

	<b>REFERRAL TO REFRESHER PROGRAM OF CANADIAN EDUCATED RN POLICY</b>
	Date Effective: June 4, 2020
	Revised:
	Next Review Due: June 2023

## *Background*

A refresher program in nursing is designed for registered nurses to assist them in meeting the currency of professional knowledge and skill requirements. A refresher program consists of a formal curriculum, assignments of studies and experiences, a practicum, or any combination of these elements (Registered Nurses Regulations, 2020).

## *Purpose*

The purpose of this policy is to describe the referral process for a Canadian Educated Nurse requiring a refresher program.

### *1.0 Policy*

- 1.1 If an applicant for renewal or reinstatement has less than 450 practice hours in the last year, or less than 1,125 hours over the last 5 years, they do not meet the requirement for currency of professional knowledge and skill.
- 1.2 To meet the currency requirements of professional knowledge and skill, the applicant must successfully complete a refresher program, as per the RN Regulations Section 9(1) and 11(1).
- 1.3 The applicant may be requested to complete a competency assessment at the applicant's own expense through Nursing Community Assessment Services. (See Referral to NCAS Policy)
- 1.4 The Coordinator of Regulatory Services (CRS) reviews the NCAS report and determines next steps.
- 1.5 The CRS will determine if a full refresher program or certain components of the program will best remediate the currency gaps of the applicant.

- 1.6 If it is determined that a supervised practicum will remediate the currency gaps, then a provisional registration may be issued. (See Provisional Registration Policy)
- 1.7 If it is determined that a full refresher program is needed, or parts there of, then a referral is made to the Registered Nurses Professional Development Centre (RNPDC), where the applicant will complete the refresher program requirements.
- 1.8 A copy of the referral letter to RNPDC will be provided to the applicant indicating the requirement for specific courses or the full refresher program. A [consent form](#) will be requested from the applicant for provision to RNPDC.
- 1.9 If the applicant agrees to the referral, they will be required to return the signed consent form to the CRS.
- 1.10 The CRS will send the referral letter and consent form to RNPDC via email. The applicant will be copied on the email so they will have the contact information for RNPDC.
- 1.11 The applicant is responsible to contact RNPDC to register for the refresher program.
- 1.12 RNPDC accepts responsibility for receiving referrals for applicants and/or placing individuals on a wait list. CRNPEI is responsible for the referral only.
- 1.13 Upon successful completion of the required refresher program, RNPDC will send a *Letter of Completion* to the CRS.
- 1.14 The *Letter of Completion* is placed in the applicant's registration file.
- 1.15 The applicant will be granted the 1,125 hours to meet the currency requirement.
- 1.16 The application for renewal or reinstatement will then proceed through the remainder of the registration process.
- 1.17 If the applicant was referred to the refresher program in 1.7, by determination of the CRS that a competency assessment was not appropriate, and the applicant does not agree with that referral, the applicant may request a competency assessment at their own expense.
- 1.18 If the applicant-requested competency assessment, indicates that the gaps of professional knowledge and skill could be remediated in a supervised practicum,

then a provisional registration may be issued. (See Provisional Registration Policy)

- 1.19 If the applicant-requested competency assessment identifies gaps of professional knowledge and skill that would be best remediated through course work, assignments, and clinical placement(s), then the CRS would provide the applicant with either a revised referral letter to RNPDC or with the same referral letter as described in 1.8.
- 1.20 Potential revisions to the referral letter may include alterations in the courses or clinical requirements.
- 1.21 If the applicant accepts the referral, the process from 1.8 to 1.16 will be followed.
- 1.22 If the applicant does not accept the referral and therefore does not meet the registration requirements, but continues to desire registration, the application for registration is taken to Council by the Registrar as per the RHPA Section 12(5)(a).