

## Changes to an Approved Registration Status

|  |   |  |
|--|---|--|
| <b>Policy Section:</b><br>Administration of the Act          | <b>Policy Number:</b><br>AA-16          | <b>Approved By:</b><br>CEO/Registrar           |
| <b>Regular Policy Review Frequency:</b><br>Every three years | <b>Date Approved:</b><br>March 15, 2011 | <b>Date Reviewed/Revised:</b><br>June 13, 2018 |

### Purpose:

When the need arises to restrict the practice or change the registration status of a current registrant as a result of a decision made under the authority of The Registered Nurses Act or The Regulated Health Professions Act, the CEO/Registrar will delegate to appropriate staff the ability to make the necessary changes in the registration database.

### Process:

1. The Manager of Registration Services and Manager of Professional Conduct will oversee the following changes to a registrant's status in the registration database:
  - a. A finding of a discipline panel as set out in s. 42 of the Registered Nurses Act or a finding of an inquiry panel as set out in s. 124(2) of *The Regulated Health Professions Act*;
  - b. An order of a discipline panel as set out in ss. 43(1) of the Registered Nurses Act or an order of the inquiry panel as set out in s. 126(1) of *The Regulated Health Professions Act*;
  - c. Any conditions put on a registrant's practice by the Investigation Committee as set out in s. 26(3) or by the Complaints Investigation Committee as set out in s. 106 of *The Regulated Health Professions Act*;
  - d. Suspension of, or placement of conditions on, a registrant's registration as directed by the Investigation Committee under s. 28 of the Registered Nurses Act; or as directed by the Complaints Investigation Committee under s 110(1) of *The Regulated Health Professions Act*;
  - e. Voluntary surrender by the registrant as set out in s. 23(1)(e) of the Registered Nurses Act or as set out in s 102(1)(e) of *The Regulated Health Professions Act*;
  - f. Censure of a registrant by the Complaints Investigation Committee as set out in s. 102 (1)(d) of *The Regulated Health Professions Act*;
  - g. Undertaking accepted by the Complaints Investigation Committee as set out in s. 102(1)(f) of *The Regulated Health Professions Act*.
  
2. When a change has been made to a registrant's registration status as above, the individual responsible for making the change shall notify the CEO/ Registrar via memo of the date and content of the change.