

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.1.03</b>
Section:	Regulatory Practice	Issued:	September 8, 2014
Subject:	<b>Working Without A Valid Practicing License</b>	Effective:	September 2014
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	September 2, 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 27, 2017

## **1. POLICY**

Clause 21 of the Licensed Practical Nurses Act, 2000 states;  
*No person other than a member shall use the title “Licensed Practical Nurse”, the abbreviation “L.P.N.” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member.*

Clause 22 (1) of the Licensed Practical Nurses Act, 2000 states;  
*No person shall practice as licensed practical nurse unless that person is a practising member.*

Clause 9(1) of the SALPN Regulatory Bylaws states;  
*Every license to practice provided to a licensed practical nurse or a graduate licensed practical nurse expires on December 31 of the year in respect of which it is issued.*

Clause 9(2) of the SALPN Regulatory Bylaws states;  
*Every licensed practical nurse and every graduate licensed practical nurse must obtain a licence in each year in order to practice by submitting the required application form, provided by SALPN, together with the prescribed fee for the licence and any other fees or charges owing to SALPN for any reason, on or before December 1 in each year.*

Clause 9(3) of the SALPN Regulatory Bylaws states;  
*A licensed practical nurse or graduate licensed practical nurse who does not obtain or renew a licence ceases to be licensed, and is not entitled to practice or work as licensed practical nurse or graduate licensed practical nurse, as the case may be, as at January 1 of the year for which the licence is required, and is noted as an inactive member in the register.*

If information is brought forward indicating a member may be practicing without a valid practicing license, the following actions will be taken.

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.1.03</b>
Section:	Regulatory Practice	Issued:	September 8, 2014
Subject:	<b>Working Without A Valid Practicing License</b>	Effective:	September 2014
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	September 2, 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 27, 2017

## **2. PROCEDURE**

- 2.1. Validate the member's current registration and licensure status in the Alinity Database.
- 2.2. If current practicing licensure has not been obtained, contact the member in question to determine the validity of the information.
- 2.3. If current practicing licensure has not been obtained, contact the member's employer(s) to determine the following:
  - 2.3.1. If the member worked any shifts in the current licensure year
  - 2.3.2. If applicable, how many shifts in total has the member worked unlicensed
  - 2.3.3. Any other pertinent information relating to employment as deemed necessary
- 2.4. If the employer(s) confirms the member has worked while unlicensed, provide the following instruction:
  - 2.4.1. Have the member vacate the premises immediately, if applicable
  - 2.4.2. Cancel any and all upcoming shifts the member may be scheduled to work
  - 2.4.3. Instruct the member to contact the SALPN to have licensure re-instated, provided requirements are met
- 2.5. If the member has been deemed to have worked without a license, the SALPN Registrar or designate will submit a complaint via the online complaint section of the SALPN website.