



**BYLAW 4**

**CONTINUING COMPETENCE**

**Date Revised: October 31, 2014**  
**Approved by BOD: November 10, 2014**  
**Ratified by Membership: April 25, 2015**

- (1) Competence to practice as a registered nurse or nurse practitioner is demonstrated by satisfactory evidence of one of the following:
  - (a) engagement in the practice of nursing as registered nurse for at least 1125 hours in the past five years; or, if a nurse practitioner, engagement in the practice of nursing as a nurse practitioner for at least 1125 hours in the past four years;
  - (b) successful completion of a refresher course in nursing satisfactory to the Registrar or Registration Committee within the last 12 months;
  - (c) successful completion of a program of nursing studies satisfactory to the Registrar or Registration Committee within the last 12 months; or
  - (d) engagement in a combination of nursing practice and education considered by the Registrar or Registration Committee to be equivalent to at least one of (a), (b), or (c).
- (2) Effective January 1, 2004, each registered nurse must complete a Continuing Competence Plan during the registration year, as part of the continuing competence program and must submit a written declaration in the form prescribed in the policies, declaring that his/her Continuing Competence Plan has been completed.
- (3) The Registration Committee shall administer the continuing competence program and shall review any Continuing Competence Plan in accordance with the Standards of Practice, the Code of Ethics and any other evaluation criteria established in the policies.
- (4) A member of the Registration Committee, or a person delegated by the Registration Committee, may provide instruction to assist with the completion of a Continuing Competence Plan.
- (5) An audit shall be conducted annually by requiring randomly selected nurses to submit their Continuing Competence Plans to the Registration Committee in order to verify compliance with the continuing competence program.
- (6) If the Continuing Competence Plan is not satisfactory, the registered nurse or nurse practitioner may be instructed as to how to complete the criteria of the Plan, and be provided with a specified date to resubmit the Continuing Competence Plan. If the



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Continuing Competence Plan is not received on the date specified, or if the plan is not satisfactory, the registered nurse or nurse practitioner shall provide an explanation to the Registration Committee. Should the Registration Committee find the resubmitted Continuing Competence Plan not satisfactory, the Registration Committee may lay a complaint against the nurse, in accordance with the Act, and the complaint shall be dealt with in accordance with the Act.