GUIDELINES FOR ACCEPTABLE EMPLOYMENT TO MAINTAIN ELIGIBILITY FOR REGISTRATION WITH THE SASKATCHEWAN REGISTERED NURSES' ASSOCIATION

1. To maintain eligibility for registration:

A nurse must have completed one of the following in the five-year period immediately preceding the registration year for which renewal of registration is sought:

1.1 at least 1125 hours of work in nursing activities approved by the SRNA; or
1.2 an approved basic nursing education program; or
1.3 an approved RN re-entry program.

2. If nursing practice takes place outside of Saskatchewan:

2.1 the person must have registration in that province, state or country.
2.2 in a country that does not have nurse registration, the person must maintain practising membership with the SRNA if the work experience hours are to count towards maintaining eligibility for registration.
2.3 proof of registration status will be requested. When it is impossible to provide proof from the registering body, the Registration and Membership Committee will determine eligibility on an individual basis.

3. If nursing practice takes place within Saskatchewan:

3.1 the person must have practising membership to count hours of nursing practice.
3.2 eligible hours include:
- 3.2.1 salaried hours of nursing practice in nursing activities approved by the SRNA
- 3.2.2 overtime hours of nursing practice not to include "on call" or travelling to and from work
- 3.2.3 hours spent on orientation to a new nursing position

4. Practice hours will count for registered nurses employed in the practice of nursing in such areas as:

4.1 Hospitals
4.2 Special Care Homes
4.3 Doctors' offices
4.4 Private duty nursing
4.5 Education:
- 4.5.1 Nursing Programs:

Full Time:
- a) Nursing Education Programs
- b) Continuing Nursing Education
- c) Auxiliary Nursing Education Programs

Part Time/Sessional:
- a) Classroom Teaching: three (3) hours of preparation time for each hour of teaching
- b) Clinical Instruction: one-half (1/2) hour of preparation time for each hour of clinical instruction
- c) Tutoring individuals in nursing-related subjects: one (1) hour of preparation time for each hour of instruction
- d) Online course delivery: one hour per student per week of course, maximum of 12 hours per week.

4.5.2 Health Care Courses: Actual teaching time plus one (1) hour of preparation time for each hour of class taught. For example:
- a) CPR courses
- b) Prenatal
- c) Smoking cessation
- d) Sexuality
- e) Diabetic teaching
- f) Red Cross nursing
- g) St. John's Ambulance
- h) First Aid
- i) Workshops

4.6 Professional and Consulting Agencies, Community Health Agencies. Examples of acceptable nursing practice include, but are not limited to the following:
- 4.6.1 Saskatchewan Health
- 4.6.2 Saskatchewan Association of Health Organizations
- 4.6.3 Health Systems Support Group
- 4.6.4 Saskatchewan Union of Nurses
- 4.6.5 Independent Nursing Agencies
- 4.6.6 Victorian Order of Nurses
- 4.6.7 Alcohol & Drug Rehabilitation Centres
- 4.6.8 Home Care Programs:
  - a) Nursing Coordinator
  - b) District Manager
  - c) Home Service Coordinator
  - d) Assessor
  - e) Nurses giving Direct Care
- 4.6.9 Weight Loss Counselling Centres
- 4.6.10 Health Quality Council

4.7 Institutional Nursing (Employed as a RN):
- 4.7.1 Penitentiary and Correctional Centres
- 4.7.2 Developmental & Rehabilitation Centres

4.8 Occupational Health Nursing
4.9 Ambulance and Air Ambulance (Employed as a RN)
4.10 Insurance Companies: Conducting health assessments

5. Self-Employment

Employment in private nursing practice will be assessed on an individual basis as long as the RN maintains practising membership with the SRNA.

6. Continuing professional nursing education hours of nursing practice can be recognized in the following situations

6.1 full time study towards a degree in nursing is recognized as equivalent to full time nursing hours of practice as long as the RN maintains practising membership with the SRNA.

6.2 part time study toward a degree in nursing is recognized as follows as long as the RN maintains practising membership with the SRNA:

6.2.1 sixty (60) hours per credit unit shall be counted as practiced hours for classes leading to a nursing degree.
For example:
6 credit class - 360 hours
3 credit class - 180 hours

6.3 Nursing Certificate/Certification Courses: Certificate courses in nursing practice will be assessed on an individual basis as long as the RN maintains practising membership with the SRNA.

6.4 Nursing Workshops/Conferences: Equivalent hours of nursing practice will be assessed on an individual basis as long as the RN maintains practising membership with the SRNA.

6.5 Other Degrees: Nurses enrolled in courses in other professional disciplines will have their courses assessed on a course-by-course basis.

7. Nursing/District or Provincial Health Board/Commission/Committees

Upon advance written request, up to 20% of the current bylaw requirement (225 hours) in a five-year period on nursing, district or provincial regional health authorities can be recognized as long as the RN maintains practising membership with the SRNA. Further, other health-related Board member participation will be assessed on an individual basis.

8. Care of Family Member (in exceptional circumstances only)

Requests will be assessed on an individual basis by the Registration and Membership Committee and/or the Registrar. It should be noted that the RN must maintain practising membership with the SRNA and that:

8.1 the Association may recognize four hours per day to a maximum of 20% of the hourly bylaw requirement (225 hours).

8.2 requests for an extension of more than one year must again be reviewed by the Registration & Membership Committee.

8.3 the nurse must demonstrate that she will be maintaining professional liaison with other health care professionals.

8.4 submitted documentation (for Registration & Membership Committee review) must include:
- demonstration of the need for on-going professional RN care
- documented plan of care
- indication that documentation of client care, including medication and procedures, and consultations will be maintained.

8.5 two letters verifying the need for on-going professional RN care are required from two health professional liaisons in the community involved in the client's on-going care; most typically this will be a physician and nurse. (*Family: A social unit which includes friends and/or relatives who have an on-going, close, structured relationship and who are related by: bloodline, adoption or close association).

9. Volunteer Hours

Non-salaried activities may not in total count for more than 10% of the current bylaw requirement (112.5 hours) of acceptable employment in a given five-year period as long as the RN maintains practising membership with the SRNA. Some examples of recognized volunteer hours include:

9.1 professional nurses' association activities
9.2 blood pressure clinic for Heart Foundation
9.3 crisis line
9.4 camp nurse (8 hours for each 24 hour period)

10. Written requests for recognition of acceptable employment to maintain registration

Will be reviewed by the Registrar and, where necessary, presented on an individual basis for consideration by the Registration and Membership Committee. The Committee will review, but not be limited to, the following information:

10.1 job description
10.2 job qualifications
10.3 advertisement for position: please note that if an agency advertises for a RN to fill a position, this does not automatically constitute acceptable employment.
10.4 evidence of congruence between the nursing activities involved in the position and the official job description.

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For further information please contact: Karen Rhodes, Senior Assistant, Regulatory Services, at 359-4200 (Regina) or 1-800-667-9945.