

Licensure Requirement Audit Policy

1. Purpose

The objective of this policy is to outline the SALPN's licensure requirement audit process.

2. Policy

To align with the SALPN's public protection mandate, the SALPN conducts audits to verify and validate LPN compliance with licensure and licensure renewal requirements associated with practice currency and suitability to practice.

3. Authority

The Licensed Practical Nurses Act, 2000

The SALPN Regulatory Bylaws

4. Procedure

To be eligible for licensure renewal, LPNs must:

1. Work a minimum of 1250 nursing hours in the previous five (5) year period
2. Obtain and report the required minimum amount of Continuing Education hours
3. Advise whether they were charged with or convicted of a criminal offence since their last renewal date or within the previous twelve (12) months
4. Report engagement in an Independent Practice and the nature of the nursing services provided.

A random electronic selection determines the majority of audits. In some cases, usually associated with requests from the Counselling and Investigation Committee, an LPN may receive direction to complete an audit through an Agreement of Consensual Resolution (ACR) or Ticket Offence.

The audits are known as:

1. Practice Hours audit
2. Continuing Education Portfolio Hours (CEP) audit
3. Criminal Record Check and Vulnerable Sector Query audit
4. Independent Practice audit.

The SALPN is responsible to:

- Determine the number of audits to perform
- Generate a randomized list of LPNs (using the database) and add the directed audits
- Notify LPNs of the audit and provide instructions via email
- Provide reminder notices throughout the audit period
- Accept online audit submissions containing approved documentation
- Review audit submissions and provide feedback as necessary
- Determine if the LPN met their regulatory obligations
- Provide and offer audit-related consulting and education services
- Reimburse the LPN for the costs of obtaining a Criminal Record Check and Vulnerable Sector Query audit if the member obtained it from an approved source
- Issue audit completion notices
- File a practice complaint regarding audit non-compliance, an inadequate submission, or falsifying an audit submission, where appropriate
- Accept audit submissions by mail, fax or email

The SALPN will not intentionally select an LPN in consecutive years for the same audit type

The LPN is responsible to:

- Ensure their email contact information is up to date on their SALPN record and routinely review their email inbox for SALPN notifications
- Comply with audit requests and submit their audit material within the allotted timeframe
- Utilize the available audit-related tools and information
- Ensure they meet their regulatory obligations at the time of renewal
- Obtain and retain all relevant supporting documentation
- Reasonably ensure that the information provided on their annual renewal is true and correct
- Access and submit their audit by accessing it online through the SALPN Member Portal

Issued: December 2013

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Revised Date: June 2022

Approved by: SALPN Council

Department responsible for review: Registration and Licensure

Policy: The SALPN is mandated through the Licensed Practical Nurses Act 2000 to regulate the profession of Practical Nursing according to its Bylaws, Standards of Practice, and Policies in a manner that protects the public from risk and reduces harm to those a profession serves.