



April 25, 2018

Greetings Licensed Practical Nurses.

RE: 2018 Regulatory Bylaw Revisions / 2017 AGM Member Proposed Resolution Response

We are pleased to provide you with the 2018 proposed Regulatory Bylaw amendments. The SALPN Council is obligated to distribute proposed bylaw amendments two weeks prior to the Annual General Meeting (AGM). Last month, SALPN Members were provided an initial draft of the proposed bylaw revisions and requested feedback of same. All feedback was reviewed, and a considerable amount was implemented into the final draft to be presented for vote at the upcoming Annual General Meeting on May 9, 2018, in Saskatoon. The AGM is free to attend and will take place at the Saskatoon Inn at 1:00pm

The SALPN Council received a resolution from SALPN member, Brent Wagner, at the 2017 Annual General Meeting related to the Continuing Education Portfolio program. The resolution states;

“I propose that Section 1 and Section 2 [See clause 10(1)(b) SALPN Regulatory Bylaws] be combined therefore allowing the individual LPN to accumulate... continuing education hours regardless [of]... Group Learning or Individual Learning...”.

The SALPN Council is obligated to respond to the resolution before or at the following AGM and must respond in a manner reflective of the SALPN public interest mandate. The Council is obligated to **respond** to resolutions, but not obligated to carry out the resolution in full, partially, or at all.

Immediately following the 2017 AGM, the Council directed the SALPN Executive Director to explore a means of addressing the resolution in a manner that balances the public protection mandate with the request of the resolution.

An extensive review of other continuing education programs was conducted and published in the 2017 Mid-Year Report. The requirements of other health regulators, LPN regulators, and non-health regulators were shared with the SALPN Council and the SALPN membership. This information can be viewed here: <http://www.salpn.com/images/Front-Page-Blue-Boxes/JUNE-NEWSLETTER-Final-.pdf>.

The 2018 renewal season was very informative to the process of responding to the resolution. It was evident that a commitment to ongoing education exists throughout the membership. Many members completed an excess of the required eight hours of “individual education” and even more exceeded the required total of 24 hours. The process of preparing the revisions began late into the renewal season with a draft solution presented to the SALPN Council at the February 2018 meeting of the SALPN Council.

Please review the following important information related to potential changes to the Continuing Education Portfolio program.

Additionally, a series of questions and answers, an explanatory chart, and examples have been developed to help you understand the proposed amendments to the Regulatory Bylaws related to the CEP Program.

1. Is the SALPN Council proposing changes to the regulatory bylaws related to the CEP program based on the resolution?

The SALPN Council reviewed the program and regulatory bylaws and considered many factors including program effectiveness, comparability to other existing programs, member compliance with the existing program, and practicality. The review was prompted by the resolution.

2. The objective is a continuing education program that contributes to lifelong learning and enhances the quality and safety of care provided by LPNs. The SALPN Council is confident changes to the CEP program can be made while ensuring public protection efforts and a commitment to lifelong learning. When will the bylaw amendments be presented to the LPN membership?

Proposed bylaw revisions will be presented at the SALPN AGM on May 9, 2018 at 1:00 PM at the Saskatoon Inn. The AGM is free to attend. Members in attendance will have the opportunity to vote either in favor or not in favor of the proposed bylaw changes.

3. What did the SALPN Council learn from reviewing the CEP Program?

The SALPN Council agrees there are several types of quality learning available which enhance quality and safety in LPN practice. One of the main differences between education formats is the ability to confirm full attendance or completion. There are formats of education in which this is easily done, and there are formats in which these are less easily verified. The SALPN is committed to ensuring LPNs complete continuing education and therefore have placed significant weight on learning that can be confirmed as complete.

4. How does the SALPN Council propose to acknowledge the quality learning available to LPNs and ensure their responsibility to the public is fulfilled?

The SALPN Council proposes condensing and simplifying the current categories into two simpler categories; **Section A: Formal Activities** and **Section B: Informal Activities**. A sample of the complete chart and examples are included for review purposes.

Section A: Formal Activities - Section A: Formal Activities are easily verified as complete. It includes and addresses the multiple, but effective ways people learn. This includes the current “formal” and “self-directed learning,” but can also capture other high-quality workshops, initial certifications, and education formats available. The completion of a professional growth plan is also included in this section.

Section A: Formal Activities (Report a minimum of 8 hours annually)

1. Educational activities related to nursing/healthcare including two or more of the following:
 - a) ends with an exam or quiz
 - b) includes assignment(s), presentation(s), learning package(s), or project(s)
 - c) demonstration of competence/competency
 - d) interactive group work
 - e) results in a credential
 - f) can be passed or failed
2. Completion of a Professional Growth Plan (16 Reportable hours)

Section B: Informal Activities includes education or activities that can be difficult to confirm completion, attendance, or required annually for employment. CPR, TLR, WHMIS, PART, GPA, WAVE recertifications, preceptorship, and participation on nursing or health care committees, although important, are best placed in this category to ensure there is an opportunity to embrace new learning.

Section B: Informal Activities

Informal activities include the following:

- a) CPR, TLR, WHMIS, PART, GPA, WAVE recertification(s)
- b) preceptorship (8 reportable hours per each week of preceptorship)
- c) nursing/healthcare committees
- d) any other educational activity related to nursing/healthcare not meeting the criteria for formal activities in Section A

5. Why doesn't the chart include SALPN events?

SALPN events will be categorized based on the content of each event. The SALPN event format may change and therefore the classification would change as well. This allows SALPN to be flexible when planning educational events and the ability to provide workshops opposed to a traditional conference. Event material will indicate the placement of each SALPN hosted event.

6. Will the number of required hours change?

No, the number of reported hours will remain 24 annually (pro-rated for those holding a non-practicing certificate for periods of the year or for those obtaining their initial SALPN licensure during the licensure year). **A minimum of 8 hours would be required annually in Section A: Formal Activities. The remainder of the required hours could be reported in either section.**

7. Will the proposed changes include the option to carry-over CEP hours?

Yes. LPNs may continue to carry-over up to 8 hours of excess education into the following year. The ability to carry-over 8 hours applies to all members, regardless of the amount of time licensure was held in the previous licensure year. Carry-over hours will be applied to the section it was originally obtained.

8. Will the proposed changes make the renewal process easier?

Yes. It will be much easier to classify education as there will be two categories. This will eliminate the need to sub-categorize education on renewal.

9. Will I be able to upload verification of education completed directly to my member profile?

Yes. SALPN is working with the database provider and this option will be available soon. Once available, members will be able to upload proof of education to your Member Profile at the time of completion or at your convenience. This option will be made available to the membership regardless if changes are made to the program.

SALPN CEP Program Education Classification

Section A: Formal Activities	Section B: Informal Activities
<p>1. Educational activities related to nursing/healthcare including two or more of the following:</p> <ul style="list-style-type: none"> a) ends with an exam or quiz b) includes assignment(s), presentation(s), learning package(s), or project(s) c) demonstration of competence/competency d) interactive group work e) results in a credential f) can be passed or failed <p>2. Completion of a Professional Growth Plan (16 Reportable hours)</p>	<p>Informal activities include the following:</p> <ul style="list-style-type: none"> a) CPR, TLR, WHMIS, PART, GPA, WAVE recertification(s) b) preceptorship (8 reportable hours per each week of preceptorship) c) nursing/healthcare committees d) any other educational activity related to nursing/healthcare not meeting the criteria for formal activities in Section A

SALPN CEP Program: Hour Requirements

Length of time Practicing Licence was held in previous licensure period	Minimum Number of Total Hours required for renewal	Minimum Number of Hours required from Section A: Formal Activities	Carry Over Hours Allowed
<3 months	6	2	Up to 8 (if an excess of the required 6 hours is obtained- applied in the category earned)
>3 Months <7 Months	12	4	Up to 8 (if an excess of the required 12 hours is obtained- applied in the category earned)
>7 Months	24	8	Up to 8 (if an excess of the required 24 hours is obtained- applied in the category earned)

Examples of Education Categorization:

- A) My employer is providing a two-hour education session about a new wound assessment process we are using on our unit. It includes a learning module; quiz and we are required to show we know how to use the system. Where will this be categorized?**

This would be categorized in Section A: Formal Activities because it includes two or more of the descriptors in that section. It ends with a quiz, includes a learning module, and includes a demonstration of competency. Report 2 hours.

- B) I attended a two-day (7-hour days) leadership development workshop. I received a certificate of completion. We worked through a workbook, and I was required to participate in group activities throughout. Where will this be categorized?**

This would be categorized in Section A: Formal Activities because it includes working through a workbook and involved participation in group activities. Report 14 hours.

- C) I attended the SALPN Annual Conference for 11 hours over two days. I received a certificate of attendance, but attendance was not necessarily monitored or required to receive the certificate.**

This would be categorized as Section B: Informal activities because two or more of the descriptors are not present to be categorized as Section A: Formal Activities. Report 11 hours.

- D) I am required at work to recertify in CPR, TLR, and WHMIS each year. Where is this classified? How many hours are counted?**

These recertifications would be categorized in Section B: Informal Activities. Report the length of time taken to complete the recertification.

- E) I completed an online learning module about Lab Values. It took six hours, ended with a quiz, and required working through six modules. Where would this be categorized?**

This would be categorized a Section A: Formal activities because it included a learning module and ended with a quiz. Report 6 hours.

- F) I am completing a Professional Growth Plan and am wondering where it is categorized and how many hours can be reported?**

A professional growth plan is categorized in Section A: Formal Activities and 16 hours can be reported for a completed Professional Growth Plan.

G) I am going to preceptor a Practical Nursing student for the next two weeks. We will work together for six 12 hour shifts, where will this be categorized?

SALPN acknowledges the learning involved in preceptoring a student. This can be reported in Section B: Informal activities. You can report 8 hours for every week preceptorship, so in this case, 16 hours can be reported.

H) I just received the WCC certification in wound care. This 40-hour course involved pre-course work, a classroom learning session, and a skills lab. Where would this be categorized?

This education includes all the descriptors in Section A: Formal Learning and therefore is categorized in Section A: Formal Learning. Report 40 Hours.

I) I reviewed a peer-reviewed journal article about the nursing role in response to the opioid crisis? I spent one hour reading this article. Where is this categorized?

This is classified in Section B: Informal Activities because two or more of the descriptors are not present to be categorized in Section A: Formal Activities. Report 1 hour.

J) I completed a class offered by Saskatchewan Polytechnic. The class was 42 hours in length. Where would this be categorized?

This is categorized in Section A: Formal Activities because it includes an exam, an assignment, course work, and can be passed or failed. Report 42 hours.