursing process to answer questions or solve problems.

Responsibility

Ability to respond and answer for one's conduct and obligations, to be trustworthy, reliable and dependable.

Risk management

The ability to utilize a system of identifying potential risks, recognizing implications and responding appropriately.

Safety

The reduction or mitigation of unsafe acts within the health-care team and health-care system.

Scope of practice

The parameters that outline the roles and responsibilities of the licensed practical nurse as defined by legislation and the regulatory authorities.

Self-determination

A system of care delivery that promotes independence for clients to participate in decision-making to improve the quality of care.

Social media

Social media, in the context of this document, is defined as the use of the Internet to post or publish information and/or to participate in discussions. This includes (but is not limited to) websites, social networks, online forums, chat rooms, listservs, blogs, wikis, photo, video and audio file-sharing sites and virtual worlds.

Standards of practice

Minimum expected levels of practitioner behaviour, against which actual practitioner behaviour is measured.

Therapeutic environment

A setting where the therapeutic nurse-client relationship can be developed and maintained.

Therapeutic nurse-client relationship

A relationship based on trust, respect and intimacy with the client that requires the appropriate use of power.

Unregulated health worker

A health-care worker, who is not part of a regulated health profession, who provides care to clients under the guidance of a regulated health professional.

Work environment

Any setting where health care is delivered.

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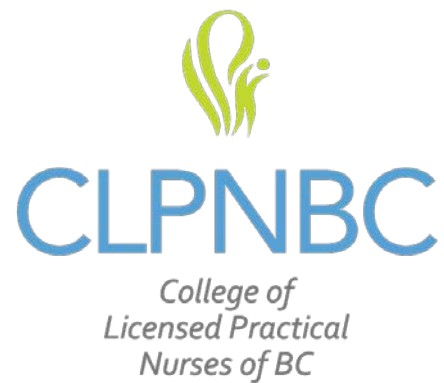
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June 6, 2013 – CLPNBC’s Board approved the Canadian Council for Practical Nurse Regulator’s (CCPNR) Entry to Practice Competencies for Licensed Practical Nurses as CLPNBC’s foundational document replacing Baseline Competencies for Licensed Practical Nurses’ Professional Practice (2009).