

## **FNIHB- OR Nursing Policy/Procedure**

Section: **Mandatory Nursing Education**

Policy Number: **I - 14**

Subject: **Mandatory Certification**

Issued: **March 31, 2015**  
Revised:

Distribution: **All Nursing Facilities**

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### **1. POLICY:**

- 1.1 All nurses are required to maintain currency in the applicable First Nations and Inuit Health Branch-Ontario Region (FNIHB-OR) mandatory certifications.
- 1.2 The mandatory certifications are linked to the nurse's practice type – [I] nursing station [II] health centre [III] health centre with treatment. See Table 1: Mandatory Certifications by Type of Nursing Practice.
- 1.3 Nurses are required to submit, to management, proof of their current certification annually and as requested.

**Table 1: Mandatory Certifications by Type of Nursing Practice**

<b>Nurses who work in Nursing Stations:</b>	<b>Nurses who work in Health Centres:</b>	<b>Nurses who work in Health Centres with Treatment:</b>
Cardiopulmonary Resuscitation (CPR) for the health professional	Cardiopulmonary Resuscitation (CPR) for the health professional	Cardiopulmonary Resuscitation (CPR) for the health professional
Immunization Certification	Immunization Certification	Immunization Certification
Transportation of Dangerous Goods (TDG) (land and air)	Transportation of Dangerous Goods (TDG) (land)	Transportation of Dangerous Goods (TDG) (land and air)
Workplace Hazardous Materials Information System (WHMIS)	Workplace Hazardous Materials Information System (WHMIS)	Workplace Hazardous Materials Information System (WHMIS)
Control Drugs and Substances		Control Drugs and Substances
International Trauma Life Support (ITLS)		International Trauma Life Support (ITLS)
Advanced Cardiac Life Support (ACLS)		
Pediatric Advanced Life Support (PALS)		

- 1.4 Maintaining current FNIHB-OR mandatory certification is a condition of employment.
- 1.5 Re-certification schedule is based on individual course recommendation.

## **2. PRINCIPLES:**

- 2.1 Nurses are accountable for their own practice and for maintaining their professional competence.
- 2.2 The courses listed in this policy have been identified as containing evidence based curricula that supports nursing practice in nursing stations, health centres, and health centres with treatment.

## **2.3 DEFINITIONS:**

**Nurses:** Registered Nurses in the General Class, Registered Nurses in the Extended Class.

**RNE:** Regional Nurse Educator

## **3. PROCEDURE:**

### **Each nurse shall:**

- 3.1.1 Ensure that his/her mandated course certifications are current, and provide evidence of current certification by the close of business annually on the first Monday of January and as requested.
- 3.1.2 Be responsible for keeping track of the date for renewal of all mandatory certifications and to apply for attendance of the required course(s) through the RNE in a timely manner.
- 3.1.3 In the event of expired certifications, submit, to the RNE, proof of registration in the required certification course within 10 days of the expired certificate(s) and proof of recertification within 60 days of the expiry date of the certification,

### **Each Nurse Manager shall:**

- 3.1.4 Ensure that their direct nursing reports are aware and understand this policy.
- 3.1.5 Ensure corrective measures, in accordance with relevant FNIHB HR policies and guidelines, are taken with nurses who fail to comply with this policy. Corrective measures may include:
- (i) A verbal warning of the need to complete mandatory course(s);
  - (ii) A letter on the employee's file noting the outstanding certification until such time that the employee provides proof of current certification;
  - (iii) Placing the nurse in a performance management agreement or
  - (iv) Suspension without pay until such time that the mandatory course(s) has been successfully completed.

### **The Regional Nurse Educator shall:**

- 3.1.6 Establish and manage a database of employee certification. This database shall include the names of each nurse working in direct care provision and the status of their mandatory certificate(s)
- 3.1.7 Work in collaboration with nurses, nursing managers and practice consultants to maintain a current certification database.
- 3.1.8 Ensure that the mandatory certification courses are available to nurses a minimum of three times per year and that course materials are received at least one month prior the start of each course.
- 3.1.9 Ensure all employees receive notice of course availability.

<b>Approved by:</b>	<b>Effective Date:</b>  <b>March 31, 2015</b>
<b>Director of Nursing, Ontario Region</b> <b>Date:</b>	
<b>Regional Executive, Ontario Region</b> <b>Date:</b>	

