

REGISTRATION RENEWAL INFORMATION

Have you moved?

If you have moved and not provided us with a change of address, Registration Renewal forms and other information will not be forwarded to you if our records indicate that mail has been returned to the SRNA. Please contact us @ 359-4232 or @ 1-800-667-9945 (Ext. 232). E-mail: amichayluk@srna.org

Change of Name

If your name has changed, please enclose a legible copy of any legal documents supporting the change (i.e.: marriage certificate, legal name change). If you are reverting back to a previous name (for which the SRNA already has documentation) please send us your request in writing. Fax: 306-359-0257

2008 Registration Fee Increase

The 2008 registration renewal fees will increase by \$30.00. The fee including GST will be \$487.60. For further information contact us @ 359-4227 or @ 1-800-667-9945 (Ext. 227).

E-Mail Address

Please include your e-mail address as on-line registration may be available for 2009 renewal.

If your employer is paying your 2008 registration fees

Provide your completed form to the designated individual in your workplace no later than October 15 or by the date designated by your employer. If privacy of information on your form is a concern, place it in a sealed envelope with your name and RN number on the outside of the envelope and submit it to your employer for payment. If you are submitting your own registration fees, please remit by cheque, cash, money order, Mastercard or Visa. To prevent registration delays, ensure your form is completed and signed, and payment is enclosed.

Timely Registration

To ensure you received your 2008 licence prior to the expiry date of November 30, 2007 please forward your renewal form and fee to the SRNA office by November 1, 2007. If you have not received your renewal form, please contact the SRNA office immediately @ 359-4232 or @ 1-800-667-9945 (Ext. 232).

Reporting Practice Hours on Your Form

If the RN hours auto-filled on your form are incorrect, cross them out and enter the correct hours. Do not count holidays, sick leave, maternity leave, LOA's or graduate nurse hours. Overtime equals one hour for each hour worked.

SRNA considers full time hours to be approximately 1860. These hours are sometimes confused with the SUN Collective Agreement which refers to 1948.8 seniority hours per year. If you have concerns, include a note and we will get back to you after the registration renewal season.

If you are not renewing your registration at this time

Please call us @ 359-4232 or @ 1-800-667-9945 (Ext.232) and advise us. If you will not be renewing at all in the 2008 year, you may sign and return your form indicating the hours worked in 2007.

If you are both a RN and a RN(NP)

You may want to submit the RN(NP) form along with the RN form. While there is no additional fee for RN(NP) licensure, the 2008 RN(NP) registration cannot be processed until you are first licenced as a RN. SRNA needs to advise Sask Health of your licensure by November 15, 2007 to avoid any interruption of prescription authority.

GUIDELINES FOR ACCEPTABLE EMPLOYMENT TO MAINTAIN ELIGIBILITY FOR REGISTRATION WITH THE SASKATCHEWAN REGISTERED NURSES' ASSOCIATION

1. To maintain eligibility for registration:

A nurse must have completed one of the following in the five-year period immediately preceding the registration year for which renewal of registration is sought:

- 1.1 at least 1125 hours of work in nursing activities approved by the SRNA; or
- 1.2 an approved basic nursing education program; or
- 1.3 an approved RN re-entry program.

2. If nursing practice takes place outside of Saskatchewan:

- 2.1 the person must have registration in that province, state or country.
- 2.2 if a person practises nursing in a country that does not have nurse registration, the person must maintain practising membership with the SRNA if the work experience hours are to count towards maintaining eligibility for registration.
- 2.3 proof of registration status will be requested. When it is impossible to provide proof from the registering body, the Registration and Membership Committee will determine eligibility on an individual basis.

3. If nursing practice takes place inside Saskatchewan:

- 3.1 the person must have practising membership to count hours of nursing practice
- 3.2 eligible hours include:
 - 3.2.1 salaried hours of nursing practice in nursing activities approved by the SRNA
 - 3.2.2 overtime hours of nursing practice not to include "on call" or travelling to and from work
 - 3.2.3 hours spent on orientation to a new nursing position

4. Practice hours will count for registered nurses employed in the practice of nursing in such areas as:

- 4.1 Hospitals
- 4.2 Special Care Homes
- 4.3 Doctors offices
- 4.4 Private duty nursing
- 4.5 Education:

4.5.1 Nursing Programs:

Full Time:

- a) Nursing Education Programs
- b) Continuing Nursing Education
- c) Auxiliary Nursing Education Programs

Part Time/Sessional:

- a) Classroom Teaching: three (3) hours of preparation time for each hour of teaching
 - b) Clinical Instruction: one-half (½) hour of preparation time for each hour of clinical instruction
 - c) Tutoring individuals in nursing-related subjects: one (1) hour of preparation time for each hour of instruction
 - d) Online course delivery – one hour per student per week of course, maximum of 12 hours per week.
- 4.5.2 Health Care Courses
Actual teaching time plus one (1) hour of preparation time for each hour of class taught. For example:
- a) CPR Courses
 - b) Prenatal courses
 - c) Smoking cessation
 - d) Sexuality
 - e) Diabetic teaching
 - f) Red Cross nursing
 - g) St. John's Ambulance
 - h) First aid
 - i) Workshops
- 4.6 Professional and Consulting Agencies, Community Health Agencies.
Examples of acceptable nursing practice include, but are not limited to the following:
- 4.6.1 Saskatchewan Health
 - 4.6.2 Saskatchewan Association of Health Organizations
 - 4.6.3 Health Systems Support Group
 - 4.6.4 Saskatchewan Union of Nurses
 - 4.6.5 Independent Nursing Agencies
 - 4.6.6 Victorian Order of Nurses
 - 4.6.7 Alcohol & Drug Rehabilitation Centres
 - 4.6.8 Home Care Programs:
 - a) Nursing Coordinator
 - b) District Manager
 - c) Home Service Coordinator
 - d) Assessor
 - e) Nurses giving Direct Care
 - 4.6.9 Weight Loss Counselling Centres
 - 4.6.10 Quality Health Council
- 4.7 Institutional Nursing (Employed as a RN):
- 4.7.1 Penitentiary and Correctional Centres
 - 4.7.2 Developmental & Rehabilitation Centres
- 4.8 Occupational Health Nursing
- 4.9 Ambulance and Air Ambulance (Employed as a RN)
- 4.10 Insurance Companies: Conducting health assessments

5. Self-Employment

Employment in private nursing practice will be assessed on an individual basis as long as the RN maintains practising membership with the SRNA.

6. Continuing Professional Nursing Education Hours of nursing practice can be recognized in the following situations

- 6.1 full time study toward degree in nursing is recognized as equivalent to full time nursing hours of practice as long as the RN maintains practising membership with the SRNA.
- 6.2 part time study toward degree in nursing is recognized as follows as long as the RN maintains practising membership with the SRNA:
 - 6.2.1 sixty (60) hours per credit unit shall be counted as practiced hours for classes leading to a nursing degree.
For example:
6 credit class - 360 hours
3 credit class - 180 hours
- 6.3 Nursing Certificate/Certification Courses: Certificate courses in nursing practice will be assessed on an individual basis as long as the RN maintains practising membership with the SRNA.
- 6.4 Nursing Workshops/Conferences: Equivalent hours of nursing practice will be assessed on an individual basis as long as the RN maintains practising membership with the SRNA.
- 6.5 Other Degrees: Nurses enrolled in courses in other professional disciplines will have their courses assessed on a course-by-course basis.

7. Nursing/District or Provincial Health Board/Commission/Committees

Upon advance written request, up to 20% of the current bylaw requirement (225 hours) in a five-year period on nursing, district or provincial regional health authorities can be recognized as long as the RN maintains practising membership with the SRNA. Further, other health-related Board member participation will be assessed on an individual basis.

8. Care of Family Member (in exceptional circumstances only)

Requests will be assessed on an individual basis by the Registration and Membership Committee and/or the Registrar. It should be noted that the RN must maintain practising membership with the SRNA and that:

- 8.1 the Association may recognize four hours per day to a maximum of 20% of the hourly bylaw requirement (225 hours).
- 8.2 requests for an extension of more than one year must again be reviewed by the Registration & Membership Committee.
- 8.3 the nurse must demonstrate that she will be

maintaining professional liaison with other health care professionals.

- 8.4 submitted documentation (for Registration & Membership Committee review) must include:
 - demonstration of the need for on-going professional RN care
 - documented plan of care
 - indication that documentation of client care, including medication and procedures, and consultations will be maintained.
- 8.5 two letters verifying the need for on-going professional RN care are required from two health professional liaisons in the community involved in the client's on-going care; most typically this will be a physician and nurse. (*Family: A social unit which includes friends and/or relatives who have an on-going, close, structured relationship and who are related by: bloodline, adoption or close association).

9. Volunteer Hours

Non-salaried activities may not in total count for more than 10% of the current bylaw requirement (112.5 hours) of acceptable employment in a given five-year period as long as the RN maintains practising membership with the SRNA. Some examples of recognized volunteer hours include:

- 9.1 professional nurses' association activities
- 9.2 blood pressure clinic for Heart Foundation
- 9.3 crisis line
- 9.4 camp nurse (8 hours for each 24 hour period)

10. Written requests for recognition of acceptable employment to maintain registration

Will be reviewed by the Registrar and, where necessary, presented on an individual basis for consideration by the Registration and Membership Committee. The Committee will review, but not be limited to, the following information:

- 10.1 job description
- 10.2 job qualifications
- 10.3 advertisement for position: please note that if an agency advertises for a registered nurse to fill a position, this does not automatically constitute acceptable employment.
- 10.4 evidence of congruence between the nursing activities involved in the position and the official job description.

Approved April 1990/Revised March 1999, 2005

The mission of the SRNA is competent, caring nursing for the people of Saskatchewan.

For further information please contact: Registration, SRNA, at 359-4223 (Regina) or 1-800-667-9945, ext. 223 or email: jshafer@srna.org



RN(NP) MAINTAINING ELIGIBILITY FOR LICENSURE

To maintain eligibility for registration as a RN(NP), a RN(NP) must have completed one of the following in the previous three year period.

- Eighteen hundred (1800) hours in approved RN(NP) activities.
- An approved nurse practitioner re-entry program.

If a full-time position requires a licenced RN(NP) who is practising to the full scope of the RN(NP) Standards and Core Competences 2003, all hours will be deemed eligible as outlined in the SRNA Bylaws, 2006, Bylaw VI, Section 3 Nurse Practitioner Category.

If RN(NP) practice takes place within Saskatchewan, eligible hours include actual hours of nursing practice in RN(NP) activities recognized by the SRNA.

If RN(NP) practice takes place outside of Saskatchewan:

- The RN(NP) must be registered in that jurisdiction.
- If a person practices in a jurisdiction that does not have RN(NP) registration, the person must maintain RN(NP) licensure and provide evidence of delegation of function in that jurisdiction.
- Where no RN(NP) registration exists, the person must maintain practicing RN(NP) membership with the SRNA if the work experience hours are to count toward maintaining eligibility for registration.

METHODS FOR MAINTAINING ELIGIBILITY

A. Four domains of practice (Direct Care, Education/Facilitation, Research and Administration) are recognized by the SRNA.

1. Direct Care

- 1.1 Minimum of 600 hours per three years.
- 1.2 Self-Audit – to be completed yearly and subject to random audits.

Note: Prior to transferring to a new area of practice, the RN(NP) must assess the level of competence for the new area.

2. Education/Facilitation (Faculty/Instructor)

Facilitation/Instruction must occur in a RN(NP) educational program. Calculation of practice hours are as follows:

- 2.1 Lecture – actual lecture time plus three (3) hours preparation time for each hour.
- 2.2 Clinical preceptorship/lab simulation – actual hours worked.
- 2.3 Curriculum Development – actual time for development.
- 2.4 Online course delivery – one hour per student per week per course, maximum of 12 hours per week.

3. Research

Research that builds on RN(NP) practice, with Registrar prior approval, will be considered on an individual basis.

4. Administration

With Registrar prior approval, considered on an individual basis:

- Management of RN(NP) practice.
 - Policy Development.
- B. Continuing Professional Nurse Practitioner Education
- With Registrar prior approval:
- **Full time study** toward a Masters/PhD which builds on RN(NP) competencies.
 - **Part time study** which builds on RN(NP) competencies assessed on an individual basis.
 - **Professional conferences** for RN(NP)s, Physicians, Pharmacists, Diagnostic Imaging Professional, or Laboratory Professional if focusing on advanced practice competencies will be considered on an individual basis.
 - **Professional conferences, associated degrees, and home study courses** will be considered for recognized hours on an individual basis.

FOR FURTHER INFORMATION PLEASE CONTACT:

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References:

- Association of Registered Nurses of Newfoundland and Labrador. (2002). Association of Registered Nurses of Newfoundland and Labrador Bylaws. St. Johns, NFD: Author
- J. Rock - Alberta Association of Registered Nurses. (personal communication, Nov. 27, 2003).
- L. Finley - Nurses Association of New Brunswick. (personal communication, Nov. 27, 2003).
- P. Pendergast - College of Registered Nurses of Nova Scotia. (personal communication, Nov. 25, 2001).
- Saskatchewan Registered Nurses Association. (March 1999). Guidelines for Acceptable Employment to Maintain Eligibility for Registration. Regina, SK: author
- Vigor, Cherie, College of Nurses of Ontario. (Personal Communication, Nov. 26, 2003).