



Practice Direction

**Reserved Acts that Require Additional
Education**

Approved by CRPNM Board of Directors
October 7, 2021

Reserved Acts that Require Additional Education



Background

Under the Regulated Health Professions Act (RHPA) and the College of Registered Psychiatric Nurses of Manitoba General Regulation (herein referred to as 'the General Regulation'), there are a number of reserved acts that require additional education before the registered psychiatric nurse (RPN) performs the reserved act.

The focus of the additional education is to support safe, competent, client-centered practice. This practice direction communicates the criteria required of the additional education. This practice direction also focuses on the criteria for the reserved acts requiring additional education and provides a more standardized education process for RPNs performing the reserved acts identified in the [appendix](#).

Reserved acts requiring additional education have been identified as those activities that:

1. require knowledge beyond the entry-level competencies;
2. require theory and technical skills; and
3. pose a high risk to client safety.

Practice Direction

RPNs must ensure that they have completed approved additional education and have achieved and maintained the necessary knowledge, skill and judgment prior to performing any of the reserved acts which require additional education as set out in the General Regulation. The employer and RPN have a shared responsibility to ensure that the RPN has the appropriate knowledge, skill and judgment to practise safely, competently and ethically.

What is additional education?

Pursuant to the General Regulation, additional education refers to a course, program of study, training or other structured process that meets the approved criteria and to provide a member with the competency to perform a reserved act. [Appendix A](#) identifies the specific reserved acts that require additional education that must meet the criteria.

This document does not list all activities in the practice of registered psychiatric nursing. Other types of additional education may be required to support safe practice where College approval is not required.

Roles and Responsibilities

The College

The College's role is to ensure that reserved acts that require additional education meets the approved criteria of the College.

Employer

Employers provide additional education to RPNs based on the competencies required in the practice setting. Employers must maintain a current record of RPNs who have successfully completed the additional education required for RPNs within the specific reserved acts requiring additional education. Upon request, employers must provide to the College, the name(s) of the nurse(s) who demonstrated successful completion of the additional education required for the specific reserved acts. The list includes the RPNs' name(s), registrations number(s), area(s) of practice and date education was completed.

Registered Psychiatric Nurse

RPNs need to ensure that they have completed approved additional education and have achieved and maintained the necessary knowledge, skill and judgment prior to performing reserved acts listed in Appendix A. The employer and RPN have a shared responsibility to ensure that the RPN has the appropriate knowledge, skill and judgment to practise safely, competently and ethically.

Criteria Required for Additional Education

The following 11 criteria will be used for the purpose of ensuring that additional education meets the criteria for the reserved acts requiring additional education.

Criterion I: Plan

The plan contains a comprehensive approach that demonstrates the need for the reserved act in the practice setting and ensures the RPN is able to meet the learning objectives in order to perform the reserved act competently.

1. The plan provides evidence that the reserved act is based on the needs of the client population.
2. The plan defines RPN selection criteria.
3. Resources are available to support the RPN.
4. Processes are in place to support the employer or delegate in making decisions to remove an RPN from the additional education when the RPN is unable to meet the learning objectives, the learning activities or the evaluation methods, or demonstrates unsafe practice.

Criterion II: Curriculum

The curriculum builds upon standards of practice and competencies to provide the learning experiences necessary for RPNs to achieve the competence for the reserved act.

5. The curriculum provides a framework which includes foundational elements applicable to registered psychiatric nursing practice including:
 - a. client-centered practice
 - b. collaboration;
 - c. communication;
 - d. documentation; and
 - e. ethical considerations.
6. The curriculum requires the RPN to achieve the competence for the reserved act while providing supervised/observed nursing care directly with clients and/or through simulated experiences.
7. The curriculum is evidence-informed.

8. The curriculum contains a description which includes the following:
 - a. course content;
 - b. learning objectives;
 - c. learning activities;
 - d. evaluation methods; and
 - e. a plan in place to support the maintenance of continuing competence.

Criterion III: Resources

The additional education course, program of study, training or other structured process provides quality education to the RPN in order to meet the applicable standards and competencies.

9. Evidence that there is a process to ensure the educator has the knowledge, skill and judgment to provide the additional education.

Criterion IV: Evaluation

Program and RPN evaluation support the RPN to achieve the competence required to perform the reserved act.

10. There is a process for RPN evaluation including ongoing and final evaluation of competence.
11. Educators, RPNs and other key stakeholders participate in timely evaluation of the education plan. These data are used to inform the education plan.

APPENDIX A

Reserved Acts for Registered Psychiatric Nurses (RPNs)

A registered psychiatric nurse may perform the following reserved acts.

Colour Code:

Orange highlighted reserved acts are those that require additional education.

Yellow highlighted reserved acts are those that require an order.

Green highlighted reserved acts are those that require additional education and an order.

| Reserved Act | Require Additional Education | Require an Order |
|---|------------------------------|------------------|
| <p>reserved act 1: A registered psychiatric nurse may make a diagnosis that is appropriate to the registered psychiatric nurse's practice and communicate it to an individual or the individual's representative in circumstances in which it is reasonably foreseeable that the individual or representative will rely on the diagnosis to make a decision about the individual's health care.</p> | No | No |
| <p>reserved act 2: A registered psychiatric nurse may</p> <p>(a) order or:</p> <p>(b) receive:</p> <p>reports of screening or diagnostic tests for the purpose of assessing, diagnosing or resolving a health condition that is appropriate to the registered psychiatric nurse's practice if the registered psychiatric nurse practices in an approved practice setting and the registered psychiatric nurse:</p> | No | No |

| <p>(c) uses a clinical decision tool in place at the approved practice setting; or</p> <p>(d) collaborates with:</p> <ul style="list-style-type: none"> (i) a registered nurse (nurse practitioner); (ii) a registered nurse (authorized prescriber); (iii) a registered psychiatric nurse (authorized prescriber); (iv) a physician; (v) a physician assistant; (vi) a clinical assistant; or (vii) a pharmacist <p>who is legally permitted and competent to order or receive those reports.</p> | | |
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| Reserved Act | Require Additional Education | Require an Order |
| reserved act 3(a): A registered psychiatric nurse may perform a procedure on tissue below the dermis. | No | No |
| <p>reserved act 3(a): If a registered psychiatric nurse has completed additional education, the registered psychiatric nurse may perform a procedure on tissue below the dermis for the following purposes:</p> <ul style="list-style-type: none"> (a) sharp wound debridement (b) suturing (c) venipuncture* (d) establishing intravenous access* <p>*additional education is not required for BScPN students who graduated after 2022 as it has been included in the program</p> | Yes | No |
| reserved act 3(b): A registered psychiatric nurse may perform a procedure on tissue below the surface of the mucous membrane. | No | No |

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| reserved act 3(c): If a registered psychiatric nurse has completed additional education, the registered psychiatric nurse may perform a procedure on the surface of the cornea for the purpose of fluorescein staining. | Yes | No |
| reserved act 4(a): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger into the external ear canal. | No | No |
| reserved act 4(b): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the point in the nasal passages where they normally narrow. | No | No |
| reserved act 4(c): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the pharynx. | No | No |
| Reserved Act | Require Additional Education | Require an Order |
| reserved act 4(c): If a registered psychiatric nurse has completed additional education, the registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the pharynx for the purpose of establishing an advanced airway. | Yes | No |
| reserved act 4(d): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the beyond the opening of the urethra. | No | No |
| reserved act 4(e): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the labia majora. | No | No |
| reserved act 4(e): If a registered psychiatric nurse has completed additional education, a registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the labia majora for the purposes of cervical cancer screening or pelvic examination. | Yes | No |

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| reserved act 4(f): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger beyond the anal verge. | No | No |
| reserved act 4(g): A registered psychiatric nurse may insert or remove an instrument or a device, hand or finger into an artificial opening in the body. | No | No |
| reserved act 5(a): A registered psychiatric nurse may administer a substance by injection. | No | No |
| reserved act 5(b): A registered psychiatric nurse may administer a substance by inhalation. | No | No |
| reserved act 5(c): A registered psychiatric nurse may administer a substance by mechanical ventilation. | No | No |
| reserved act 5(d): A registered psychiatric nurse may administer a substance by irrigation. | No | No |
| reserved act 5(e): A registered psychiatric nurse may administer a substance by enteral instillation. | No | No |
| reserved act 5(e): A registered psychiatric nurse may administer normal saline by parenteral instillation. | No | No |
| Reserved Act | Require Additional Education | Require an Order |
| reserved act 5(e): If there is an order, a registered psychiatric nurse may administer a substance (other than normal saline) by parenteral instillation. | Yes | Yes |
| reserved act 5(f): If a registered psychiatric nurse has completed additional education and there is an order, a registered psychiatric nurse may administer a substance by transfusion. | Yes | Yes |
| reserved act 9: a registered psychiatric nurse may administer a drug, except a vaccine, by any method (except by intravitreal administration) in any of the following circumstances: | No | Yes |

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| (a) there is an order for the drug to be administered; (b) the drug is a non-prescription drug. | | |
| reserved act 9: A registered psychiatric nurse may administer a vaccine by any method in accordance with the provincial requirements in any of the following circumstances: (a) the vaccine is included in a publicly-funded provincial immunization program; (b) the vaccine is required as part of a communicable disease response; (c) there is an order for the vaccine to be administered. | No | No |
| Reserved Act | Require Additional Education | Require an Order |
| reserved act 10(a): A registered psychiatric nurse may apply ultrasound for the purpose of bladder volume measurement. | No | No |
| reserved act 10(a): If a registered psychiatric nurse has completed additional education and there is an order, a registered psychiatric nurse may apply ultrasound for the following purposes: (a) blood flow imaging; (b) fetal heart monitoring | Yes | Yes |
| reserved act 10(b)(iv): If a registered psychiatric nurse has completed additional education and there is an order, a registered psychiatric nurse may apply electricity for the purpose of defibrillation. | Yes | Yes |
| reserved act 10(b)(vi): If a registered psychiatric nurse has completed additional education and there is an order, a registered psychiatric nurse may apply electricity for the purpose of electroconvulsive shock therapy. | Yes | Yes |
| reserved act 10(b)(x): If a registered psychiatric nurse has completed additional education and there is an order, a registered psychiatric nurse may apply | Yes | Yes |

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| electricity for the purpose of transcutaneous cardiac pacing. | | |
| <p>reserved act 10(e): A registered psychiatric nurse may order x-rays for the purposes of diagnosing a health condition or fracture that is appropriate to the registered psychiatric nurse’s practice if the registered psychiatric nurse practises in an approved setting and the registered psychiatric nurse</p> <p>(a) Uses a clinical decision tool in place at the approved practice setting; or</p> <p>(b) Collaborates with</p> <ul style="list-style-type: none"> (i) a registered nurse (nurse practitioner), (ii) a registered nurse (authorized prescriber), (iii) a registered psychiatric nurse (authorized prescriber), (iv) a physician, (v) a physician assistant, or (vi) a clinical assistant; <p>who is legally permitted and competent to order X-rays.</p> | No | No |
| Reserved Act | Require Additional Education | Require an Order |
| <p>reserved act 11(a): In relation to a therapeutic diet that administered by parenteral instillation, a registered psychiatric nurse may select ingredients for the diet if the registered psychiatric nurse has completed additional education and the registered psychiatric nurse collaborates with:</p> <ul style="list-style-type: none"> (i) A registered dietician, (ii) A registered nurse (nurse practitioner), or (iii) A physician <p>who is legally permitted and competent to select ingredients for the diet.</p> | Yes | No |

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| reserved act 11(b): In relation to a therapeutic diet that is administered by parenteral or enteral instillation , a registered psychiatric nurse may administer the diet if there is an order. | No | Yes |
| Reserved Act | Require Additional Education | Require an Order |
| reserved act 13(a): A registered psychiatric nurse may put into the external ear canal, up to the eardrum, water that is under pressure equal to or less than the pressure created by the use of an ear bulb syringe or ear wash system. | No | No |
| reserved act 20: A registered psychiatric nurse may perform a psycho-social intervention with an expectation of modifying a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behaviour, the capacity to recognize reality, or the ability to meet the ordinary demands of life if the registered psychiatric nurse collaborates with a person who engages in health care as a practising member of a health profession regulated under the Act or a profession-specific Act listed in Schedule 2 of the Act and who is legally permitted and competent to perform it. | No | No |

Glossary

Additional Education: Additional education means a course, program of study, training or other structured process that meets the approved criteria and the purpose is to provide a member with the competency to perform a reserved act.

Educator: An educator refers to an individual or individuals who deliver a course, program of study, training or other structured process to RPNs for the reserved acts requiring additional education.

Evidence Informed: Care based on the collection, interpretation and integration of valid, important and applicable patient-reported, clinician-observed, and research-derived evidence (Halter, 2014).

General Regulation: Refers to the *College of Registered Psychiatric Nurses of Manitoba General Regulation*.

Orders: Instruction or authorization for a specific client given by a health-care provider with expert knowledge who is legally permitted, competent to give an order and who is making a decision about care based on an assessment.

Practice Direction(s): may be used to enhance, explain, add to, or guide members with respect to the content described in the standards of practice or other matters not dealt with in the standards which are relevant to the practice of the profession. These also

carry the force of General Regulation (Manitoba Health, 2014).

Reserved Acts: are activities that are deemed to be a risk to the public if not performed safely and competently by health professionals. The health professional must have the appropriate knowledge, competence and skills necessary to perform the act safely. There are 21 categories of reserved acts, including such activities as ordering screening and diagnostic tests, making a diagnosis and prescribing/dispensing/administering drugs, among others.

REFERENCES

College of Registered Nurses of Manitoba. (2017). *Practice Direction: Criteria for Reserved Acts Requiring Additional Education*. Winnipeg, MB: Author.

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