



**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**TITLE: Issuing/Re-Issuing a Certificate of Practice to Members with at Least 1100 Hours of Practice in the Last 5 Years**

**Date in Effect:** February 1, 2024

**Date approved:** January 31, 2024

**Date reviewed:**

**Date revised:**

**Policy Type:** Registration

**Subtype:** Certificate of Practice

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**POLICY:** A minimum of 1400 hours of practice in the immediately preceding five-year period or a minimum of 560 hours in the immediately preceding two-year period is required to maintain eligibility in the Registered Psychiatric Nurse membership class.

Members who do not meet the 1400 hours of practice in the last 5 years or the 560 hours in the last 2 years may have their application for a certificate of practice considered if they have practiced a minimum of 1100 hours in the immediately preceding 5-year period.

Applicants who have at least 1100 hours of practice in the immediately preceding 5-year period who otherwise meet the requirements for a certificate of practice must be willing to enter into an agreement with the College that provides evidence of safe and competent practice and until the 1400-hour practice hour requirement is met in the year in which the agreement is signed.

**CRITERIA:**

The Registrar may consider an application to renew or reinstate a certificate of practice from member if the applicant:

- 1) Meets the currency requirements of at least 1100 hours in the immediately preceding 5-year period.
- 2) Continues to meet all other requirements for a certificate of practice, including the continuing competence requirements, identified in the *Regulated Health Professions Act* and the *College of Registered Psychiatric Nurses of Manitoba General Regulation*.
- 3) Has, or had, a certificate of practice in good standing (i.e., not suspended; there are no outstanding conditions or requirements because of a proceeding with the Investigation Committee; there are no outstanding monies owed to the College).
- 4) Completes the declarations provided in the application.

- 5) Submits a criminal record check that includes a vulnerable sector search, child abuse registry check and adult abuse registry check (collectively the “Background Checks”) current within six (6) months of application.
- 6) Does not possess a record of conviction under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), the Food and Drugs Act (Canada) or any criminal or penal statute of a jurisdiction outside of Canada that makes it desirable in the public interest that the member does not practice psychiatric nursing.
- 7) Does not suffer from a physical, mental condition, disorder, or addiction to alcohol or drugs that makes it desirable in the public interest that the member practice psychiatric nursing.
- 8) Provides evidence of continuing competence, including the completion of the jurisprudence modules.
- 9) Consents to the verification of the practice hours that have been reported to the College in the immediately preceding five (5) year period. The *Request for Verification of Practice Hours* form must be completed by all employers the applicant has had in the past five years.
- 10) Provides a reference from the current employer(s) that attests to the member’s competence and safety to practice.

#### **APPLICATION OF POLICY:**

Applicants who have at least 1100 hours of practice in the immediately preceding 5-year period, and who otherwise meet the requirements for a certificate of practice, may enter an agreement/undertaking with the College that provides evidence of safe and competent practice until the 1400-hour practice hour requirement has been met. The 1400- hour practice hour requirement must be met in the year in which the agreement is signed.

The applicant must:

- 1) Have an employer who is willing to attest to the competency and safety of the member’s current practice and provide ongoing support and evaluation.
- 2) Provide evidence that the current employer is willing to provide ongoing support and evaluation.
- 3) Agree to the terms of the undertaking which may include, but not be limited to, limiting practice to a single employer, monitoring of practice, and performance evaluations from an immediate supervisor.

#### **Renewal of a Registration Agreement/Undertaking**

The Registrar may consider the renewal of the registration agreement if, at the conclusion of the registration year in which the current agreement was signed, the member continues to have less than 1400 hours of practice in the past 5 years and does not have a minimum of 560 hours in the immediately preceding two-year period. Renewal of the agreement will only be considered if the terms of the agreement/undertaking have been met and the employer remains willing.

#### **When a Refresher Course is Required**

Applicants for renewal or reinstatement to the Registered Psychiatric Nurse membership class who do not meet the practice hour requirements outlined in this policy are required to complete psychiatric nursing education re-entry/refresher program approved by Council to re-establish their eligibility for registration.