

Registrar's Office

DIRECTIVES PERTAINING TO
THE PROFESSIONAL INTEGRATION PROGRAM IN A CLINICAL SETTING
FOR NURSING GRADUATES FROM OUTSIDE QUEBEC

DIRECTIVES PERTAINING TO THE PROFESSIONAL INTEGRATION PROGRAM

After having analyzed your record, the Admission by Equivalence Committee of the Ordre des infirmières et infirmiers du Québec (OIIQ) has determined that you must follow and pass a professional integration program.

The purpose of this program is to allow you to familiarize yourself with the context of practice in Quebec and to demonstrate the competencies listed in the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*. You have the choice to do it in a clinical setting (i.e.: a hospital, hospital center, institute or university health center) or in a college.

Professional integration program in the clinical setting

If you choose to do your professional integration program in a clinical setting, nine steps must be completed, seven of which pertain to you directly and two are more the responsibility of the nurse or training supervisor responsible for the program and of the OIIQ. These steps are:

1. Find a clinical setting;
2. Have the choice of the clinical setting validated by the registrar of the OIIQ;
3. Meet the nurse responsible for the professional integration program or training supervisor;
4. Plan the professional integration program with the nurse responsible for the program or training supervisor;
5. Submit the planning of the professional integration program to the registrar of the OIIQ;
6. Register with the OIIQ;
7. Carry out the professional integration program;

8. Sending of the evaluation of the professional integration program to the OIIQ by the nurse responsible for the program or training supervisor;
9. OIIQ's follow-up based on the results obtained at the end of the professional integration program.

STEP 1 Find a clinical setting

The professional integration program must be carried out in a Quebec clinical setting which provides general medical and surgical care to adults and to elderly persons, for example in the general care units of a hospital center.

The *ministère de la Santé et des Services sociaux*, through *Recrutement Santé Québec*, is in contact with health institutions that wish to hire nurses. You may call them at (514) 873-3674 to help you to find a clinical setting where you may carry out your professional integration program.

If you prefer to find a clinical setting on your own, it may perhaps be easier to wait until you arrive in Quebec before beginning your search. Once you have found a place that meets your expectations, you must apply to carry out your professional integration program by contacting the nursing director of that institution.

STEP 2 Have the choice of the clinical setting validated by the registrar of the OIIQ

Once you have been accepted by a health institution, you must contact the registrar of the OIIQ for his approval of the setting you have chosen.

STEP 3 Meet the nurse responsible for the professional integration program or training supervisor

A nurse designated by the health institution where you will carry out your professional integration program will be responsible for the planning (including development), progress and evaluation of your program, and will also be in contact with the OIIQ.

The nurse responsible for your program or training supervisor is the one with whom you should plan your professional integration program.

STEP 4 Plan the professional integration program with the nurse responsible for the program or training supervisor

The enclosed form *Planning a professional integration program in a clinical setting* must be completed and forwarded by the nurse responsible for the program or training supervisor, to the registrar of the OIIQ before the beginning of your professional integration program.

Planning of your professional integration program

The planning of your professional integration program must allow you to demonstrate the competencies listed in the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*. The planning includes a description of the professional integration program, that is, the theoretical training, the clinical training period and the period during which your professional integration program will be carried out.

➤ *Description of the theoretical training relative to the context of practice in Quebec*

The theoretical training may include various learning activities, such as courses, training workshops, seminars, case studies, guided readings or other activities planned with the nurse responsible for your professional integration program or training supervisor.

Moreover, a part of the theory must cover the legal, professional and organizational aspects related to the context of practice in Quebec. It must include, among other things, the laws and regulations in force in Quebec, as listed in the section *Analyze the work function* of the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*.

The planned learning activities must be described by type of activity, topics covered and their duration (in hours).

➤ *Description of the clinical training period*

The clinical activities of the professional integration program must be carried out in general medical and surgical care settings, with an adult or geriatric clientele. Any other request for clinical setting or type of clientele is considered as exceptional and must be justified before being presented for approval to the Admission by Equivalence Committee of the OIIQ.

For planning purposes of the professional integration program, the clinical fields and the clienteles to which you will be exposed during the clinical training period must be specified, as well as the number of days corresponding to each.

➤ *Implementation of the clinical training period*

The duration of the clinical training period is a minimum of 30 days (approximately 210 hours) or as ordered by the Admission by Equivalence Committee.

The planning must specify the dates of beginning and end of the clinical training period and the total number of hours.

The clinical training period must be carried out during the day or evening shifts, and preferably during weekdays. These terms and conditions make it possible to experience a greater number of care situations and greater familiarization with the organizational context of care.

STEP 5 Submit the planning of the professional integration program to the registrar of the OIIQ

The planning of your professional integration program must be submitted to the registrar of the OIIQ. After study of this planning, certain modifications could be requested to ensure its conformity to the terms and conditions determined by the Admission by Equivalence Committee and make it possible to demonstrate the competencies listed in the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*.

STEP 6 Register with the OIIQ

In accordance with the law, you must register with the OIIQ **before** beginning your professional integration program.

The registration form and related information are enclosed.

STEP 7 Carry out the professional integration program

The nurse responsible for your professional integration program or training supervisor is not necessarily the nurse who will supervise you directly during the clinical training periods. She may engage tutors who will contribute to your integration. However, you will be able to refer to the nurse responsible for your program or training supervisor at all times.

The nurse responsible for your program or training supervisor will carry out the final evaluation of your professional integration program. For this purpose, she must use the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*. The nurse responsible for the program or training supervisor may recommend a pass, a failure or a prolongation of the professional integration program.

Furthermore, we encourage clinical areas to carry out formative evaluations during the professional integration program.

If major difficulties were to arise, the nurse responsible for the program or training supervisor would immediately terminate your professional integration program and would inform the registrar thereof without delay.

→ Right to practice during the professional integration program

You may, during and for the sole purposes of the professional integration program, only under the supervision of a nurse, engage in any professional activity that may be engaged in by a nurse.

Your professional title will be *Graduate eligible by equivalence* (g.e.e.). You must enter the initials “g.e.e.” after your signature in clients’ charts.

IMPORTANT At the end of your professional integration program, you must cease all professional activity until the registrar of the OIIQ informs you of the results of the professional integration program.

STEP 8 Sending of the evaluation of the professional integration program to the OIIQ by the nurse responsible for the program or training supervisor

At the end of the professional integration program, the nurse responsible for your program or training supervisor completes the three sections of the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*.

To be accepted, the evaluation must be forwarded directly to the OIIQ by the nurse responsible for your program or training supervisor and must contain the originals of the three sections of the document *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*, completed and signed by the nurse responsible for your program or training supervisor and by yourself.

Upon receipt of the *Evaluation Grid of the professional integration program for nursing graduates from outside Quebec*, the registrar will evaluate whether your professional integration program conforms to the terms and conditions ordered by the Admission by Equivalence Committee.

In case of failure in the professional integration program or of major difficulties in the course of the program, you will have to repeat the program at a Quebec college and continue in the program until you meet the objectives.

STEP 9 OIIQ's follow-up based on the results obtained at the end of the professional integration program

If the professional integration program is passed, the status of *candidate for the profession of nursing* (CPN) will be granted to you. You may practise with this status for a maximum of two years. However, in order to maintain your status of CPN, you must necessarily sit the professional examination of the OIIQ each time you are invited to do so.

If a prolongation of the professional integration program is necessary, you will have to conform to the terms and conditions of that prolongation.

IMPORTANT REMINDER

- You must always get approval from the registrar of the OIIQ for the clinical setting and the planning of your professional integration program before beginning. Any modification that you wish to bring to it during the program must also be submitted to the registrar.
- The nurse responsible for your professional integration program or training supervisor acts as a resource person throughout this process.
- You must register with the OIIQ before beginning your professional integration program.
- Your right to practice is limited to the duration and for the purposes of your program. You may not yet practise the profession in Quebec outside the framework of your professional integration program.
- During the professional integration program, your professional title is *Graduate eligible by equivalence*. You must use the initials “g.e.e.” after your signature.
- At the end of your professional integration program, you must cease all professional activities until the registrar of the OIIQ informs you of the results.