College of Registered Nurses of Manitoba

Employer Bulletin

CRNM

November 2006 Volume 3 Issue 2

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Certification Exam Funding Available for 2006

If you are a registered nurse, working in Manitoba who has successfully completed a Certification Exam (e.g. CNA or ANCC Certification Program) in 2006, you may qualify for partial reimbursement of the cost of the exam. Visit our website for an application form or contact the FRNM at foundation@crnm.mb.ca NB: Closing date is November 30, 2006. To apply for partial reimbursement you must have proof of successfully completing the exam, and must not have received more than 50% of the cost of the exam from other sources.

Late Fee on Registration Renewals After Nov 30, 2006

A late fee will automatically apply to any renewal application received after November 30, 2006. The $50.00 administrative penalty ($53.00 including GST) is in addition to the registration renewal fee payable by the member. A registration card will not be issued until all fees and penalties are paid.

Avoid Unauthorized Practice

An Unauthorized Practice Penalty will be imposed on registration renewal applications where a member has failed to renew by December 31 and practiced nursing in violation of the RN Act. The penalty is $500 ($530 including GST) and is over and above the practicing registration fee. It applies for any calendar year, or part year, when a person practiced as an RN in Manitoba while not registered to practice nursing. This penalty is in addition to sanctions provided under the Registered Nurses Act, Regulations and CRNM policies.

Any member wishing to renew after December 31 will be required to reinstate their registration with the College. This may include signing a declaration indicating he or she has not practiced since December 31. Anyone who has practiced after December 31, without being registered, will be subject to the penalty.

2007 CRNM Election

In accordance with CRNM bylaws, the College is seeking nomination of candidates for:

- Central Electoral District Board Representative;
- Eastman Electoral District Board Representative;
- Interlake Electoral District Board Representative;
- Parkland Electoral District Board Representative; and
- Thompson Electoral District Board Representative.

Deadline for receiving nominations is 1200 hours, Friday, February 9, 2007.

RN and RN(EP) Exam Writing Dates for 2007

RN: There are 3 writings of the Canadian Registered Nurse Examination (CRNE) scheduled for 2007. The dates are February 7, June 6, and October 10, 2007.

RN(EP): Two writings of the Canadian Nurse Practitioner Examination (CNPE) will take place on May 23 and October 24, 2007. These writings take place at the College.

A writing of the ANCC Nurse Practitioner Examination is scheduled for May 31 to June 28, 2007. These writings take place at a writing centre in Winnipeg. A second writing window is tentatively scheduled for October 30 to November 27, 2007.

All exam writings are by application through the College. Contact Registration Services for additional information.

Online Employer Verification Updated Daily As of Dec. 1, 2006

Employers are once again reminded that they have a responsibility under the Registered Nurses Act (the Act) to verify, at least annually, the registration status of the RNs, Graduate Nurses and RN(EP)s they employ. Failure to verify registration can place an employer in jeopardy in the event it is discovered someone is practicing without proper registration. Fines and penalties are provided for under the RN Act. This is in addition to any legal action that could result if an unlicensed person is involved in a critical occurrence in the course of his or her employment.

The online verification service is available free of charge to all employers of RNs, GNs and RN(EP)s. The web based service has its greatest activity in December and early January, but many employers use it year-round to verify the registration status of applicants for RN positions and new hires. Employers can enquire about one or more RNs by manually entering their last name and CRNM registration number or they can upload a text file containing the same information about all of the RNs they employ. Either way, the employer receives an instant report about the registration status of the RNs they enquired about. The employer can print out the report and file it or save it online to refer to at a later date.

In order to use this free service, employers must register with the College. Employers who register receive a user name and password they use to access this secure service. To ensure the registration data remains current, the information is updated daily from December 1 to mid-January and weekly between mid January and the end of November.

Under the Act, employers are responsible for ensuring persons employed in the practice of nursing are registered to practice in Manitoba. In addition, employers are required to verify their registration status annually. In the past, employers had accomplished this by asking registered nurses to show their certificate of practice before year-end. Now with the online employer service, verification is both easier and quicker.

For more information, or to register for the employer verification service please contact the College's Registration Services staff at (204) 784-5181 to apply for this service and receive a username and password for system access.

Grad Nurse Reminder

Employers are reminded that Graduate Nurse (GN) registrations do not expire the same way RN and RN(EP) registrations do. All 2006 RN and RN(EP) registrations expire after December 31 of each year. The GN registration is only for a four month period. Each GN receives a letter indicating his or her individual expiry date. Registration on the graduate register may be renewed, but only on application and after the applicant has paid the applicable fee. Once the registration has been granted for the additional four month period, another letter is sent to the GN. Once the GN receives notification from the College that he or she has passed the Canadian Registered Nurse Exam (CRNE), the GN has 30 days to convert to RN registration. Again, an application for conversion must be completed and the applicable fee paid. The GN registration automatically expires 30 days after the CRNE notification is sent to the address of record of the GN. Both the GN registration application and the application for conversion are available on the College's website. If you have questions about the status of a GN's registration, contact the College.

Call for Nominations: Professional Nursing Awards

Deadline 1600 hours February 15, 2007

The College will honour the winners of the 2007 Professional Achievement Awards as part of the Manitoba Nursing Week celebrations (May 6 - 12). Nominations are being sought for the following awards:

- Outstanding Achievement Award (1 award maximum)
- Professional Lifetime Achievement Award
- Interdisciplinary Health Care Team Award (1 award maximum)
- Excellence in Professional Nursing Awards
- Community Caring Award

Nomination forms and awards criteria are available on the College website.

CRNM Office Closures

Please note that the CRNM office will be closed for the following holiday observances:

Monday, November 13, 2006
In lieu of Remembrance Day

Monday, December 25, 2006
Christmas Day

Tuesday, December 26, 2006
Boxing Day

Monday, January 1, 2007
New Year's Day

Continuing Competence Audits Start in New Year

The Continuing Competence Program audits for program compliance will begin in the New Year for RNs and RN(EP)s. These random audits of registered nurses and extended practice registered nurses help ensure the integrity of the continuing competence program, while identifying any issues the College needs to address stemming from the audit results. Last year's audit of RNs confirmed high compliance.

Maintaining competence is nothing new to registered nurses. It's always been a part of the practice of nursing. Manitoba employers are encouraged to cooperate with the audit process by verifying practice hours on a timely basis.

Members included in the audit are chosen at random selection to a total of 5% of the number of members on the practicing registered nurse register throughout the province. Members included in the audit are asked to submit verification of practice hours for the past five years, complete an audit form, and submit to CRNM. Selected members are also asked to submit their completed self-assessment and self-development plan for review by the auditors. Registered nurse Continuing Competence Program auditors review the submitted materials and provide recommendations to the College's Executive Director.

"Employers are reminded that they may receive requests for Verification of Practice Hours forms from audited registered nurses"

"Employers are reminded that they may receive requests for Verification of Practice Hours forms from audited registered nurses," Director of Policy Development and Regulation Diane Wilson Maté said. "It is important that employers understand that completing these forms is part of their responsibility under the Registered Nurses Act and Regulations. We count on their cooperation to complete and return the forms to the College in a timely manner."

RN(EP) Update

The number of Extended Practice Registered Nurses in Manitoba continues to grow with a total of 25 now registered. The College has information about RN(EP)s on our website, including who is on the register and what types of additional health services they are able to independently provide. Only those on the extended practice register are entitled to use the designation RN(EP), call themselves Extended Practice Registered Nurses and independently perform these additional services. The updated listing of everyone on the RN(EP) register is on the College's website www.crnm.mb.ca/extendinfo.php This listing is updated the same day anyone is added to the register.

On the same webpage employers will be able to find the RN(EP) Competencies, Standards of Practice, Continuing Competence requirements and a fact sheet about extended practice registered nurses. The RN Act and Regulations, past copies of the Manitoba RN Journal and all of the publications available to members and the public are available for download on the website.

Hand Washing Posters Available in French & English

The College's hand washing campaign has expanded to include TV public service announcements. In addition, a French language version of the hand washing poster is now available on request.

Information resources about hand hygiene are posted on the College's website. You can also watch the commercials on the site.

The College's campaign encourages Manitobans not to "be the one" as it reminds people it only takes about 15 seconds to properly wash your hands - about the time it takes to sing your ABCs. Employers interested in receiving copies of the poster can contact Glenn Hildebrand at the College by phone: (204) 784-5182, toll-free (800) 665-2027 ext 182, or email: ghildebrand@crnm.mb.ca to obtain a supply.

Next Employer Bulletin

If you have a suggestion for a topic area you think would be beneficial to employers or if you have comments or questions about this issue please contact Glenn Hildebrand, Director of Communications, Member and Government Relations, either by phone at (204) 784-5182 or email ghildebrand@crnm.mb.ca Our goal is to provide timely, relevant information to employers about issues within the College's mandate. Your suggestions and feedback help us create the best product possible.

CRNM
College of Registered Nurses of Manitoba

890 Pembina hwy
Winnipeg, MB
R3M 2M8

Ph: (204) 774-3477
Fax: (204) 775-6052
Toll Free in MB:
(800) 665-2027
Email:
info@crnm.mb.ca
Website:
www.crnm.mb.ca