



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Registration Policy

Policy Description: Administration

Policy Number: R17

Effective Date: October 4, 2016

Signature: *Sharon Lohm*

Review Date: October 2019

New Policy _____

Revision: Partial **Complete** _____

Applies To: All RNANT/NU employees, individuals applying for registration with the RNANT/NU, and past and present RNANT/NU members.

Purpose: This policy addresses key issues related to the management of registration applications submitted to the RNANT/NU, along with the management of past and present RNANT/NU member files.

Policy:

(1) RNANT/NU employees will use the following guidelines when handling all registration applications and supporting documentation:

a. Validity of Application Documents

Any document submitted to the RNANT/NU office as a requirement for an application for registration as a registered nurse [RN], nurse practitioner [NP], temporary certificate holder, or an associate non-practicing member will remain valid for a period of six months following receipt of the document. After six months, the applicant will be required to provide an updated document.

Once an applicant is approved for registration as an RN, NP, temporary certificate holder, or an associate non-practicing member, the approved application and all supporting documentation will remain valid for six months following the receipt of the processing fee. After six months, the applicant will be required to provide all new application documentation.

b. Retaining of Application Files

Any applications for registration as an RN, NP, temporary certificate holder, or associate non-practicing member that remain inactive or incomplete will be destroyed after a period of one year. This one-year period commences from the date of receipt of the processing fee.

(2) RNANT/NU employees will use the following guidelines when handling all past or present member files:

a. Active-Practicing RN or NP, Temporary Certificate, and Associate Non-Practicing Member Files



All active-practicing RN or NP, temporary certificate, and associate non-practicing member files will be stored in designated locked filing cabinets located in the RNANT/NU office. All RNANT/NU employees will have access to the keys for these filing cabinets.

b. Past Member Files

The file of any RNANT/NU member who does not renew their registration as an active-practicing RN or NP or associate non-practicing member during the annual renewal registration period will have their member file archived. Any member with a temporary certificate, who does not apply for an active-practicing membership once their temporary certificate expires, also will have their member file archived. All archived files will be stored in designated locked filing cabinets located in the RNANT/NU office. All RNANT/NU employees will have access to the keys for these filing cabinets.

c. Files of Deceased Members

Upon notification, an RNANT/NU member has become deceased, the RNANT/NU will archive that members file in a designated locked filing cabinet located in the RNANT/NU office. Any information contained in a file belonging to a deceased member will be destroyed after 2 years.

Conditions and Exceptions:

None

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the Nursing Profession Act (2003); the Nunavut Nursing Act (1998); and RNANT/NU Bylaw. The Board of Directors has the authority to revise this Policy as required.

The Director of Regulatory Services and Policy is accountable to the Board of Directors, and ultimately to the membership, for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy replaces former policy '*Administration*', issued in May 1979.

Revisions: April 1999; October 2004.