

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.15.02
Section:	Public Registry	Issued:	Sept. 2016
Subject:	Information Displayed on the SALPN Electronic Public Registry	Effective:	Sept. 2016
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	September 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Updated:	June 7, 2017

1 POLICY

The SALPN Registrar shall keep an electronic registry available to the public, containing the following information:

- 1.1 date of initial SALPN registration
- 1.2 current licensure status
- 1.3 any specialized area of practice in which a member is registered
- 1.4 any limitations or restrictions on the member's practice for the period of time during which the limitation or restriction is effective
- 1.5 a notation indicating that a formal complaint has been referred to the Discipline Committee
- 1.6 a notation indicating the nature of the discipline offence resolved, if the member participated in a consent resolution process
- 1.7 a notation indicating the nature of the discipline offence found to have been committed by the member if the Discipline Committee has made a finding of guilt after a discipline hearing.

2 PROCEDURE

- 2.1 Initial date of registration information is collected on initial application and entered on the electronic database by the SALPN Registration Department. Information may be viewed on the electronic public registry.
- 2.2 Current licensure status, as approved by the SALPN Registrar, is displayed in "live time" and indicates whether a member is practicing, non-practicing, inactive, suspended, resigned or surrendered their licensure or had their licensure suspended or revoked. Information may be viewed on the electronic public registry.
- 2.3 Education pertaining to specialized areas of practice will be added to the electronic database once the required proof of completion documents are assessed by the SALPN Registration Department (ie.) transcripts, certificate. Information may be viewed on the electronic public registry.

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- 2.4 The SALPN Registration Department will enter information regarding limits or restrictions on a member license in the electronic database for the applicable time period, ie) Graduate LPN licensure contains the limit/restriction that they must work under the direction of an LPN, RN or RPN until successful completion of the CPNRE. Information may be viewed on the electronic public registry.
- 2.5 Referrals to the Discipline Committee are entered onto the electronic database by the SALPN Regulatory Services Coordinator (RSC). Information may be viewed on the electronic public registry.
- 2.6 The RSC will process information regarding members who currently working through an Alternate Dispute Resolution (ADR). The electronic registry will have a notation stating the nature of the Discipline Offence they may have been found guilty of and a statement that the member is currently working through an ADR. Information may be viewed on the electronic public registry but will not house specific details about the ADR. Registry may instruct viewers to contact the SALPN for further details regarding the ADR. Reference to ADR will be removed once the member has met all requirements during the agreed upon time frame.
- 2.7 The RSC will process information regarding members who have been found guilty at a discipline hearing with a link to the current Discipline Orders. Information may be viewed on the electronic public registry.