

# Membership Resignation Policy

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## 1. Purpose

The objective of this policy is to outline the process through which an LPN may apply to the SALPN Registrar to resign their membership.

## 2. Policy

During an LPN's career, they may face circumstances that cause them to request the resignation of their SALPN membership for medical or other reasons acceptable to the Council. The SALPN council may accept an LPN's resignation on the recommendation of the Registrar. Resignations intend to protect the public or the member from risk or harm.

## 3. Authority

*The Licensed Practical Nurses Act, 2000*

SALPN Regulatory Bylaws

Standards of Practice

Code of Ethics

## 4. Procedure

### Filing a Request

A Member requesting a membership resignation for medical or other reasons will apply, in writing, to the SALPN Registrar. Accepted submission methods include:

- Email
- Regular post.

If the member cannot provide their submission electronically or via regular mail, the SALPN Registrar may assist them using other reasonable methods that allow for a legal record.

Requests shall include:

- Reason(s) for the request
- Supporting documentation from the member's physician, psychiatrist, psychologist, or any other pertinent health care professional, if the request is for medical reasons
- Other supporting documents related to the resignation reason
- Any additional pertinent information or documentation

Examples of acceptable reasons for membership resignation may include:

- Cognitive impairment(s) such as memory loss or decreased ability to concentrate or make decisions
- Chronic disease or illness affecting the ability to practice safely
- Stress, anxiety, or mental health disorders
- Drug or alcohol addiction

### **Review by the Registrar**

- The Registrar will review the member's request for resignation by examining the submitted information and documentation.
- The Registrar may require the member to provide additional information to fill in gaps and to assist with decision-making.

### **Post Review**

The Registrar will:

- Make recommendations, in writing, to the SALPN Council to either accept or deny the resignation request.

### **Resignation Accepted by SALPN Council**

- The Registrar will make a notation in the SALPN Register as to why the member resigned and provide that notation to any person who inquires about the former member's membership status.

### **Re-licensure following Resignation**

- A member whose resignation is accepted by the SALPN Council may apply for re-licensure and is required to:
  - Meet all requirements for registration according to the *Licensed Practical Nurses Act, 2000* and SALPN Bylaws
  - Demonstrate to the Council that the reason for the resignation no longer exists.

If the above is considered satisfactory, the member may be re-licensed.

**First Issued:** June 2021

**Previous Revisions:** N/A

**Current Revision:** N/A

**Approved by:** SALPN Council

**Department responsible for review:** Registration

*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 reduce harm to those a profession serves.*