



**Nursing Policy/Procedure**

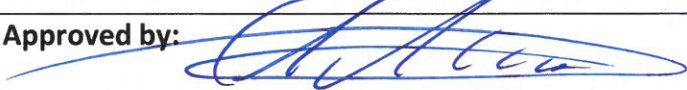
**Policy Number:** In Progress

**Section:** Nursing Education

**Issued:** February 10, 2017

**Subject:** Mandatory Training for Health Canada Employees  
Providing Primary Care Services within First Nation  
Communities

**Revised:** May 18, 2017

<b>Approved by:</b> 	<b>Effective Date:</b>
	May 18, 2017
<b>Director of Nursing, Alberta Region</b>	<b>Date:</b> 18 MAY 2017

**Policy:**

Health Canada (FNIHB) employed Nurses (RNs and NPs) providing primary care services in nursing stations within First Nations communities in Alberta are required to obtain and maintain certifications in the following five (5) mandatory courses:

1. Advanced Cardiac Life Support (ACLS)
2. International Trauma Life Support (ITLS)
3. Paediatric Advanced Life Support (PALS)
4. Controlled Substances (in partnership with University of Ottawa)
5. Alberta Regional Nursing Immunization Provider, Part A & B

**Table 1: Mandatory Training**

Nurses who work in Nursing Stations: Primary Care	Renewal	Time
Immunization Certification	3 years (with 4 month grace period)	7.5 hours for Part A
Controlled Substances	3 years	15 hrs
Advanced Cardiac Life Support [ACLS]	2 years	15 hrs
Pediatric Advanced Cardiac Support [PALS]	2 years	15 hrs
International Trauma Life Support [ITLS]	3 years	15 hrs

- Any additional hours required to complete the training that are over or outside of regular work hours will be paid at straight time with manager approval.



**Principles:**

Nurses are accountable for their own practice and for maintaining their professional certifications.

Aligning with the National Policy on Mandatory Training for Health Canada Employed Nurses Delivering Primary Care Services in Nursing Stations within First Nations Communities, courses listed in Table 1 have been identified by FNIHB as containing evidence based curricula that supports nursing practice in nursing stations.

**Procedure:**

All newly hired RN/NPs will submit a copy of their current certifications to their nurse manager for verification. The information will be entered and uploaded into the eLearning Portal by nursing education administration.

All RN/NP's are required to ensure that their mandatory certifications are current and to renew their certification prior to the expiry date.

To apply to renew the mandatory certification the RN/NP must submit a completed *Application for Training*, a current *Learning and Development Plan* and information about the course to their manager.

The employee will be paid for the course time at their basic rate of pay. The number of hours paid will be based on the education provider's posted hours for the course. Any travel arrangements associated with the training must be discussed with and approved by the manager prior to travelling. The cost centre manager is responsible for any travel cost incurred for the training.

Upon successful completion of the certification the RN/NP will submit a copy of their certification and receipt for course fees and required materials to Nursing Education Administration for reimbursement.

RN/NPs who do not maintain current certification in the mandatory training courses will have corrective measures started in accordance with the relevant FNIHB human resources policies and guidelines which may include:

- a) Verbal warning
- b) Letter to file
- c) Performance management
- d) Suspension without pay until such time as the mandatory courses have been successfully completed.

The status of all FNIHB RN/NPs mandatory training will be available on the eLearning Portal. The education department will enter the certifications into the database but it is the responsibility of the nurse to ensure this information is correct and up to date.

Courses are available nationwide at all times of the year. The location chosen will be determined through discussions with the RN/NPs and their manager. There may be opportunities to have the courses offered in First Nation communities or at the Regional Office but this is not guaranteed.

RNs and NPs are still required to complete any other mandatory requirements not included in this policy.

## Nursing Education Policy regarding Controlled Substances

	<b>Section No:</b>	<b>Policy No:</b>
Section: <i>Nursing Education</i>		
Distribution: <i>All nurses</i>	Latest revision: N/A	
Draft Issued: <b>November 2013</b>	Next revision: October 2016	
Approved by: IPAC		

### PURPOSE

Regional Nursing Leadership is to assess and ensure that, registered nurses (RN's)<sup>1</sup>, within their employ, attain and maintain the nursing competencies related to the provision of controlled substances. For this purpose, RN's are provided with a quality assurance process composed of the *FNIHB Controlled Substance Competencies* and access to the online *FNIHB Nursing Education Module on Controlled Substances in First Nations Health Facilities* and the competency assessment tool.

### STATEMENT OF CONTENT

RN's are not authorized under the *Controlled Drugs and Substances Act* (CDSA) or their jurisdictional scopes of practice to conduct activities with controlled substances unless working in a hospital and under the direct supervision of a physician. As a result, FNIHB exemptions under Section 56 of the CDSA are required to be adhered to by those RN's who possess, provide, administer, transport, send and deliver controlled substances in the course of carrying out of their work responsibilities in remote and/or isolated communities.

FNIHB has taken steps to ensure that RN's employed or contracted by FNIHB to work in First Nation health facilities attain and maintain certain competencies related to the management of controlled substances. For this purpose, FNIHB has developed a quality assurance process including decisional support tools that are composed of:

- *The FNIHB Nursing Controlled Substance Competencies;*
- *The online FNIHB Nursing Education Module on Controlled Substances in First Nations Health Facilities;*
- *The Policy and Procedures on Controlled Substances for First Nation Health Facilities which includes ongoing monitoring and reporting;*
- *The FNIHB National Nursing Station Formulary; and*
- *The FNIHB Clinical Practice Guidelines for Nurses in Primary Care.*

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<sup>1</sup> Registered Nurses, who as part of their professional work life and in the provision of care to clients in First Nations Health facilities handle controlled substances.



The quality assurance process (composed of the online module and the post-test) is available to ensure that RN's obtain and demonstrate the CS competencies. The RN's who are successful at the post-test will receive a certificate of completion. The RN's must be re-certified every three (3) years as part of the FNIHB policy requirements to meet the exemption.

## COMPLIANCE/ IMPLICATIONS

Regional Nursing Leadership will mandate and facilitate nursing staff access to the online *FNIHB Nursing Education Module on CS in First Nations Health Facilities* and monitor the results of the certification. The RN's are required to print the certificate of completion after they pass the post-test, and send a copy to their Manager and to the Regional Nurse Educator. Regions will keep the document on file and report annually to the Clinical and Client Care Program (Education Portfolio) the number of RN's successfully completing the certification and recertification process.

The post-test is composed of a series of 25 multiple choice questions. Should an RN not meet the 80% pass mark during his/her first attempt, he/she will have a second opportunity to retest a different set of questions. RN's who are unsuccessful at their second attempt, will be requested to contact their Manager/Educator for immediate follow-up. In such a case, the nurse will have access to the online reading material but will not be able to repeat the post-test for a period of 4 weeks. Arrangements should be made to repeat the initial testing until such time as the nurse is successful in passing the post-test.

The *FNIHB Nursing Education Module on CS in First Nations Health Facilities* is a component of the region's essential training for RNs working in remote and isolated communities. In addition to completing quality assurance process, the nurse will continue to adhere to the requirements of the applicable FNIHB policies and procedures and support tools.

## REFERENCES

Health Environments and Consumer Safety, Office of Controlled Substance. (October 1<sup>st</sup>, 2013). Section 56 Class Exemption for Registered Nurses delivering Primary Health Care at a Health Facility in a Remote and/or Isolated Community.

Health Environments and Consumer Safety, Office of Controlled Substance. (October 1<sup>st</sup>, 2013). Supplementary Information: Section 56 Exemption for Registered Nurses who Deliver Primary Health Care at a Health Facility Located in a Remote and /or Isolated Community.