

## Opening, Closing, Leaving or Moving a Self-Employed Practice

<b>Policy Section:</b> Administration of the Act	<b>Policy Number:</b> AA-17	<b>Approved By:</b> CEO/Registrar
<b>Regular Policy Review Frequency:</b> Every five years	<b>Date Approved:</b> September 26, 2014	<b>Date Reviewed/Revised:</b> June 2, 2021

### Purpose:

To state the requirements for registrants to open, close, leave or move a self- employed practice in Manitoba.

### Policy:

#### Opening a Self- Employed Practice

1. Registrants who own a sole proprietorship, partnership or corporation that provides registered nursing services or are independent contractors that act as the trustee of personal health information must notify the College of their self-employed practice prior to seeing their first client.
2. Notification to the College shall include:
  - a. business name;
  - b. summary of registered nursing services to be provided;
  - c. for direct care providers:
    - i. listing of any reserved acts requiring additional education;
  - d. a signed declaration stating that they are aware they are required to:
    - i. Demonstrate compliance with federal, provincial, and municipal laws in their self –employed practice policies and procedures. This includes compliance with *The Regulated Health Professions Act*, Regulations, Practice Directions and the Code of Ethics.
    - ii. Only perform a reserved act or any other registered nursing service if they are legally permitted and competent to perform it and it is safe and appropriate for the procedure being performed.
    - iii. Keep the employer tab on their CRNM profile up to date with their self-employed practice information.
    - iv. Maintain, and be prepared to submit upon request, up-to-date position descriptions for themselves and any registered nurse employee they may have.
    - v. Have a third party (accountant, lawyer) available to verify self-employed practice hours if requested by the College.

- vi. Notify the College if the summary of registered nursing services provided substantively changes or includes a change to a reserved act requiring additional education.
  - vii. Notify the College when closing, leaving or moving their self-employed practice.
3. Registrants that identify as self-employed but have not submitted 2 a-d may not be eligible to renew.

### **Closing, Leaving or Moving a Self- employed practice**

1. Registrants must provide written notification to their clients and the College of the intention to close a self employed practice, to take a leave of absence or to relocate their practice or otherwise cease to practise in Manitoba.
  - a. Leaving a self-employed practice includes situations in which the self- employed registered nurse takes a leave of absence from the business or temporarily ceases to practice. This includes ceasing to practice due to voluntary surrender, suspension or cancellation of a certificate to practice.
2. Written notification of the following shall be provided to clients in a timely manner:
  - a. the date the registrant is ceasing practice, taking a leave of absence, moving or closing their business.
  - b. Information about their expected return to practice (if applicable).
  - c. Information about where client records are to be located and how the records can be transferred to another health care provider or how copies of the records can be obtained (if applicable).
  - d. Information about alternative options for care and referral processes in place to support continuity of care (if applicable).
3. Written notification to the College shall include:
  - a. A copy of the notification sent to clients and information about how they disseminated this notification to their clients.
  - b. Confirmation of where they will be securely storing any health records in their possession for the retention period. If they do not possess client records as part of their business, they must confirm this for the College in their notification.
  - c. Their plan for safely disposing medications, laboratory specimens, equipment and supplies (if applicable).
4. Registrants shall ensure the employer tab on their CRNM profile is updated to reflect the current status of their self-employed practice.

### References:

College of Registered Nurses of Manitoba General Regulation S. 4.8-4.18

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