

Reference in this document to Act, Regulations, Policies and Bylaws refer to the Licensed Practical Nurses Act (2002); the Licensed Practical Nurses Regulations (2002) LPNRB Policies and the Bylaws incorporated herein.

Part I      Title and Definitions
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**Title**

These Bylaws may be cited as the Prince Edward Island Licensed Practical Nurses Registration Board bylaws.

**Definitions**

“Board or LPNRB” refers to the Prince Edward Island Licensed Practical Nurses Registration Board established by the Act.

“Board Member” refers to the nine a person(s) nominated by the LPNA and appointed by the Minister under the authority of the Act.

“Association or LPNA” refers to the Licensed Practical Nurses Association of Prince Edward Island continued by the Act.

“Registrar” refers to the Registrar of the Board

“Chair” refers to the chairperson selected by the Board under the Act.

“Prescribed” refers to the Licensed Practical Nurses Regulations

“Initial” refers to first time licensed to the profession within province of PEI

“Current Criminal Record Check” refers to a check performed within the previous three months

**PART II Board Administration**

**Seal**

The seal of the Board shall be prescribed by the Board and shall have the words “P.E.I. L.P.N. Registration Board Incorporated 1999”.

**Execution of Documents**

Documents to be executed on behalf of the Board shall be signed by Registrar and/or the Chair of the LPNRB.

**Forms**

Any forms required pursuant to the Act, Regulations or Bylaws shall be determined by the Board.

**Notices**

All notices or materials that are required to be issued pursuant to these Bylaws shall be deemed to have been sent on the date such notices or materials are sent by the most appropriate method including mail, courier, electronic communication or any other form of issuance.

**Fiscal Year**

The Fiscal year of the Board must commence on the first Day of April and must end on the last day of March.

**Audit**

The Board may annually appoint a chartered accountant or a certified general accountant to be the auditor.

The Registrar may submit the financial statements to the auditor within 30 days of the end of the fiscal year.

A copy of the auditor’s report will be distributed to each Board member

**Legal Council**

With the approval of the Board a committee or panel, may retain legal counsel for the purpose of assisting the Board, committee or panel in carrying out any power of duty under the Act, the Regulations, By-laws or Policies.

**Records**

The Board in accordance with the Act may establish policies governing the use and distribution of the registrant list, classes of registration and records of the Board.

## PART III Board and Registrar

### **Purpose**

The purpose of the Board is defined by the Act. The purpose of the Board is to regulate the practice of licensed practical nurses so as to ensure a high standard of practice and safeguard the welfare of the public with regard to services by licensed practical nurses.

### **Function**

The functions of the Board defined by the Act;

- Prescribing approved training programs and other initial and continuing qualifications for registration, including fees
- Assessing applicants and deciding if applicants qualify for registration
- Keeping the official register of registered practitioners and issue licenses
- Prescribing standards of practice and ethical guidelines for licensed practical nurses
- Monitoring adherence to established standards and guidelines
- Ensuring that complaints are investigated and exercising discipline or remediation of licensed practical nurses by revocation, restriction or suspension of a license, by reprimanding, retraining requirements, fines or other means.

### **Responsibilities**

The responsibilities of the Board are defined by the Act. The Board shall be responsible for:

- Determining its own procedures by bylaw, policy, custom or consensus
- Making an annual report to the Minister concerning its general operation and performance of its duties.

### **Terms**

Terms of Board members as defined by the Act. Members of the Board

- are appointed for a maximum term of three years
- may not serve more than two consecutive terms

## **Composition**

The composition of the Board is defined by the Act. The Board is composed of nine persons, eight of whom are nominated by the Association and appointed by the Minister of Health. The registered nurse position is nominated by the ARNPEI and appointed by the Minister of Health.:

- Four LPNs who are considered to be knowledgeable of the perspective of the LPNA
- One lay person who is considered to represent the perspective of the general public
- One is a member of a profession or occupational group other than registered nursing which is authorized by the act to direct LPNs, who is considered to be knowledgeable of the perspective of fellow practitioners
- One is a person who is considered to be knowledgeable of the perspective of the education system of the province
- One is a person who is considered to be knowledgeable of the perspective of the overall health and community services system in the province
- One registered nurse, who is considered knowledgeable of the perspective of ARNPEI.

## **Officers**

### **Chair**

At the first meeting of the calendar year the Members of the Board shall select a Chair from among the members of the Board by a majority vote of the Board for a two-year term and the Chair may be eligible for a second consecutive term.

Duties of the Chair include but are not limited to:

- Presiding at all meetings of the Board and being an ex-officio member of all committees and attending committee meetings as s(he) sees fit with exception of the Investigation Committee.
- Acting as a signing officer for the Board and signing appropriate documents executed on behalf of the Board as required.
- Acting as official spokes person for the Board, unless this function is otherwise delegated;
- Acting in accordance with the requirements of his or her office in carrying out the duties and responsibilities of the Board.
- Being subject to the direction of the Board in directing, employing, evaluating and dismissing staff.
- Review contracts, purchases, sales, leases, and other expenditures in conjunction with the Chair of Finance
- Completing annually a performance appraisal for staff in conjunction with two Board Members.
- Preparing the annual report as prescribed to the Minister of Health

### **Chair of Finance**

At the first meeting of the calendar year the Members of the Board shall select a Chair of Finance from among the members of the Board by a majority vote of the Board for a two-year term and the Finance Chair may be eligible for a second consecutive term.

Duties of the Chair of Finance include but are not limited to:

- Acting on behalf of the Chair in his or her absence
- Acting as a signing officer for the Board in financial transactions
- Reviewing, a minimum of twice a year, the financial records of the Board including investments, expenditures, Agreements, Contracts pay role, revenue Canada payments
- Ensuring accounts are submitted to the auditor annually (if applicable)
- Ensure that an account of income and expenditures is prepared for the LPNRB members annually.

### **Registrar**

The Board hires the Registrar. Duties of the Registrar include but are not limited to

- Be employed under a contract and carry out such duties as described in the Registrars' Contract
- Be an ex-officio non voting member of the Board, and its Committees as directed by the Board
- Collect the prescribed Registration fees
- Collect the Association's licensure fees
- Maintain the register
- Carry out the general office functions
- Keep the records and seal of the Board
- Be a signing authority for contracts and financial transactions for the Board
- Submit the financial statements to the auditor
- Conduct the affairs of the Board in accordance with the direction of the Board including attending meetings, sitting on committees, signing contracts,

### **Headquarters**

The principal office of the Board shall be at such place as determined by the Board.

## **Meetings**

- The Board must meet a minimum of four (4) times in each fiscal year at such a time and location as determined by the Board.
- A quorum for Board Meetings shall be four Members. The Chair or their designate is not part of the quorum.
- Unless otherwise determined by the Board, notice of meetings shall be issued at least 7 days prior to the scheduled meeting, notice in writing shall be issued to each member.
- A special meeting of the Board may be called by the Chair and shall be called upon the request of one-third of the members of the Board. The request shall include the subject(s) to be considered. At a minimum of three (3) days prior to a special meeting of the Board, notice shall be issued to each Board member.
- No matter, other than that for which the meeting was called shall be discussed at a special meeting.

## **Finance**

### **Signing authority**

- There shall be three persons authorized as signing authorities for the Board accounts. The required signatures will be any two - Board Chair, Chair of Finance or Registrar.

### **Agreement of Understanding**

- An Agreement of Understanding between the Board and Association shall identify shared: expenses, office equipment and office space, fidelity insurance, information, staff workload when appropriate, and transferring of fees.
- The Agreement of Understanding shall be reviewed and signed by both parties annually, prior to the Association Annual Meeting

## **Reimbursement**

### **LPNRB Members and/or Staff shall be reimbursed**

- For travel related to attendance at Board Meetings or meetings where he/she is representing the Board. Travel claims must be submitted on travel claim forms to the Chair of Finance bi-annually, December and June.

**PART IV Fees and Registration**

**The Board is designate by the Act and Regulations to approve applicants for licensure.**

**Renewal Year**

The renewal year of a registration certificate is April 1 to March 31

**Prescribed Fees**

Registration/Renewal/Reinstatement/Late/Out of Province and Out of Country Fees are prescribed in the Regulations. The Board may make regulation changes after consultation with the Association and subject to the approval of the Lieutenant Governor in Council.

**Liability Insurance**

Evidence of individual liability insurance of \$1,000,000.00 per registrant or evidence of Group Liability Insurance shall be \$1,000,000.00 per loss and \$3,000,000.00 per policy period.

**Current Criminal Record**

Evidence of a clear criminal record check must be provided by an initial applicant or an applicant from out of province or out of country.

**Registration Certificate**

A Registration certificated of active registration or any renewal of such certificate is valid not later than midnight March 31 of the licensing year.

The Registrar issues a certificate to any person who is granted active, temporary or graduate practicing registration. The certificate identifies any limits or conditions that the LPNRB may impose.

**Initial**

- Provide evidence of successful completion of an approved training program or equivalent training.
- Provide evidence of a pass on the Canadian Practical Nurse Registration Exam or equivalent
- Provide a current criminal record check
- Complete an initial registration form
- Provide evidence of liability insurance coverage
- Pay the prescribed fee

### **Registration Renewal**

- Completed Renewal form
- Been registered within the previous 3 year
- Maintain Competency through 1000 practice hours in the previous 5 years or 500 hours of practice in a single consecutive period in the previous two (2) years
- Evidence of liability insurance
- Pay the prescribed fee.

### **Out of province**

- Provide evidence of graduating from an approved practical nurse training program or equivalent
- Provide evidence of a pass on the Canadian Practical Nurse Registration Exam or equivalent
- Provide evidence of most recent registration in another jurisdiction and eligibility for renewal
- Provide evidence of Competency through 1000 practice hours in the previous 5 years or 500 hours of practice in a single consecutive period in the previous two (2) years
- Provide work reference(s) from most recent nursing employer
- Provide a current criminal record check
- Provide verification of legal name, and age
- English language testing as may be required by the Board, if the Board determines that testing is necessary
- Provide a completed application for Licensed Practical Nurse status
- Provide evidence of liability insurance
- Pay the prescribed fees

### **Out of Country**

- Provide evidence of graduating from an approved practical nurse training program or equivalent
- Provide evidence of a pass on the Canadian Practical Nurse Registration Exam or equivalent
- Provide evidence of most recent registration in another country and eligibility for renewal
- Provide evidence of Competency through 1000 practice hours in the previous 5 years or 500 hours of practice in a single consecutive period in the previous two (2) years
- Provide work reference(s) from most recent nursing employer
- Provide a current criminal record check
- Provide verification of legal name, and age
- English language testing as may be required by the Board, if the Board determines that testing is necessary

- Provide a completed application for Licensed Practical Nurse status
- Provide evidence of compliance with Canadian immigration requirements for employment
- Provide evidence of liability insurance
- Pay the prescribed fees

### **Administrative Fees**

Administrative fees are defined in Schedule 2 of the LPN Regulations.

- Late
- Re instatement
- PEI graduate returning to the province
- Out of province
- Out of country
- Canadian Practical Nurses Registration Examination

<h2><b>PART V Canadian Practical Nurses Registration Exam</b></h2>
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### **CPNRE Fee**

Administrative fees for Canadian Practical Nurse Registration Exam (CPNRE) are set by contract with Assessment Strategies Incorporated (ASI). A 15% administrative fee is added to the contract price, as prescribed.

### **CPNRE Administration**

- The Registrar or delegate shall collect CPNRE fee, as set by the LPN Regulations, a minimum of six weeks prior to the writing date.
- Candidates must provide a copy of official documentation containing legal name and date of birth.
- Notice of the writing time, date, and location of the CPNRE will be issued to graduates registered to write CPNRE a minimum thirty (30) days prior to the writing date.
- When two or more candidates are writing an invigilator, along with a chief officer will be present at the writing centre of the CPNRE.
- Graduates of an approved program or equivalent shall write the CPNRE within 18 months of graduation
- Graduates shall be eligible to write CPNRE three times, in the 18 month following graduation. Upon failing CPNRE three times, a graduate must repeat the Practical Nurse Program.
- If a graduate does not write and pass the CPNRE in the required 18 months following graduation the applicant must take a refresher program approved by the LPNRB.

PART VI Practical Nursing Program

**STANDARDS**

Standards for approved training programs are defined in Schedule 3 of the LPN Regulations. Once every 5 years the Board will have a full evaluation performed in accordance with *Prince Edward Island Practical Nursing Program Standards* approved by the Board.

A Practical Nurse Program or equivalent must:

- have a satisfactory written statement of philosophy, objectives course content and principles of methodology consistent with the ethical guidelines and standards of practice
- have a combination of theory and practice in which clinical practices constitutes at least 50% of the program
- include theory in, but not limited to;
- - care of children
  - care of mother and new born
  - care of clients with medical-surgical conditions
  - care of the elderly
  - care of clients with mental health conditions

practical experience relevant to each of those subject areas which may be acquired in any one or more of a variety of settings including acute care facilities, long-term care facilities and community care.

- be approved by the regulatory authority of the jurisdiction
- have the basic course content with regard to practical nursing principles and biological and social sciences which are appropriate to develop in the student an understanding of the physical, psychological, social and spiritual needs of clients.

PART VII Standing Committees

**STANDING COMMITTEES**

Terms and policies and procedures for Committee are defined within the Board Policies.

- **Credentials Committee**
- **Investigation Committee**

**PRINCE EDWARD ISLAND**

**Licensed Practical Nurses**

**REGISTRATION BOARD**

**By-Laws**

Approved: 2000  
Revised: 2004

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