

FNIHB-OR Nursing Policy and Procedure

Section: **Professional Nursing Practice**

Policy Number: **II - 14**

Subject: **Mandatory Registration**

Issued: **March 31, 2015**

Distribution: **All Nursing Facilities**

Revised:

1. POLICY:

- 1.1 To ensure compliance with existing Standards of Nursing Practice, each Registered Nurse (RN) and Nurse Practitioner (NP) must be registered in good standing with the College of Nurses of Ontario (CNO) on January 1st of each year.
- 1.2 Proof of membership must be submitted to the Zone Nursing Officer by January 1st of each year in order to maintain work privileges.
- 1.3 Failure to comply with the above requirements will result in disciplinary action.

2. PRINCIPLES:

- 2.1 First Nations and Inuit Health – Ontario Region (FNIH-OR) is committed to providing quality nursing services within its communities.
- 2.2 It is the RN and NP's professional responsibility to maintain his/her Certification of Registration with the CNO.
- 2.3 The CNO will suspend the registration of nurses who have not paid their registration fees. No nurse can continue working with FNIH-OR if his/her registration with the CNO is suspended for any reason, including non-payment of fees.

3. DEFINITIONS:

- 3.1 **Nurse:** Refers to Registered Nurses and Nurse Practitioners.

4. PROCEDURE:

- 4.1 The RN or NP shall:
 - 4.1.1 Submit proof of CNO registration at the time of hire and by January 1st of each year thereafter.
 - 4.1.2 Submissions past March 1st may not be eligible for reimbursement that fiscal year.
- 4.2 The Director of Nursing shall:
 - 4.2.1 Prepare the Call Memorandum to all nurses by September of each year. This

memorandum will be precise in terms of deadline date and reimbursement procedures.

- 4.2.2 Participate in the Automated Annual Verification Renewal (AAVR) process at the CNO by forwarding the name and CNO registration number of all RNs and NPs employed by the FNIH-OR.

4.3 The Zone Nursing Officer shall:

- 4.3.1 Disseminate the Call Memorandum to all Nurses under their responsibility.
- 4.3.2 Forward the name and CNO registration number of all the Nurses employed in the Zone to the Director of Nursing.
- 4.3.3 Where the ZNO provides functional supervision to nurses working in First Nation communities, the ZNO will request copies of the nurses' CNO registration.
- 4.3.4 If proof of certification is not received, the ZNO will report the matter to the Director of Nursing.

4.4 Failure to comply:

- 4.4.1 The ZNO and the Director of Nursing will act immediately to determine the appropriate disciplinary action for that nurse. This process shall be made in collaboration with Human Resources.
- 4.4.2 If an employee is suspended by the CNO, including for non payment of registration fees, the employee will immediately be placed on off-duty status (leave without pay). Being placed on off-duty status does not preclude any other disciplinary / administrative action the employer may wish to take. The appropriate action will take into consideration the basis for the CNO suspension.

5. RELATED POLICIES:

FNIHB-OR Policy: Nursing Practice Responsibilities

6. REFERENCES:

Government of Ontario. Nursing Act, 1991, SO 1991, c32

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