

PRACTISING THE PROFESSION

of nurse



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RESPONSIBILITIES AND CONDITIONS FOR PRACTISING THE PROFESSION OF NURSE

The practice of the profession of nurse consists in assessing a person's state of health, determining and carrying out the nursing care and treatment plan, providing nursing and medical care and treatment in order to maintain or restore health and prevent illness, and providing palliative care.

The activities set out in Appendix 1 are reserved for nurses in the practice of the nursing profession.

Nurses practise an exclusive profession. They must hold a permit from the *Ordre des infirmières et infirmiers du Québec* and be registered on the Order's roll to:

- practise the profession, including the reserved activities;
- use the reserved title "Nurse."

EXCLUSIVE PROFESSION

70,000 MEMBERS

Specialized nurse practitioner

- In Québec, specialized nurse practitioners can practise in the following specializations: neonatology, nephrology, cardiology and first-line care.
- To practise one or more professional activities as a specialized nurse practitioner, a nurse must hold a specialist's certificate issued by the Order, in addition to the permit to practise. The professional activities set out in Appendix 4 are reserved for specialized nurse practitioners, as well as the activities specific to the practice of the profession.
- To obtain a **specialist's certificate**, nurses must hold a Québec diploma as provided for by regulation or hold a diploma or have completed training recognized by the Order as equivalent. They must also pass a prescribed specialty examination.
- The Order informs its members of the steps to take and the fees required for recognition of diploma or training equivalence, which will make them eligible for the specialty examination.

Produced in collaboration with the:

OBTAINING THE PERMIT

CONDITIONS FOR OBTAINING THE PERMIT

To obtain the permit, candidates must hold a Québec diploma, as provided for by regulation, or have a diploma or training recognized as being equivalent by the Order. Candidates must also:

- pass the Order's professional examination;
- have sufficient knowledge of the French language to practise the profession.

Permanent residency or Canadian citizenship is not required to obtain the permit.

Practical advice

If you plan to practise the profession of nurse in Québec, you would be well advised to contact the Order prior to your departure, to find out about the rules regulating access to the profession and to initiate the steps you will have to take to obtain your permit and register on the Order's roll. Certain immigration procedures may even require you to contact the Order. Should this be the case, you will be notified by your immigration counsellor.

DIPLOMA OR TRAINING EQUIVALENCE

To be recognized as equivalent, a diploma awarded outside Québec must attest that its holder possesses a level of knowledge and skills equivalent to that acquired by the holder of a Québec diploma, as provided for by regulation.

Consequently, to obtain the permit to practise, equivalence is recognized if the diploma was obtained upon completion of studies at least equivalent to college level III in Québec, completed after the equivalent of Secondary V studies in Québec. The college-level program leading to the diploma for which the application for equivalence is submitted must be comprised of at least 2,775 course hours, apportioned as indicated in Appendix 2.

Useful information

In Québec, candidates are generally required to have completed 11 years of elementary and secondary education to be admitted to a college program.

Candidates whose diploma cannot be recognized as equivalent may obtain recognition of the equivalence of their training if they are able to demonstrate to the satisfaction of the Order that:

- they possess a level of knowledge and skills equivalent to that attained by the holder of a Québec diploma, as provided for by regulation;
- they have the relevant clinical experience.

To assess training equivalence, the Order takes the following factors into consideration: the total number of years of schooling, the diplomas earned in Québec or elsewhere, the nature and content of the courses, training periods or upgrading activities, as well as the nature and duration of the relevant clinical experience.

Procedure for obtaining recognition of diploma or training equivalence

1 You must apply in writing to the Order, which will send you the forms to be completed, and provide the following documents:

- ☐ An academic record including the description of the courses taken, the number of related hours and the grades obtained
- ☐ All diplomas earned
- ☐ Forms attesting to schooling and the permit (official proof of the right to practise the profession outside Québec) These forms are **provided by the Order**. Once they have been completed, they must be returned directly by the educational institution or organization that issued the permit. Otherwise, they will be refused.
- ☐ Birth certificate **or** act of birth **or** photocopy of your passport **or** certificate of Canadian citizenship **or** official proof that you are legally admitted to Canada as a permanent resident
- ☐ An official document attesting to relevant work experience
- ☐ A cheque or postal money order in the amount of \$489.99 to cover the cost of opening the file and the review process
These fees are non-refundable. The Order also accepts payment by credit card (Visa or MasterCard).
- ☐ *Évaluation comparative des études effectuées hors du Québec*, issued by the *Ministère de l'Immigration et des Communautés culturelles*, where applicable
A fee of \$105 is required.

Only applications duly completed and accompanied by all the required documents can be processed.

All documents must be **certified true copies of the originals**. For documents written in a language other than French or English, the candidate must also supply a French or English translation, certified by a sworn statement from the translator who did the translation.

- 2 The Order may ask you to complete a program of study or a period of training, or both, for your diploma or training equivalence to be recognized.
- 3 The Order will send you written notice of its decision respecting recognition of your diploma or training equivalence. If the equivalence is refused or partially recognized, the Order will inform you of the programs leading to the permit or, where applicable, the professional integration and additional training programs (e.g. geriatrics, psychiatry) that must be successfully completed for a full training equivalence to be granted.

Useful information

- *Candidates for whom the Order requires an **Évaluation comparative des études effectuées hors du Québec** issued by the Ministère de l'Immigration et des Communautés culturelles (MICC) have to submit only one application on the joint Order/ MICC form.*
- *The professional integration program is required for all nurses who earned their diploma outside of Québec and enables them to acquire knowledge of the sociocultural, legal, ethical, communications and organizational aspects of the nursing profession in Québec, as well as the practical integration of these concepts.*
- *The professional integration program prescribed by the Order must be completed in Québec. Candidates who are required to register at an educational institution must meet its admission criteria.*
- *Students registered in the required program of study or professional integration program may be eligible for the financial aid program of the Ministère de l'Éducation, du Loisir et du Sport.*
- *After successfully completing the professional integration program prescribed by the Order, candidates holding a diploma or having completed training recognized as equivalent are granted the temporary status of candidate for the profession of nursing (CPN), which allows them to hold a paid position under supervision until they pass the professional examination. The professional activities that a CPN may and may not engage in are presented in Appendix 3.*

PROFESSIONAL EXAMINATION

The professional examination assesses the assimilation of knowledge by *candidates for the profession of nursing* (CPN), as well as their ability to apply that knowledge in solving problems specific to nursing.

All candidates are required to take this examination, whether their diploma was awarded in Québec or elsewhere. It is held twice a year. Candidates may sit the examination in french or in english.

Candidates are required to take this examination when directed by the Order. Failure to do so without valid reason will result in loss of CPN status and, therefore, forfeiture of the right to work under this title. Candidates who fail the examination may rewrite it twice. The Order will inform candidates of the registration procedure and the required fees. Candidates must pass the professional examination within a period of two years.

REGISTERING FOR THE EXAMINATION

To register for the examination, you must have obtained recognition of your diploma or training equivalence and your temporary CPN status, and forward to the registrar, within the prescribed timeframe, the duly completed application form, together with the following documents:

- two recent passport-size photographs (5 cm x 7 cm), signed and authenticated on the back by any person authorized to act as guarantor in respect of Canadian passports;
- a cheque or postal money order covering the registration fee of \$489.99. The Order also accepts payment by credit card (Visa or MasterCard).

Useful information

- *The examination is divided into two complementary sections. The written section consists of approximately one hundred open-ended, short-answer questions; the practical section is comprised of an objective structured clinical examination (OSCE) that places candidates in 16 clinical situations in which they are required to provide care to simulated patients presenting various health problems.*
- *A guide to help candidates prepare for the professional examination, including a supplement for foreign-trained candidates, is available at a cost of \$24.95 from the Order and from student cooperatives at CEGEPs (colleges) and universities that offer the recognized program of study in Québec. This guide enables candidates to become familiar with the content, form, procedure and organizational aspects of the examination, while the supplement focuses on the practice of the profession in Québec.*

APPROPRIATE KNOWLEDGE OF THE FRENCH LANGUAGE

In accordance with the Charter of the French Language, professional orders can only deliver regular permits to individuals who have a knowledge of the French language appropriate to the practice of their profession. Therefore, candidates need to meet this requirement and those above mentioned to obtain a permit.

Useful information

Individuals having completed at least three years of full-time secondary or post-secondary education in French are recognized as having sufficient knowledge of the French language.

Candidates whose files do not indicate that they have appropriate knowledge of French must pass the *Office québécois de la langue française* (OQLF) French examination. The **Order** will send them the registration form once it has received the application for diploma or training equivalence.

Those candidates may, however, obtain a temporary permit for no more than one year if they meet the requirements for practising the profession. This permit will be issued by the Order, together with a registration form for the OQLF French exam.

The temporary permit may be renewed up to three times with the authorization of the OQLF. For each renewal, candidates must sit examinations held in compliance with OQLF regulations. Once the temporary permit has expired, the candidate must pass the OQLF examination to obtain a regular permit. This examination is free of charge and is held in Montréal.

Issuance of a permit

If you have met all the terms and conditions for obtaining a permit, the Order will issue your permit to practise.

REVIEW MECHANISM

Candidates may request a hearing with the Order to review its decision if recognition of a diploma or training equivalence was refused.

They may also request a review of their professional examination results.

Candidates must submit any review application within the timeframe prescribed by regulation. The final decision may not be appealed.

REGISTRATION ON THE ROLL OF THE ORDER

To practise the profession and use the reserved title of nurse, the permit holder must be registered on the Order's roll. To register you must:

- submit a written request using the prescribed form;
- pay the annual dues.

The annual dues are \$305.39, which include a contribution to the *Office des professions du Québec* and annual professional liability fees.

References

- *Nurses Act* (RSQ, c. I-8).
- *Regulation respecting Ordre des infirmières et infirmiers du Québec classes of specialties related to the performance of acts contemplated in section 36.1 of the Nurses Act* (c. I-8, r.3.1).
- *Regulation respecting the terms and conditions for the issue of permits by the Ordre des infirmières et infirmiers du Québec* (c. I-8, r.6.1.1).
- *Regulation respecting the standards for a diploma equivalence or training equivalence for the issue of a permit by the Ordre des infirmières et infirmiers du Québec* (c. I-8, r.9.2).
- *Medical Act* (RSQ, c. M-9).



F O R M O R E I N F O R M A T I O N

Information on the conditions for practising the profession in Québec

- **Ordre des infirmières et infirmiers du Québec**

4200, boul. Dorchester Ouest
Westmount (Québec) H3Z 1V4

In Montréal:
514 935-2501

Elsewhere in Québec:
1 800 363-6048

Fax: 514 935-1799

Internet: www.oiiq.org

E-mail: bureau-registratre@oiiq.org

Information on certification and exam for evaluating knowledge of the French language

- **Office québécois de la langue française**
www.oqlf.gouv.qc.ca

Information on Québec's professional system and the Professional Code

- **Office des professions du Québec**
www.opq.gouv.qc.ca

- **Conseil interprofessionnel du Québec**
www.professions-quebec.org

Information and assistance with regard to procedures pertaining to a professional order

- **Ministère de l'Immigration et des Communautés culturelles**
www.immigration-quebec.gouv.qc.ca

In the Montréal region:
Contact the *Service d'information sur les professions et métiers réglementés* at 514 864-9191.

Elsewhere in Québec or abroad:
Contact the **Service Immigration-Québec** in your settlement area.

Access to laws and regulations

- **Les Publications du Québec**
www.publicationsduquebec.gouv.qc.ca

Information on the job market in Québec

- **Emploi-Québec**
emploi-quebec.net
- **Ministère du Développement économique, de l'Innovation et de l'Exportation**
www.mdeie.gouv.qc.ca

You can also obtain the brochure *The practice of a profession governed by a professional order*

On the Internet:
www.immigration-quebec.gouv.qc.ca

In Québec:
at a **Service Immigration-Québec**

Abroad:
at the **Bureau d'immigration du Québec**
Québec serving your territory

Notice

The information in this document was current in June 2008. It was obtained from various sources and in no way replaces current legislation and regulations.

The fees mentioned herein are subject to change. They are in Canadian dollars and include all applicable taxes.



PRACTICE OF THE PROFESSION OF NURSE

Activities reserved for nurses

The following activities are reserved for nurses in the practice of the nursing profession:

- 1° assessing the physical and mental condition of a symptomatic person;
- 2° providing clinical monitoring of the condition of persons whose state of health is problematic, including monitoring and adjusting the therapeutic nursing plan;
- 3° initiating diagnostic and therapeutic measures according to a prescription;
- 4° initiating diagnostic measures for the purposes of a screening operation under the *Public Health Act* (C. S-2.2);
- 5° performing invasive examinations and diagnostic tests, according to a prescription;
- 6° providing and adjusting medical treatment, according to a prescription;
- 7° determining the treatment plan for wounds and alterations of the skin and teguments and providing the required care and treatment;
- 8° applying invasive techniques;
- 9° participating in pregnancy care, deliveries and post-partum care;
- 10° providing nursing follow-up for persons with complex health problems;
- 11° administering and adjusting prescribed medications or other prescribed substances;
- 12° performing vaccinations as part of a vaccination operation under the *Public Health Act*;
- 13° mixing substances to complete the preparation of a medication, according to a prescription;
- 14° making decisions as to the use of restraint measures.

DIPLOMA EQUIVALENCE

Breakdown of hours required for recognition of diploma equivalence

PREREQUISITE

Diploma equivalent to the Secondary School diploma (SSD)

Secondary V in Québec

SUBJECT AREAS

Biological sciences

At least 240 hours, covering mainly the topics of anatomy, physiology, metabolic biology, biochemistry, epidemiology and microbiology

Human sciences

At least 180 hours, covering mainly the topics of human development, sociology of the family and sociology of health

Introduction to nursing including the concepts of health and illness

At least 120 hours of theory and 240 hours of laboratory and clinical experience

Care of mothers and newborns and care of children and adolescents

At least 90 hours of theory and 180 hours of laboratory and clinical experience, with a minimum of 64 hours of clinical experience in each area

Medical and surgical care of adults

At least 90 hours of theory and 180 hours of laboratory and clinical experience

Care of adults in mental health and geriatrics

At least 60 hours of theory and 315 hours of laboratory and clinical experience, including a minimum of 96 hours of clinical experience in psychiatry

Integration of nursing knowledge

At least 75 hours of theory focusing on the sociocultural, legal, ethical, communications and organizational aspects of nursing in Québec and at least 345 hours of clinical internship aimed at the practical application of the concepts related to those areas, with at least 225 hours in the medical and surgical care of adults and 120 hours in an area of practice chosen by the student

General courses

At least 660 hours of primary and second-language courses, philosophy, physical education or any other general culture course

CANDIDATES FOR THE PROFESSION OF NURSING

Supervision and authorized activities

Candidates for the profession of nursing (CPN) may engage in any professional activities that may be engaged in by a nurse if they meet the following conditions, with the exception of the activities listed below.

Candidates must engage in the activities under the supervision of a nurse who has the relevant experience and who **must be present in the unit in which the activities take place** so that the nurse is able to rapidly intervene if required by the patient or to quickly respond to a consultation request from the candidate. The care unit must not be spread over several sites or floors in a building. Candidates are not authorized to supervise or work alone on the unit while the nurses are away or on a break.

In long-term care or supportive residential units (where chronic illnesses or patients with loss of independence are treated) candidates must work under the supervision of a nurse possessing the relevant experience who is **present in the building** where the activities are performed, so that the nurse is able to rapidly intervene if required by the patient or to quickly respond to a consultation request from the candidate. Candidates are not authorized to supervise the unit.

Candidates are required to record their nursing activities in the patient's record, and then sign it, followed by the abbreviation "CPN."

Professional activities that are not authorized until a permanent permit is obtained

Candidates may not assess the physical and mental condition of a symptomatic person in a triage situation, in an ambulatory clinic or through the medium of telecommunications.

Candidates may not provide clinical monitoring of the condition of the following persons, including monitoring and adjusting the therapeutic nursing plan:

1. a parturient who is undergoing monitoring in the case of a high-risk pregnancy;
2. a person who is in shock, a person with multitrauma or a person who needs resuscitation in an emergency department or service;
3. a person undergoing hemodynamic monitoring through the insertion of catheters in the vascular system for the purpose of surveying cardiac function, blood volume and blood circulation.

Candidates may not initiate diagnostic and therapeutic measures, according to a prescription.

Candidates may not initiate diagnostic measures for the purposes of a screening operation.

Candidates may not determine the treatment plan for wounds and alterations of the skin and teguments.

Candidates may not take telephone or verbal prescriptions.

Candidates are not authorized to perform vaccinations. However, they may participate in vaccinations in the presence of a nurse who assesses the patient and makes the decision to give the vaccination.

Candidates may not make decisions on their own as to the use of restraint measures.

Candidates may not engage in professional acts reserved for nurses while accompanying a patient transported to another institution or resource in order to receive care or services.

Candidates may not supervise nursing student externs.

SPECIALIZED NURSE PRACTITIONER

Professional activities reserved for specialized nurse practitioners

Specialized nurse practitioners who hold a specialized certificate issued by the OIIQ and who are authorized by a regulation of the *Collège des médecins du Québec* may engage in one or more of the following activities, in addition to the activities specific to the profession set out in Appendix 1 :

1. prescribe diagnostic examinations;
2. use diagnostic techniques that are invasive or entail risks of injury;
3. prescribe medications or other substances;
4. prescribe medical treatment;
5. use techniques or apply medical treatments that are invasive or entail risks of injury.