

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.13.02
Section:	Licensure Audit	Issued:	September 8, 2014
Subject:	Licensure Renewal Audits – Non Compliance	Effective:	September 2014
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

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.

Clause 10(1)(b) of the SALPN Regulatory Bylaws requires an applicant for licence renewal to have obtained a number of continuing education portfolio points to be eligible for continuing licensure.

Clause 10(1)(e) of the SALPN Regulatory Bylaws requires an applicant submit a satisfactory criminal record check that includes a vulnerable sector query if they have been convicted of a criminal offence in the previous 12 months.

Members are asked to declare that they have obtained the following on their annual license renewal:

1. Actual Hours of Work
2. Continuing Education Portfolio Points
3. No Criminal Conviction

Compliance is monitored through a random audit process conducted by the SALPN Registrar. The SALPN Registrar may delegate the audits to other staff members as necessary.

On occasion, members are non-compliant with audit requests. In those cases, the following actions will be taken.

STATEMENT of POLICY and PROCEDURE			
Chapter:	Registration Services	Policy #	2.13.02
Section:	Regulatory Practice	Issued:	Sept. 30, 2013
Subject:	Licensure Renewal Audits – Non Compliance	Effective:	September 2014
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces	September 2015
Issued by:		Dated:	June 7, 2017

2 PROCEDURE

- 2.1 Information regarding the non-compliance in question will be entered into the Alinity Database by the SALPN staff member responsible for conducting the audit.
- 2.2 The Registrar or staff delegate will complete a “Ticket Offense” including but not limited to; documentation of the non-compliance, pertinent audit information and dates.
- 2.3 The Registrar or staff delegate will issue the “Ticket Offense” to the Chairperson of the SALPN Counselling & Investigation Committee for review.
- 2.4 If a SALPN member has previously been non-compliant with an audit request, the Registrar or staff delegate will submit a complaint via the online complaint section of the SALPN website.