

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.13.01
Section:	Audit	Issued:	December 6, 2013
Subject:	Licensure Renewal Audits	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	September 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	June 7, 2017

1. POLICY

- 1.1 Clause 10(1)(a) of the SALPN Regulatory Bylaws requires an applicant for licence renewal to have obtained 1250 registered working hours in licensed practical nurse activities approved by Council during the previous five years.
- 1.2 Clause 10(1)(b) of the SALPN Regulatory Bylaws requires an applicant for licence renewal to have obtained a number of continuing education points to be eligible for licensure.
- 1.3 Clause 10(1)(e) of the SALPN Regulatory Bylaws requires an applicant submit a satisfactory criminal record check.
- 1.4 If selected for audit, members are asked to declare that they have obtained the following on their annual license renewal:
 - a. Actual Hours of Work
 - b. Continuing Education Points
 - c. No Criminal charge or conviction
- 1.5 Compliance is monitored through a random audit process conducted by the SALPN Registrar.
- 1.6 Professional misconduct is defined by section 24 of *The Licensed Practical Nurses Act, 2000* to include conduct that is a breach of the SALPN bylaws. A member who has not obtained the required hours or CEP points would be in breach of clause 10(1)(a) or (b) requiring them, and would thus be guilty of professional misconduct. Additionally, all members must have 'satisfactory' criminal record history upon annual renewal.
- 1.7 In addition, a member who falsely declares on his/her application for licence renewal that he/she has the required registered working hours or continuing education hours and has not been convicted of a criminal offence may be found guilty of professional misconduct for the purposes of securing licensure. Such conduct is harmful to the interests of the public and to SALPN members and may be considered professional misconduct as defined by section 24 of the Act.

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2. PROCEDURE

- 2.1 Members should ensure that the information provided to SALPN is accurate. It is the responsibility of the member to update personal information as it changes.
- 2.2 Members should reply without delay to any audit request from the SALPN Registrar and provide all information as requested.
- 2.3 Members should retain all relevant documentation to support the information they have provided on the licence renewal application relating to continuing education hours, as an absence of necessary documentation may be considered professional misconduct.