



College of
Registered Nurses
of Manitoba

Practice Direction:

Criteria for Reserved Acts Requiring Additional Education

The College of Registered Nurses of Manitoba (the College) Council must, by regulation, establish standards of practice to regulate the quality of practice of registrants of the College.

The Council approves practice directions which are written statements to enhance, explain, add, or guide registrants with respect to matters described in the College of Registered Nurses of Manitoba General Regulations or any other matter relevant to registered nursing practice. Compliance with practice directions are required; these expectations also serve as a legal reference to describe reasonable and prudent nursing practice.

It is the responsibility of all registrants to understand all practice expectations and be accountable to apply them to their own nursing practice, regardless of roles or practice settings. Responsibility is the duty to satisfactorily complete your obligations. Accountability means being capable of explaining why you did or did not meet these expectations.

The policies of employers do not relieve individual registrants of accountability for their own actions or the primary obligation to meet practice directions. Employer's policies should not require a registrant to practise in a manner that violates practice directions.

NOTE: the use of the word registrant refers to registered nurse, registered nurse (authorized prescriber), registered nurse (nurse practitioner), registered nurse (graduate nurse practitioner), and graduate nurse.

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Purpose

Under the RHPA and the College of Registered Nursing General Regulation, a requirement on a number of reserved acts is the need for additional education before the registered nurse (RN) performs the reserved act. The focus of the additional education is to support safe, competent, client-centered practice. This practice direction communicates the criteria required of the additional education. This practice direction focuses on the reportable criteria for the reserved acts requiring additional education and provides a more standardized education process for RNs performing the reserved acts identified in Appendix A.

Reserved acts requiring additional education have been identified as those activities that:

1. require knowledge beyond the entry-level competencies;
2. require theory and technical skills; and
3. pose a high risk to client safety.

A list of all reserved acts applicable to registered nursing practice and their requirements are presented in Appendix B.

What is additional education?

“Additional education means a course, program of study, training or other structured process that meets the approved criteria and whose purpose is to provide a member with the competency to perform a reserved act” (General Regulation sec. 3.2). ‘Approved’ as stated in this definition means to be approved by the Council of the College. Appendix A identifies the specific reserved acts that require additional education that must meet the criteria.

This document does not list all activities in the practice of registered nursing. Other types of additional education may be required to support safe practice where College approval is not required.

Roles and Responsibilities

The College

The College’s role is to ensure that reserved acts that require additional education meets the approved criteria of the Council of the College.

Employer

Employers provide additional education to RNs based on the competencies required in the practice setting. Employers must maintain a current record of RNs who have successfully completed the additional education required for RNs within the specific reserved acts requiring additional education. Upon request, employers must provide to the College, the name(s) of the nurse(s) who demonstrated successful completion of the additional education required for the specific reserved acts. The list includes the RN’s name(s), registrations number(s), area(s) of practice and date education was completed.

Registered Nurse

RNs need to ensure that they have completed approved additional education and have achieved and maintained the necessary knowledge, skill and judgment prior to performing reserved acts listed in Appendix A.

The employer and RN have a shared responsibility to ensure that the RN has the appropriate knowledge, skill and judgment to practise safely, competently and ethically.

Criteria Required for Additional Education

The following criteria will be used for the purpose of ensuring that additional education meets the criteria for the reserved acts requiring additional education.

Criterion I: Plan

The plan contains a comprehensive approach that demonstrates the need for the reserved act in the practice setting and ensures the RN is able to meet the learning objectives in order to perform the reserved act competently.

1. The plan provides evidence that the reserved act is based on the needs of the client population.
2. The plan defines RN selection criteria.
3. Resources are available to support the RN.
4. Processes are in place to support the employer or delegate in making decisions to remove an RN from the additional education when the RN is unable to meet the learning objectives, the learning activities or the evaluation methods, or demonstrates unsafe practice.

Criterion II: Curriculum

The curriculum builds upon standards of practice and competencies to provide the learning experiences necessary for RNs to achieve the competence for the reserved act.

5. The curriculum provides a framework which includes foundational elements applicable to registered nursing practice including:
 - a. client-centered practice
 - b. collaboration
 - c. communication
 - d. documentation
 - e. ethical considerations

6. The curriculum requires the RN to achieve the competence for the reserved act while providing supervised/observed nursing care directly with clients and/or through simulated experiences.
7. The curriculum is evidence-based.
8. The curriculum contains a description which includes the following:
 - a. course content;
 - b. learning objectives;
 - c. learning activities;
 - d. evaluation methods; and
 - e. a plan in place to support the maintenance of continuing competence.

Criterion III: Resources

The additional education course, program of study, training or other structured process provides quality education to the RN in order to meet the applicable standards and competencies.

9. Evidence that there is a process to ensure the educator has the knowledge, skill and judgment to provide the additional education.

Criterion IV: Evaluation

Program and RN evaluation supports the RN to achieve the competence to perform the reserved act.

10. There is a process for RN evaluation including ongoing and final evaluation.
11. Educators, RN learners and other key stakeholders participate in timely evaluation of the education plan. These data are used to inform the education plan.

Glossary

Additional education: Additional education means a course, program of study, training or other structured process that meets the approved criteria and whose purpose is to provide a member with the competency to perform a reserved act.

Educator: An educator refers to an individual who delivers a course, program of study, training or other structured process to RNs for the reserved acts requiring additional education.

Evidence-based: The integration of the best research with clinical expertise and patient values. Evidence-based nursing, therefore is a rigorous methodology where all the research data for a particular problem or issue are analyzed together, also accounting for values and expert consensus. Nurse educators incorporate evidence-based practice into their curricula and use evidence-based strategies to support their teaching strategies (Sackett et al., 2000).

General Regulation: Refers to the *College of Registered Nurses of Manitoba General Regulation*.

Practice direction: Practice directions set out requirements related to specific aspects of the *Regulated Health Professions Act (RHPA)*, regulations and registered nursing practice. They enhance, explain, add or guide registered nurses with respect to the subject matter described in the regulation or any other matter relevant to the practice of registered nursing. Compliance with approved practice directions is required under section 86 of the RHPA.

Reserved Act: Reserved act means a reserved act referred to in section 4 of the *Regulated Health Professions Act*. Reserved acts are activities that have been deemed to present a higher degree of risk to the public. A member may perform a reserved act only if the member is legally permitted and competent to perform it and it is safe and appropriate for the procedure being performed (General Regulation section 3.3).

RN: RN within this practice direction refers to any member who is registered within the membership class of RN, RN (interim practice), RN (temporary practice), GN, RN (NP), RN (NP – interim practice), RN (NP – temporary practice) or RN (GNP) and who holds a valid certificate of practice.

Appendix A

Reserved Acts Requiring Additional Education - Registered Nurses

Note: Reserved acts in **bold** font require an order.

Reserved Act 3	<ul style="list-style-type: none"> ○ Sharp wound debridement ○ Suturing ○ Intraosseous line placement ○ Umbilical venous and arterial line placement ○ Arterial punctures and line placement ○ Peripherally inserted central catheter placement ○ Escharotomy ○ Needle thoracostomy for decompression ○ Cricothyroidotomy
Reserved Act 4	<ul style="list-style-type: none"> ○ Advanced airway ○ Intrauterine device insertion ○ Cervical cancer screening ○ Pelvic exam ○ Intrauterine insemination
Reserved Act 5	○ Administer a substance by hyperbaric chamber
Reserved Act 9	○ Administer a medication via intravitreal injections
Reserved Act 10	<ul style="list-style-type: none"> ○ Apply ultrasound for fetal assessment ○ Apply electricity for: <ul style="list-style-type: none"> ▪ Cardioversion ▪ Defibrillation ▪ Electrocoagulation ▪ Electroconvulsive shock therapy ▪ Transcutaneous cardiac pacing ▪ Laser for purpose of destroying tissue during a dermatological procedure ▪ *X-ray for diagnostic or imaging purposes at a federal nursing station to the chest or limb of an individual who is more than 24 months old.
Reserved Act 11	○ Select ingredients for a therapeutic diet that is administered by parenteral instillation
Reserved Act 20	○ Perform a psycho-social intervention with an expectation of modifying a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behaviour, the capacity to recognize reality, or the ability to meet the ordinary demands of life.

Reserved Acts Requiring Additional Education - RN(NP)s

Reserved Act 3	○ Perform a procedure on the surface of the cornea
Reserved Act 10	<ul style="list-style-type: none"> ○ Apply ultrasound for diagnostic or imaging purposes* ○ X-ray for diagnostic or imaging purposes at a federal nursing station to the chest or limb of an individual who is more than 24 months old. <p>*For RN(NP)s who have obtained this education within their entry to practice education program, this would not be a requirement.</p>
Reserved Act 20	○ Perform a psycho-social intervention with an expectation of modifying a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behaviour, the capacity to recognize reality, or the ability to meet the ordinary demands of life.

Appendix B

Reserved Acts for Registered Nurses (RNs)

Colour Code: Green – requires additional education Purple – requires an order Grey – requires additional education and an order			
Reserved Act		Additional Education	Order Required
Reserved Act 1:	A registered nurse may make a diagnosis that is appropriate to the member's practice of registered nursing and communicate it to an individual or his or her personal representative in circumstances in which it is reasonably foreseeable that the individual or representative will rely on the diagnosis to make a decision about the individual's health care.	No	No
Reserved Act 2:	A registered nurse may order or receive reports of screening or diagnostic tests for the purpose of assessing, diagnosing or resolving a health condition that is appropriate to the registered nurse's practice if the registered nurse practises in an approved practice setting and the registered nurse	See below	See below
	a. uses a clinical decision tool in place at the approved practice setting; or	No	No
	b. collaborates with a <ul style="list-style-type: none"> i. registered nurse (nurse practitioner), ii. registered nurse (authorized prescriber), iii. physician, iv. physician assistant, v. clinical assistant, or vi. pharmacist; who is legally permitted and competent to order or receive those reports.	No	No
Reserved Act 3: 3(a):	A registered nurses may perform any procedure on tissue below the dermis for any reason except those listed below	No	No
	A registered nurse may perform a procedure on tissue below the dermis for the following purposes:	See below	See below
	a. sharp wound debridement	Yes	No
	b. suturing	Yes	No
	c. intraosseous line placement	Yes	No
	d. umbilical venous and arterial line placement	Yes	No
	e. arterial puncture and line placement	Yes	No
	f. peripherally inserted central catheter placement	Yes	No
	g. escharotomy	Yes	No
	h. needle thoracostomy	Yes	No
	i. cricothyroidotomy	Yes	No

Reserved Act		Additional Education	Order Required
3(b):	A registered nurse may perform a procedure below the surface of a mucous membrane	No	No
3(c):	A registered nurse may perform a procedure on the surface of the cornea	Yes	No
Reserved Act 4:	A registered nurse may insert or remove an instrument or a device, hand or finger	See below	See below
4(a):	into the external ear canal	No	No
4(b):	beyond the point in the nasal passages where they normally narrow	No	No
4(c):	beyond the pharynx, except for the purpose listed below	No	No
	i. for the purpose of establishing an advanced airway	Yes	No
4(d):	beyond the opening of the urethra	No	No
4(e):	beyond the labia majora, except for purposes listed below	No	No
	ii. intrauterine device insertion	Yes	No
	iii. cervical cancer screening or pelvic exam	Yes	No
	iv. intrauterine insemination	Yes	Yes
4(f):	beyond the anal verge	No	No
4(g):	into an artificial opening in the body	No	No
Reserved Act 5:	A registered nurse may administer a substance	See below	See below
5(a):	by injection	No	No
5(b):	by inhalation	No	No
5(c):	by mechanical ventilation	No	No
5(d):	by irrigation	No	No
5(e):	by enteral instillation	No	No
5(e):	normal saline by parenteral instillation	No	No
5(e):	any other substance, other than normal saline, by parenteral instillation,	No	Yes
5(f):	by transfusion	No	Yes
5(g):	using a hyperbaric chamber	Yes	Yes
Reserved Act 9:	A registered nurse may administer a drug by any method (other than by intravitreal injection).	No	Yes
	If the drug is a non-prescription drug, the registered nurse may administer it by any method.	No	No
	A registered nurse may administer a substance by intravitreal injections	Yes	Yes
	A registered nurse may administer a vaccine by any method in accordance with the provincial requirements in any of the following circumstances:	See below	See below
	a. included in a publicly-funded provincial immunization program	No	No

Green: requires additional education | Purple: requires an order | Grey: requires additional education and an order

Reserved Act		Additional Education	Order Required
	a. required as part of communicable disease response	No	No
	b. there is an order for the vaccine to be administered	No	No
Reserved Act 10:	A registered nurse may apply ultrasound for any of the following purposes:	See below	See below
10(a):	a. blood flow imaging	No	No
	b. bladder volume measurement	No	No
	c. fetal heart monitoring	No	No
	d. vascular access	No	No
10(a):	A registered nurse may apply ultrasound for fetal assessment	Yes	Yes
10(b):	A registered nurse may apply electricity for the purpose of	See below	See below
	ii. cardiac pacemaker therapy	No	No
	iii. cardioversion	Yes	Yes
	iv. defibrillation	Yes	No
	v. electrocoagulation	Yes	Yes
	vi. electroconvulsive shock therapy	Yes	Yes
	x. transcutaneous cardiac pacing	Yes	Yes
10(d):	A registered nurse may apply non-ionizing radiation in the form of a laser for the purpose of destroying tissue during a dermatologic procedure	Yes	No
10(e):	A registered nurse may apply x-ray for diagnostic or imaging purposes at a federal nursing station to the chest or a limb of an individual who is more than 24 months old	Yes	No
10(e):	A registered nurse may order X-rays for the purpose of diagnosing a health condition or fracture, or for the purpose of imaging a line or tube placement, that is appropriate to the registered nurse's practice if the registered nurse practises in an approved practice setting and the registered nurse <ul style="list-style-type: none"> a. Uses a clinical decision tool in place at the approved practice setting; or b. Collaborates with a <ul style="list-style-type: none"> i. registered nurse (nurse practitioner) ii. registered nurse (authorized prescriber) iii. physician iv. physician assistant, or v. clinical assistant who is legally permitted and competent to order x-rays	No	No
Reserved Act 11:	In relation to a therapeutic diet that is administered by parenteral instillation, a registered nurse may	See below	See below
	a. select ingredients for a diet	Yes	No
	b. administer the diet	No	Yes

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Reserved Act		Additional Education	Order Required
11(b):	In relation to a therapeutic diet that is administered by enteral instillation, a registered nurse may compound or administer the diet	No	No
Reserved Act 13:	A registered nurse may put into the external ear canal, up to the eardrum, water that is equal to or less than the pressure created by the use of an ear bulb syringe or ear wash system	No	No
Reserved Act 14:	A registered nurse may manage labour or the delivery of a baby within a facility where labour and delivery services are provided	No	No
Reserved Act 20:	<p>A registered nurse may perform a psycho-social intervention with an expectation of modifying a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behaviour, the capacity to recognize reality, or the ability to meet the ordinary demands of life if the registered nurse</p> <ul style="list-style-type: none"> a. has completed additional education; and b. performs it in collaboration with a person who engages in health care as a practising member of a health professional regulated under the Act or a profession-specific Act listed in schedule 2 of the Act and who is legally permitted and competent to perform it 	Yes	No
Reserved Act 21:	In relation to allergies, a registered nurse may	See below	See below
	a. perform challenge testing for allergies by any method if emergency protocols are in place.	No	No
	b. perform desensitizing treatment for allergies by any method if emergency protocols are in place.	No	No

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Reserved Acts for Registered Nurse (Nurse Practitioner)s (RN(NP)s)

Colour Code: Green – requires additional education Purple – requires an order Grey – requires additional education and an order			
Reserved Act		Additional Education	Order Required
Reserved Act 1:	A registered nurse (nurse practitioner) may make a diagnosis and communicate it to an individual or his or her personal representative in circumstances in which it is reasonably foreseeable that the individual or representative will rely on the diagnosis to make a decision about the individual's health care.	No	No
Reserved Act 2:	A registered nurse (nurse practitioner) may order or receive reports of screening or diagnostic tests.	No	No
Reserved Act 3:	A registered nurses (nurse practitioner) may perform a procedure on tissue below the dermis.	No	No
3(a):			
3(b):	A registered nurse (nurse practitioner) may perform a procedure below the surface of a mucous membrane.	No	No
3(c):	A registered nurse (nurse practitioner) may perform a procedure on the surface of the cornea	Yes	No
Reserved Act 4:	A registered nurse (nurse practitioner) may insert or remove an instrument or a device, hand or finger	See below	See below
4(a):	into the external ear canal	No	No
4(b):	beyond the point in the nasal passages where they normally narrow	No	No
4(c):	beyond the pharynx	No	No
4(d):	beyond the opening of the urethra	No	No
4(e):	beyond the labia majora	No	No
4(f):	beyond the anal verge	No	No
4(g):	into an artificial opening in the body	No	No
Reserved Act 5:	A registered nurse (nurse practitioner) may administer a substance	See below	See below
5(a):	by injection	No	No
5(b):	by inhalation	No	No
5(c):	by mechanical ventilation	No	No
5(d):	by irrigation	No	No
5(e):	by enteral or parental instillation	No	No
5(f):	by transfusion	No	No
5(g):	using a hyperbaric chamber	No	No

Reserved Act		Additional Education	Order Required
Reserved Act 6:	<p>A registered nurse (nurse practitioner) may prescribe:</p> <ul style="list-style-type: none"> a. a drug that is listed in Schedule 1 of the <i>Manual for Canada's National Drug Scheduling System</i> published by the National Association of Pharmacy Regulatory Authorities, as amended from time to time; b. a drug other than a drug referred to in clause (a), if the registered nurse (nurse practitioner) is an employee of a regional health authority or health care facility who is permitted to do so by a written policy of the authority or facility; c. any non-prescription drug in order to permit the individual to access a drug plan that covers non-prescription drugs. <p>This item is subject to the restrictions set out in the <i>Controlled Drugs and Substances Act</i> (Canada) and the regulations under that Act.</p>	No	No
	A registered nurse (nurse practitioner) may prescribe a vaccine.	No	No
Reserved Act 9:	A registered nurse (nurse practitioner) may administer a drug or vaccine by any method.	No	No
Reserved Act 10: 10(a):	A registered nurse (nurse practitioner) may order the application of ultrasound for diagnostic or imaging purposes.	No	No
10(a):	A registered nurse (nurse practitioner) may apply ultrasound for diagnostic or imaging purposes.	Yes	No
10(b):	A registered nurse (nurse practitioner) may apply or order electricity for	See below	See below
	ii. cardiac pacemaker therapy	No	No
	iii. the purpose of cardioversion	No	No
	iv. the purpose of defibrillation	No	No
	v. electrocoagulation	No	No
	vi. electroconvulsive shock therapy	No	No
10(b):	A registered nurse (nurse practitioner) may order the application of	See below	See below
	vii. electricity for electromyography.	No	No
	ix. electricity for nerve conduction studies.	No	No
10(b):	A registered nurse (nurse practitioner) may apply or order the application of	See below	See below
	x. electricity for transcutaneous cardiac pacing.	No	No
10(c):	A registered nurse (nurse practitioner) may order the application of electromagnetic resonance imaging.	No	No

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Reserved Act		Additional Education	Order Required
10(d):	A registered nurse (nurse practitioner) may apply non-ionizing radiation in the form of a laser for the purpose of destroying tissue during a dermatological procedure.	No	No
10(d):	A registered nurse (nurse practitioner) may order non-ionizing radiation for the purpose of cutting or destroying tissue or medical imagery.	No	No
10(e):	A registered nurse (nurse practitioner) may apply X-rays for diagnostic or imaging purposes at a federal nursing station to the chest or a limb of an individual who is more than 24 months old.	Yes	No
10(e):	A registered nurse (nurse practitioner) may order the application of X-rays for diagnostic or imaging purposes	No	No
10(e):	A registered nurse (nurse practitioner) may order ionizing radiation for diagnostic or imaging purposes but only in the form of computerized axial tomography.	No	No
Reserved Act 11:	In relation to a therapeutic diet that is administered by enteral or parenteral instillation, a registered nurse (nurse practitioner) may	See below	See below
	a. select ingredients for the diet;	No	No
	b. compound or administer the diet.	No	No
Reserved Act 12:	A registered nurse (nurse practitioner) may set or cast a fracture of a bone or a dislocation of a joint.	No	No
Reserved Act 13: 13(a):	A registered nurse (nurse practitioner) may put into the external ear canal, up to the eardrum, a substance that is under pressure.	No	No
Reserved Act 14:	A registered nurse (nurse practitioner) may manage labour or the delivery of a baby within a facility where labour and delivery services are provided.	No	No
Reserved Act 20:	A registered nurse (nurse practitioner) may perform a psycho-social intervention with an expectation of modifying a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behaviour, the capacity to recognize reality, or the ability to meet the ordinary demands of life if the registered nurse (nurse practitioner) <ul style="list-style-type: none"> a. has completed additional education; and b. performs it in collaboration with a person who engages in health care as a practising member of a health professional regulated under the Act or a profession-specific Act listed in schedule 2 of the Act and who is legally permitted and competent to perform it. 	Yes	No

Green: requires additional education | Purple: requires an order | Grey: requires additional education and an order

Reserved Act		Additional Education	Order Required
Reserved Act 21:	In relation to allergies, a registered nurse (nurse practitioner) may	See below	See below
	a. perform challenge testing by any method if emergency protocols are in place; or	No	No
	b. perform desensitizing treatment by any method if emergency protocols are in place.	No	No

Green: requires additional education | **Purple:** requires an order | **Grey:** requires additional education and an order