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2009 Annual Membership Renewal

INSTRUCTION GUIDE

This guide is based on frequently asked questions about the Annual Membership Renewal form. Please read each section of this guide carefully.

Accurate completion of the form helps the College fulfil its role as a source of information on the Ontario nursing profession. Decision-makers, such as government and researchers, access the statistical data generated from completed forms. (Your personal information is never released without your consent.) By providing the College with accurate data, you help others make informed decisions that could affect all nurses.

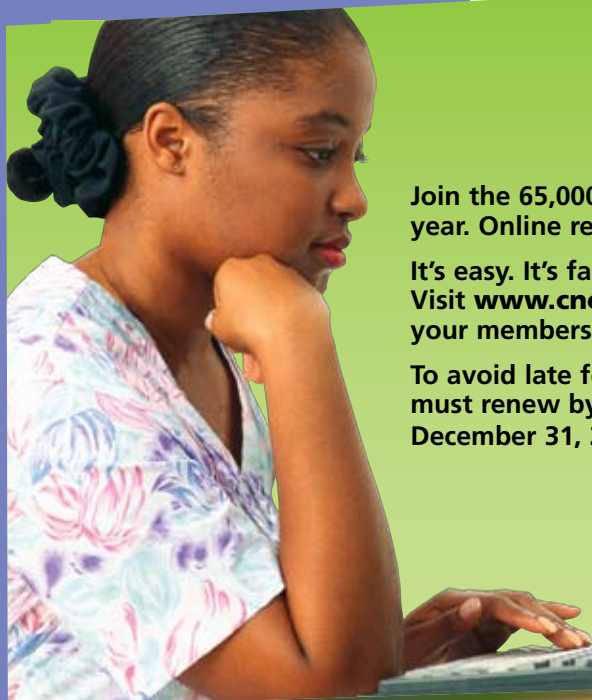
Note: If you are registered as both an RN and an RPN, please complete each form based on the registration categories indicated at the top right-hand corner of the form.

Renew Early!

Deadline for membership renewal is

December

31
2008



Make Renewal Quick and Easy RENEW ONLINE

Join the 65,000 nurses who renewed online last year. Online renewal opens on October 20, 2008.

It's easy. It's fast. It's secure.
Visit www.cno.org to renew your membership.

To avoid late fees, you must renew by December 31, 2008.



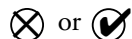
Completing the Form

Your completed form will be electronically scanned. To make this process as efficient and accurate as possible, please follow these guidelines.

- Use a PEN to complete this form.
- Provide only one signature in Section O.
- For any written responses, PRINT legibly in the areas provided.
- **Do not** fill in any bubbles marked for “CNO Use Only.”
- Write in designated areas only.

IMPORTANT

Please fill in bubbles completely,
THIS WAY NOT this way



Before you return the form

- Print your registration number on your cheque or money order, and on any additional documents.
- **Do not** send any non-renewal-related information with this form; other correspondence can be sent in a separate envelope to Customer Service, College of Nurses of Ontario, 101 Davenport Rd, Toronto, ON M5R 3P1.
- **Do not** mail cash. (The College is not responsible for lost cash.)
- **Do not** fax or send a photocopy of the form to the College.

CNO WILL RETURN INCOMPLETE FORMS

To avoid delays in the processing of your form, be sure to:

- complete the Employment Section (G) and provided a Business Address (B) if applicable;
- sign the form;
- enclose copies of any legal documents supporting a name change (e.g., marriage or birth certificate, divorce decree);
- incomplete forms will be returned unprocessed.

THE COLLEGE WILL RETURN INACCURATE PAYMENTS

- Double-check that your payment total is accurate. (Annual payment fees will be processed even if your payment does not include any applicable late or administrative fees.)
- Ensure that you've signed your cheque. Note: do not send post-dated cheques; the College is not responsible for any additional fees, such as NSF charges, that result from post-dated cheques being inadvertently processed.
- Check that you have included the expiry date of your credit card.

Fees

Renewal

The 2009 renewal fee for the General, Transitional and Extended Class is \$122.66 (GST incl.).

Late payment fee

All payments received on or after January 1, 2009, **regardless of postmark**, will incur the late fee of \$49.07 (GST incl.).

Administrative fee

Forms received after January 31, 2009 will incur an administrative fee of \$24.53 (GST incl.). Incomplete forms will be returned unprocessed.

Suspension date

The suspension date for nonpayment of fees is April 10, 2009. The notice of intent to suspend will be mailed on February 2, 2009. Members suspended for non-payment of fees cannot practise as nurses in Ontario. Members practising while under suspension will be fined \$525 (GST incl.). Suspended members are required to reinstate, see the *Reinstatement* fact sheet at www.cno.org/publications.

Options for Returning Payment and Form

Online

Online renewal opens on October 20, 2008 at www.cno.org. It is available to active members in the General, Transitional and Extended Classes. Online renewal allows members to provide their information, pay the fee and update their personal information. Members who use online renewal do not have to complete the paper form.

By mail

- Use the enclosed pre-addressed envelope until **January 23, 2009**.
- After January 23, 2009, send your 2009 form and payment to:
Membership Renewal
College of Nurses of Ontario
101 Davenport Rd., Toronto, ON M5R 3P1
- Avoid delays by mailing the 2009 form and payment before December.

By courier/Priority Post/registered mail

Address courier packages to:
Membership Renewal
College of Nurses of Ontario
101 Davenport Rd., Toronto, ON M5R 3P1

Note: Do not send a courier to the P.O. Box address on the business reply envelope.

In Person During business hours, bring the completed form and payment to the College of Nurses of Ontario, 101 Davenport Rd., Toronto. **The office is closed at noon on December 24 and all day on December 25 and 26, 2008, and January 1, 2009.**

After-Hours Mail Slot Drop your completed form and payment in the mail slot at the main entrance of the College.

Please allow six weeks for the processing and delivery of your Annual Payment Card.

Checking Your Renewal Status

Our automated service will allow you to check the status of your renewal quickly and easily. Have your registration number available when you access this service.

By phone: this service is available Monday to Friday after business hours between 1830 hrs and 0800 hrs, and all day on weekends and holidays. To access this free service, call the College's main number at 416 928-0900 or toll-free in Ontario at 1 800 387-5526.

On the website: this same automated service is available 24 hours a day at www.cno.org.

Contacting the College

Business hours are Monday to Friday, 0830 to 1700 hrs.

For further assistance, call the Customer Service Centre during business hours at 416 928-0900 or toll-free in Ontario at 1 800 387-5526. Please have your registration number ready when you call.

To obtain any fact sheets referred to in this guide, visit our website at www.cno.org/publications, or call Customer Service at 416 928-0900 or toll-free in Ontario at 1 800 387-5526.

Specific Instructions by Section

Section A

Personal Information

If you have changed your name, a copy of a legal document (e.g., marriage or birth certificate, divorce decree) is required to support the change. Enclose the copy with the form. Name changes not accompanied by a copy of an appropriate legal document will **not** be processed.

Section B

Business and Register Address(es)

As a member of a self-regulated health profession, you are required to provide a business address if you are employed, whether working in nursing, other than nursing or self-employed.

To improve the information it collects, the College has standardized how it collects business addresses.

You need to provide the official full name of your employer, the site, main mailing address and main telephone number.

For example, if you work on a unit at Princess Margaret Hospital, even if the unit is located at another street address, your business address should read:

University Health Network—Princess Margaret Hospital
610 University Ave., Toronto, ON M5G 2C4
416-946-4501

If the pre-printed address in this section is incorrect, cross it out and print the correct name, address and telephone number in the area on the right.

If you are employed in Ontario and another province, the nursing employer in Ontario is preferred. If you have multiple employers in Ontario, the employer for whom you work the most hours is preferred. If you are not employed, cross out the information and proceed to Section D.

- If self-employed, indicate your business address whether or not it is your home address.
- If providing nursing services through an employment agency, list the agency as the employer, not any of your assignments.
- If employed by an organization with several offices, provide the address of the office that assigns your work.

Your business address will appear on the Register and will be made available to the public on request. If you have reasonable grounds to designate an alternative address, please see Section C. The pre-printed addresses in Sections B and C will be automatically deleted if you indicate in Section G that you are not employed.

Section C

Alternative Register Address

If you operate a business from home, you may be concerned about the public accessing your address. We recommend

designating an alternative Register address, such as a post office box with a contact phone number through which a member of the public can be reasonably certain of reaching you. To designate or change an alternative Register address, please contact the College in writing.

Section D

Release of Home Mailing Address

The College will not release personal information regarding a member to external parties unless the member authorizes the disclosure.

Periodically, external parties ask the College to provide members' home mailing addresses for the purposes indicated below. The College will disclose your personal information only if you have consented to its release. The College ensures that your confidentiality is protected by requiring each external party to sign a confidentiality agreement form. Once you have given your consent to the College, your personal information may be used as a filter for selection criteria, and your home address will be provided to external parties.

Note:

1. The College reserves the right to conduct its own research and include members who did not consent to the release of their personal information to external parties.
2. Your information on the College's Register, as defined in the *Regulated Health Professions Act* and CNO By-Law No. 1, Part 1 General—Article 44.1 is not considered personal information.

You may select which, if any, of the following three types of materials you wish to receive at your home address.

Research in Nursing: Information regarding opportunities to participate in research. If you are contacted, you still have the right to refuse to participate or withdraw from the research at any time. The College does not have access to any personal information you might share with researchers.

Continuing Education Opportunities: Information from recognized continuing education organizations regarding educational opportunities.

Nursing Organizations: Information from nursing organizations (e.g., unions, professional associations).

To change previous responses, fill in the corresponding bubble for each type of material.

Section E

Education

Complete this section if the pre-printed information on your form is incorrect or if you have completed additional education in either the "Nursing" or "Other than Nursing" categories. Indicate the highest level of education that you have completed.

Section F

Payment

General, Transitional and Extended Class annual fee: \$122.66 (GST incl.).

If the annual fee is received after December 31, 2008, a late fee of \$49.07 (GST incl.) must be included.

A form received after January 31, 2009 will incur an administrative fee of \$24.53 (GST incl.).

Payments received after December 31, 2008, will be processed as they arrive. You will be notified of additional late and/or administrative fees as they apply.

Cheque or Money Order

- Make cheques payable to the College of Nurses of Ontario.
- Post-dated cheques are **not** accepted.
- Write your registration number on cheques or money orders.
- If your employer is paying your fee, please ensure your completed form is enclosed with the payment and your registration number appears on the cheque or money order.

Visa, MasterCard or American Express

- Clearly print the credit card number and expiry date, and provide your signature.

Do not mail cash. The College is not responsible for lost cash.

Section G

Employment Information

Fill in the bubble(s) that reflect your current employment status for the statements listed.

I Am Not Employed: If you are currently not employed.

Any addresses listed in Sections B and C will be automatically deleted.

I Am Seeking Employment: If you are seeking employment, you must complete both the working status you seek and whether you are looking for employment in nursing or other than nursing.

I Am Employed: If you are currently employed, fill in this section. You may indicate up to three employers. For each, you must complete both the working status (full time, part time or casual) and whether the employment is in nursing, other than nursing or as an unregulated care provider. If you have indicated that you are employed and the employment is in nursing, you must complete sections H through L for the nursing employer at which you work or are paid for the most hours.

Note:

Maternity Leave: If you are on maternity leave, please indicate that you are employed and provide information in Sections H through L, if applicable.

Long-Term Disability: If you are on disability, indicate your employment status based on your last day of work and provide information in Sections H through L, if applicable.

Volunteer: If you are volunteering, indicate that you are employed. Provide information in Sections H through L only if you are practising nursing.

Working Status

Full time: Choose this option if you work a guaranteed number of hours per pay period that equals full-time hours as defined by your employer.

Part time: Choose this option if you work a guaranteed number of hours per pay period that is less than full-time hours as defined by your employer.

Casual: Choose this option if your employer does not guarantee a scheduled number of hours per pay period and does not define your position as full time or part time.

Complete Sections H, I, J, K and L if you are practising nursing. The information you provide should be based on the nursing employer for whom you work the most hours. For definitions of the terms used, refer to the Practice and Employment Definitions section on page 6.

Section H

Nursing Employer

This information should relate to the nursing employer for whom you work the most hours. Fill in only one bubble. See page 6 for definitions.

Section I

Position in Nursing

This refers to your nursing role with the nursing employer for whom you work the most hours and relates to the nursing employer identified in Section H. Fill in only one bubble. See page 7 for definitions.

Section J

Primary Area of Practice

This refers to the client care focus (e.g., critical care) of your nursing practice. Choose one option that most closely describes your practice with the nursing employer for whom you work the most hours. This question relates to the nursing employer identified in Section H. Fill in only one bubble. See page 8 for definitions.

Section K

Years in Nursing

The number of calendar years you have practised nursing. It includes all employment whether full time, part time or casual.

Total—the total number of years you have been practising nursing regardless of position or location.

Current Position—the number of years you have held your current position.

Section L

Practice Location

Fill in the bubble that refers to the nursing employer identified in Section H. Fill in only one bubble.

Section M

Quality Assurance Participation in 2008

Meeting the requirements and maintaining records of your participation in Quality Assurance is a legislated requirement. In this section, you are asked to confirm that you have an ongoing learning plan.

Practising nurses are required to complete a self-assessment; obtain peer feedback; create, implement and evaluate a learning plan; and keep a record of these activities. You should retain your records for a minimum of two years. Do not send your Reflective Practice records to the College with the form.

Non-practising nurses are required to keep up-to-date with changes and developments in the nursing profession in Ontario. You are non-practising if you did not practise nursing in Ontario (either employed or as a volunteer) for the entire year. See the *Am I Practising Nursing?* fact sheet for more information.

Do not fill in the bubble if extenuating circumstances, such as serious illness, disability, bereavement or other significant factors prevented you from meeting your Reflective Practice requirements. Do not send any information regarding your extenuating circumstances with the form. (Note: a maternity leave is not considered an extenuating circumstance.) The Quality Assurance Committee may contact you regarding your situation.

Section N

Self-Reporting Obligation

Nurses are required by legislation to inform the College if they have been found guilty of any criminal offence(s) or have been the subject of disciplinary or incapacity proceedings from other governing bodies. This self-reporting requirement protects the public interest by informing the College of findings that may affect a nurse's suitability to practise.

This requirement relates only to offences, findings of guilt and proceedings after your initial registration with the College or those that occurred after you last reported to the College. Do not report offence(s) or finding(s) from proceedings that you have previously reported to the College.

Fill in this bubble only if any of the following statements apply to your situation since you last reported to the College.

- You have been found guilty of a criminal offence or an offence under the *Controlled Drugs and Substances Act* (Canada) [formerly the *Narcotic Control Act* (Canada)] or the *Food and Drugs Act* (Canada).
- You have been found guilty of a criminal offence, even if you have been pardoned, or were conditionally or absolutely discharged.
- You have been found guilty of any offences under federal statutes and/or any provincial offences.

- There has been a finding of professional misconduct, incompetence or incapacity against you in relation to the nursing profession outside of Ontario or by any other health profession, whether in Ontario or in any other jurisdiction. Do not report current or prior College proceedings or findings.
- You are currently the subject of a proceeding for professional misconduct, incompetence or incapacity in relation to the nursing profession outside of Ontario or by any other health profession, whether in Ontario or in any other jurisdiction.

You must complete Section N if any of the preceding statements apply to you and have not already been reported to the College. Failure to provide this information could be considered professional misconduct. Your completed form will be processed and you will receive your Annual Payment Card. At a later date, the College will ask you to provide further details, and there may be an investigation into the matter. Do not send written information about your convictions or proceedings with the form.

For more information, see the *Mandatory Self-reporting Obligations* fact sheet at www.cno.org/publications.

Section O

Signature

To renew or resign your membership you must use this form. Failure to renew or resign will lead to suspension for nonpayment of fees. (See page 2.)

Membership Renewal: You must pay the annual fee and any other fees that may be applicable to remain a member of the College; use the title nurse, RN, RN(EC) or RPN; and practise as a nurse in Ontario. Once you have completed the form, use a pen to sign and date this section.

Membership Resignation: You must notify the College to resign your membership. To resign (discontinue) your membership, fill in the bubble and use a pen to sign and date this section. (Payment is not required.)

To return to nursing in Ontario, please contact the College about reinstating your membership.

Retired Class

The College offers a Retired Class for members aged 65 and older. You cannot join the Retired Class using the Annual Membership Renewal form. To learn more, contact the College or read the *Retired Class* fact sheet at www.cno.org/publications.

Checklist

Write your registration number on your cheque or money order and on any additional documents.

Send non-renewal-related correspondence in a separate envelope to Customer Service, College of Nurses of Ontario, 101 Davenport Road, Toronto, ON, M5R 3P1.

Do not mail in cash.

Do not fax or send photocopied forms to the College.

Practice and Employment Definitions

The following definitions are provided to assist you in making appropriate choices when answering the questions related to practice and employment. Using these definitions enhances the accuracy of statistical data gathering. They are divided into three main areas: Nursing Employer, Position In Nursing and Primary Area of Practice.

Nursing Employer

HOSPITAL

Acute Care Hospital A category of health care facility that is staffed and equipped to deliver care to clients in an acute phase of illness. Acute care hospitals have medical, surgical, nursing and allied health professionals available at all times to provide rapid, intensive interventions. These hospitals commonly provide diagnostic services utilizing high technology. An acute care hospital may also provide other non-acute services, such as rehabilitation or chronic care.

Addiction & Mental Health Centre/Psychiatric Hospital A health care facility that specializes in treating persons with mental health and/or addiction problems. Psychiatric hospitals that are part of a larger organization and short-term treatment programs are included in this group.

Complex Continuing Care/Rehabilitation Hospital A Complex Continuing Care Hospital provides care to patients who are unstable and require 24-hour nursing care for chronic or fluctuating serious illness. A Rehabilitation Hospital primarily provides the continuing assessment and treatment of clients whose conditions are expected to improve significantly through the provision of physical medicine and other rehabilitative services. Complex continuing care/rehabilitation hospitals that are part of a larger organization are included in this group.

Other Hospital Any other hospital, excluding teaching hospitals, community hospitals, addiction and mental health centres/psychiatric hospitals and complex continuing care/rehabilitation hospitals.

COMMUNITY

Community Care Access Centre An organization providing simplified service access to visiting professional and personal support health services at home and in schools; long-term care placement; service planning and case management and information; and referrals to other long-term care services, including volunteer-based community services.

Community Health Centre A not-for-profit, community-governed organization that provides primary health care, health promotion and community development services using multidisciplinary teams of health care providers.

Community Mental Health Program A community program that is not hospital bed based and that serves people with mental health and/or addiction problems.

Hospice An organization with a mission is to help people with a life-threatening illness live at home or in a home-like setting.

Nursing/Staffing Agency An agency that provides a range of nursing services to support client care in the community and health care facilities. Services are delivered in homes, hospitals and other settings, such as schools and retirement homes.

Physician's Office/Family Practice Unit A group or solo practice that provides episodic or continuing, comprehensive primary care. (e.g., doctor's office, walk-in clinic, urgent care centre, family health network).

Public Health Unit/Department An official health agency established by a group of urban and/or rural municipalities to develop and provide comprehensive community health care programs.

Other Community Other community sector employers not listed above (e.g., independent health facilities, telehealth, Canadian Blood Services, Workplace Safety & Insurance Board).

LONG-TERM CARE

Long-Term Care Facility A facility for people who are unable to live independently or in their own homes, and who require 24-hour nursing service to be available to meet their personal care needs (e.g., nursing home, home for the aged).

Retirement Home A residential complex primarily occupied by persons who are 65 years of age or older, for the purpose of receiving care services, whether or not receiving the services is the primary purpose of occupancy (e.g., care home, rest home, lodge, manor, assisted living).

Other Long-Term Care Facility A long-term care facility not listed in the above definitions such as group home, respite care centre, homes for special care.

OTHER

College/University Post-secondary educational organization offering nursing programs.

Government/Association/Regulatory Body/Union The federal, provincial and municipal government and their agencies, boards and commissions; the various associations involved in supporting professions and organizations; and the bodies charged with regulating health professions recognized under the *Regulated Health Professions Act* (Armed Forces, correctional institution, tribal council, LHINs).

Industry A commercial or industrial enterprise involved in the production, manufacturing, processing or sales of goods and/or services.

School Elementary and secondary schools, public or private.

Self-Employed An individual earning income directly from her or his own business or profession rather than from a salary or wages from an employer (private practice).

Other Employers not listed in other definitions.

Position in Nursing

Advanced Practice Nurse — CNS Registered Nurse in the General Class who has gained additional knowledge and skills through graduate education and experience. A Clinical Nurse Specialist (CNS) has expertise in a specialized area of nursing. A CNS provides direct care, participates in research, provides leadership, educates and consults with health care teams. A CNS may work with individuals, families, communities, employees or organizations, and may focus on illness care and wellness care.

Advanced Practice Nurse — Other A Registered Nurse in the General Class with additional education at the graduate level who has the competencies and uses authorizing mechanisms (e.g., directives) to diagnose, order and interpret diagnostic tests, prescribe pharmaceuticals and perform procedures.

Case Manager A nurse in health and/or social services who provides assessment, service planning and implementation, co-ordination, monitoring, reassessment, advocacy, evaluation of outcomes and discharge planning of services. Service is provided for individuals and caregivers who require health and/or social services (e.g., service coordinator, placement coordinator, discharge planner).

Clinical Educator A nurse whose role is teaching a broad range of topics to clients/residents and/or other health care professionals (e.g., nurse instructor, clinical practice leader).

Consultant A nurse who provides professional advice or services to organizations.

Educator/Faculty A nurse whose role is teaching nursing and nursing-related topics to students of health care disciplines.

Infection Control Nurse A nurse who ensures the implementation and maintenance of evidence-based practices through education, surveillance and the coordination of results in a variety of practice settings.

Informatics Analyst A nurse who facilitates the integration of data, information and knowledge to support clinical care, health services, administration, research and teaching (e.g., data/information analyst, utilization analyst).

Middle Manager A nurse who supervises staff, and is responsible and accountable for the management of a designated service area(s) within an organization (e.g., manager,

assistant manager, supervisor, program manager, program leader).

Nurse Practitioner (NP) A Registered Nurse in the Extended Class with additional education and experience who has the competencies and legal authority to diagnose, order and interpret diagnostic tests, prescribe pharmaceuticals and perform procedures within their legislated scope of practice.

Occupational Health Nurse A nurse who provides integrated occupational health and safety services to employers and employees. An occupational health nurse works closely with managers, supervisors and individual employees to maintain, promote and restore employee health, safety and well-being.

Office Nurse A nurse providing nursing services to support the care delivered by a physician or group of physicians.

Outpost Nurse A nurse who practises nursing at a nursing station in a remote community.

Policy Analyst A nurse who gathers information, analyzes data and provides policy advice to influence an organization's decisions and strategies.

Public Health Nurse A nurse involved in disease prevention programs, health promotion and education programs for all age groups.

Researcher A nurse who studies the concerns of nursing and the application of knowledge to nursing practice.

Senior Manager A nurse who is responsible for administrating, planning and evaluating an organization, department or program (e.g., chief executive officer, president, executive director, administrator, vice-president, chief nursing officer/executive, director of nursing, program director).

Staff Nurse A nurse who provides direct care to clients in a hospital, long-term care and other type of facility.

Visiting Nurse A nurse providing a range of nursing services primarily in the home but also in other settings such as retirement homes (e.g., home visiting nurse, community visiting nurse).

Volunteer A nurse who donates professional nursing services to an organization and is accountable to that organization's standards of conduct and practice.

Other A nurse holding a position in nursing not represented in any of the above terms (e.g., footcare nurse, parish nurse).

Primary Area of Practice

Administration This area is responsible for administrating, planning and evaluating an organization, department or program.

Ambulatory/Outpatients Treatment or surgery provided in a hospital to clients who are not in-patients (e.g., outpatient care, day surgery, preoperative care).

Case Management A collaborative service consisting of interrelated processes to support clients in their efforts to achieve optimal health and independence in a complex health, social and fiscal environment (e.g., assessment, discharge planning, placement coordination).

Complex Continuing Care Services for clients whose health is unstable and requires 24-hour nursing care for a chronic or fluctuating serious illness (e.g., reactivation, mental health/cognitive support, chronic care).

Critical Care Care of acutely ill clients, typically delivered in intensive care units and cardiac care units.

Education Programs and services aimed at developing the knowledge and skills of clients, other health care professionals and/or students on a broad range of health topics.

Emergency Services for individuals with serious, often life-threatening health problems or situations that require immediate action.

Geriatrics The care of the elderly and the treatment of diseases associated with aging.

Informatics The use of information science for discipline-specific applications in the management and processing of data, information and knowledge to generate or support designs, decisions and discoveries (e.g., information management, utilization management).

Maternal/Newborn Programs and services geared to meeting the health needs of expectant and new parents, newborns and young children.

Medicine Programs and services concerned with non-surgical techniques to prevent, cure or alleviate disease or injury.

Mental Health/Psychiatric/Addiction Programs and services that meet the needs of individuals with mental health/psychiatric illness and/or addictions.

Occupational Health The development and provision of wellness programs; the implementation of safe workplace strategies; the liaising with employees and insurance companies on illnesses, injuries and back-to-work strategies.

Paediatrics Programs and services concerned with the growth, development and health of children from birth through late adolescence.

Palliative Care Programs and services concerned with the study and management of clients with an active, progressive, far-advanced disease for whom the prognosis is limited and the focus of care is quality of life.

Perioperative Care Services related to the operating room for clients needing surgical care. The services cover the preoperative, intra-operative and immediate post-operative periods.

Policy The gathering of information, analysis of data and provision of policy advice to support an organization's decisions and strategies.

Primary Care Programs and services provided from the first contact with a client, including assessment, and preventative, sustaining or curative nursing care.

Public Health Programs and services concerned with disease prevention, health promotion and education for all age groups (e.g., community health).

Rehabilitation The provision of time-limited, goal-oriented therapeutic services for all ages geared toward the optimization of health.

Surgery Programs and services concerned with surgical techniques to cure or alleviate disease or injury.

Visiting Nursing The provision of nursing services primarily in the home, but also in other settings such as schools and retirement homes.

Other An area of practice not represented by any of the above terms.

These definitions and their original references are at www.cno.org/docs/reg/definitions.htm