

Registration

Temporary Class

Introduction

Temporary Class registration is available to applicants in the Registered Nurse (RN) category and the Registered Practical Nurse (RPN) category. It allows individuals who have met all of the requirements for registration, except for successful completion of the Canadian Registered Nurse Examination (CRNE) or the Canadian Practical Nurse Registration Examination (CPNRE), to practise nursing in Ontario while they wait to write the exam or while waiting for exam results. Temporary registration lasts six months, during which the member must have passed the exam and applied for registration in the General Class or stopped practising nursing. Registration is revoked if the member fails the exam or has not registered in the General Class after the time frame has expired.

Eligibility

Applicants for Temporary Class registration must meet the following requirements.

Graduates from Ontario nursing programs must:

- submit an application for General Class registration to the College of Nurses of Ontario (the College);
- proof of Canadian citizenship, permanent residency or authorization under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of nursing;
- provide proof of either graduation or eligibility to graduate from an approved nursing program in the category (e.g., a Verification of Course Completion from the school) within one year preceding the date of application; and
- not have failed the CRNE or CPNRE.

International applicants and applicants from other provinces must meet Ontario's registration requirements for the General Class, which include:

- proof of Canadian citizenship, permanent residency or authorization under the *Immigration and Refugee Protection Act* (Canada) to engage in nursing;

- graduation from a nursing program that is equivalent to an Ontario program in the category;
- evidence of fluency in English or French;
- evidence of registration, or eligibility for registration, in the jurisdiction where her/his nursing education was received; and
- evidence of safe nursing practice within one year immediately preceding the date of application for Certificate of Registration.

Applicants must meet good character requirements and not have been refused nursing registration in another jurisdiction.

Applicants from other provinces must not have failed the national registration examination in the application category.

Application process

An applicant's potential employer completes page 1 in the Offer of Employment section of the Application Form for Temporary Registration. The applicant completes page 2. Both pages are submitted to the College with the application, temporary registration and annual membership fees. A valid Canadian Police Information Centre (CPIC) Criminal Record Synopsis issued within six months of the application is required, if not submitted previously. Allow up to 15 days for processing.

A letter confirming their temporary registration is sent to applicants once all requirements are met. If the applicant subsequently fails the national examination, the College will notify the applicant and employer(s) that temporary registration has been revoked.

Terms and conditions

Temporary certificates include the following seven conditions:

1. Temporary members can practise nursing only within the facilities identified on their Temporary Class registration form. The temporary member

must also comply with any terms, limitations or conditions set out in her/his certificate.

2. Temporary members must be supervised, monitored and directed by a member in the General or Extended Class.
3. The member shall not perform a controlled or authorized act, including one which is delegated to her or him unless the act is ordered:
 - i. pursuant to clause 5(1)(b) of the act, or
 - ii. by a Registered Nurse in the General Class or a Registered Nurse in the Extended Class.
4. Temporary members are not permitted to supervise, monitor or direct the practice of another member in any class.
5. Temporary members cannot delegate a controlled or authorized nursing act to another member or any other person.
6. Temporary Class members must identify themselves as such when providing care and document with the appropriate designation.
7. Nurses with temporary registration use the designation:
 - Registered Nurse (Temporary) or RN (Temp), when holding a temporary certificate as an RN; or
 - Registered Practical Nurse (Temporary) or RPN (Temp), when holding a temporary Practical certificate as an RPN.

Temporary registrations are subject to the following four terms and limitations.

1. A member's temporary registration will be revoked in the following situations:
 - the six-month expiry date on the temporary registration has been reached;
 - the member successfully registers in the General Class; or
 - upon failure of the national registration examination.
2. The member must provide a copy of the Verification of Registration letter to all potential employers.
3. The member must inform the College if employment is terminated or suspended for any reason, or if the applicant chooses to leave her/his job.
4. The temporary member authorizes the employment facility to provide any information to the College regarding her/his practice and, if applicable, reasons for termination or suspension.

Controlled acts

Temporary members can perform the three controlled acts authorized to nursing when ordered by a physician, dentist, midwife, chiropract¹, NP or an RN whose role includes initiation (e.g., a wound care specialist). See *An Introduction to the Nursing Act, 1991* fact sheet.

When providing nursing care, temporary members are accountable for:

- the care they provide;
- determining the appropriateness of performing a procedure given the client's circumstances;
- identifying situations in which they require supervision;
- identifying learning needs; and
- negotiating a plan to meet learning needs.

Supervision

Supervision may be direct or indirect, depending on the temporary member's needs in relation to the demands of the client population, the nature of the required care, the temporary member's competence, and her/his expertise and familiarity with the practice setting. Employers are responsible for having sufficient resources available for direct or indirect monitoring, consultation and collaboration.

While temporary members cannot monitor or direct the practice of another member, this should not prevent them from learning about "in-charge" roles under the supervision of mentors/preceptors or designated resource nurses. Temporary members could, however, supervise care provided by unregulated care providers as part of a collaborative practice model.

For more information

To learn more, contact the College of Nurses of Ontario at:

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Tel.: 416 928-0900

Toll-free in Ontario: 1 800 387-5526

Fax: 416 928-6507

Website: www.cno.org

¹ Not applicable under the *Public Hospitals Act*.