Guide to obtaining a Permit from the Ordre des infirmières et infirmiers du Québec for nurses from other Canadian provinces

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Text

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N.B. In keeping with OIIQ editorial policy, the feminine gender
is used merely to simplify the text and designates both
men and women.

IMPORTANT

This publication does not replace the applicable legal texts and
does not claim to be exhaustive. We recommend that you read
the original version of the legislation governing the practice of
nursing in Quebec. The OIIQ will not be held responsible for any
discrepancy between this publication and the acts and regulations
in effect. The official version of the acts and regulations may be
consulted on our website, oiiq.org.

LA VERSION FRANÇAISE DE CE DOCUMENT EST DISPONIBLE
SUR LE SITE WEB À L’ADRESSE SUIVANTE:

oiiq.org/Admission à la profession/Infirmière formée hors Québec
This guide gives an overview of the professional system in Quebec, describes nurses’ professional practice as it is defined in the *Nurses Act* and explains the steps to be followed by anyone wishing to practise nursing in Quebec.¹

It is intended only for nurses licensed to practise in Canada and who are covered by the *Règlement sur les autorisations légales d’exercer la profession d’infirmière ou d’infirmier hors du Québec qui donnent ouverture au permis de l’Ordre des infirmières et infirmiers du Québec* (no English version).

The professional system

All professionals in Quebec are governed by professional orders. The professional system has over 360,000 members in 45 orders, 27 of them in the healthcare field. The main purpose of all these professional orders is to protect the public, ensuring that Quebeckers have high-quality, safe services delivered with competence and integrity by their members.

The functions of a professional order include issuing permits to practise the profession, setting conditions for access to the profession, such as the admission examination, and taking steps to monitor the practice of the profession by its members. The orders are not unions, which negotiate working conditions, or educational institutions, which are governed by the Department of Education, Recreation and Sport, known in French as MELS.

The *Ordre des infirmières et infirmiers du Québec* (OIIQ) is the largest professional order in Quebec, with nearly 73,000 members, mostly women. Anyone wishing to work as a nurse in Quebec must be a member of the OIIQ.

The nursing profession in Quebec

There are many different job possibilities for nurses in Quebec. They work in all parts of the province, in hospitals, local community service centres (CLSCs), residential and long-term care centres, medical clinics and health centres. They can also work as educators or in research or management.

In Quebec, clinical nursing practice is governed by legislation that clearly acknowledges nurses’ expertise and decision-making authority in health care. They are not limited to a list of specific acts. Rather, they have a field of practice, which includes activities reserved to nurses or shared with other health professionals. The excerpt from the *nurses act* on the next page defines nurses’ field of practice and the activities reserved to them.

Nurses in Quebec also provide clinical leadership, in particular by determining and adjusting the therapeutic nursing plan, as part of clinical monitoring of clients, when co-ordinating the nursing team or in co-operation with other professionals.

1. For more information: oiiq.org; e-mail: bureau-registraire@oiiq.org; telephone: 514 935-2501.
NURSES’ FIELD OF PRACTICE

Every profession is defined by a field of practice that describes it in general terms, outlining the nature and purpose of its practice and its main activities.

Section 36 of the Nurses Act defines the field of practice of the profession and the 17 professional activities reserved to nurses, as follows:

“The practice of nursing 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.” (Nurses Act, section 36, paragraph 1).

The 17 reserved activities (Nurses Act, section 36, paragraph 2)

• assessing the physical and mental condition of a symptomatic person;
• providing clinical monitoring of the condition of persons whose state of health is problematic, including monitoring and adjusting the therapeutic nursing plan;
• initiating diagnostic and therapeutic measures, according to a prescription;
• initiating diagnostic measures for the purposes of a screening operation under the Public Health Act;
• performing invasive examinations and diagnostic tests, according to a prescription;
• providing and adjusting medical treatment, according to a prescription;
• determining the treatment plan for wounds and alterations of the skin and teguments and providing the required care and treatment;
• applying invasive techniques;
• participating in pregnancy care, deliveries and post-partum care;
• providing nursing follow-up for persons with complex health problems;
• administering and adjusting prescribed medications or other prescribed substances;
• performing vaccinations as part of a vaccination operation under the Public Health Act;
• mixing substances to complete the preparation of a medication, according to a prescription;
• making decisions as to the use of restraint measures.
• deciding to use isolation measures in accordance with the Act respecting health services and social services (c. S-4.2) and the Act respecting health services and social services for Cree Native persons (c. S-5);
• assessing mental disorders, except mental retardation, if the nurse has the university degree and clinical experience in psychiatric nursing care required under a regulation made in accordance with paragraph g of section 14; and
• assessing a child not yet admissible to preschool education who shows signs of developmental delay, in order to determine the adjustment and rehabilitation services required.
MAIN STEPS TO BE FOLLOWED TO OBTAIN YOUR RIGHT TO PRACTISE

In Canada, provinces have exclusive jurisdiction over professions governed by a professional order. Each province adopts acts and regulations to determine admission criteria to this profession. The nursing profession is no exception. So even if you are licensed in another province or territory in Canada, you must apply for a permit to practise nursing in Quebec.

However, following the coming into force of Chapter 7 of the Agreement on Internal Trade (AIT) in 2009, with the goal of promoting the mobility of regulated labour within Canada, the OIIQ adopted the Règlement sur les autorisations légales d’exercer la profession d’infirmière ou d’infirmier hors du Québec qui donnent ouverture au permis de l’Ordre des infirmières et infirmiers du Québec (no English version). This regulation stipulates that a nurse who holds legal authorization to practise nursing in a Canadian province or territory is entitled to a permit issued by the OIIQ, provided that she can prove she holds this authorization and meets the other regulatory terms and conditions.

To obtain a permit from the OIIQ under this regulation, you must proceed as follows:

1. Prepare your application for a permit

First of all, you must put together a file and provide proof that you are legally authorized to practise nursing in a Canadian province or territory, and that you have taken the Order’s training on the therapeutic nursing plan (TNP) and completed the Self-Study Guide to the Code of Ethics and Other Legal and Ethical Considerations for Quebec Nurses. Refer to the Instructions attached to the forms in your permit application kit.

If you graduated from a nursing science program at a Canadian university, but are not legally authorized to practise in a province or territory, this Regulation does not apply to you. In that case, you will need to obtain recognition of equivalence. Please contact the OIIQ Registrar’s Office for more information on this procedure.

2. Obtain a regular permit

Once your eligibility has been established, the OIIQ issue you a regular permit, if you meet the requirements of the Charter of the French Language in terms of your knowledge of French, or provide you with the necessary documents to obtain a temporary permit, if you do not.

The Office québécois de la langue française (OQLF) requires that every professional have an appropriate knowledge of French sufficient to practise his or her profession in French. You are deemed to have sufficient knowledge of French if you:

- received, full time, no less than three years of secondary or post-secondary instruction provided in French;
- passed the fourth- or fifth-year secondary level examinations in French as the first language;
- in or after the 1985-86 school year, obtained a secondary school certificate in Quebec.

Otherwise, your knowledge of French is evaluated by means of a French examination administered by the OQLF. The examination is intended for anyone wishing to obtain a permit from any of the professional orders governed by the Quebec Professional Code.

If you have not yet passed this French examination, the Charter of the French Language authorizes the Order to issue a one-year temporary permit to a nurse who graduated outside Quebec and who is deemed qualified to practise nursing in Quebec but who does not meet the requirements of the Charter. We suggest that you apply for a temporary permit only once your date of hiring as a nurse in Quebec has been confirmed. With the authorization of the OQLF, this permit can be renewed three times, allowing the holder to practise for four consecutive years.

2. Charter of the French Language, s. 35.
Upon receipt of confirmation that you have passed the OQLF French examination, the Order issue you a regular permit.

**Disciplinary, criminal or penal offences**

If you have been charged with or convicted of a criminal\(^3\) or disciplinary\(^4\) offence in Canada or abroad, or if you have been charged with or convicted of a penal offence relating to the unauthorized use of a reserved title or unlawful practice of a profession in Canada or abroad, the Order must review your case before issuing your permit. If it considers that the offence is related to the profession, the Order may refuse to issue a permit; if the tribunal or disciplinary authority has not yet rendered its decision, the Order’s review may be suspended.

3. **Apply for entry on the annual record of members (the Roll) of the Order**

A permit alone is not enough, however. To practise, you must be entered on the Roll of the Order, by completing an annual declaration and paying the applicable fees, and renew your entry on the Roll by March 31 every year. The Roll is the official record of OIIQ members and is updated every year.

As soon as you are entered on the Roll, you will receive an **attestation of entry on the Roll of the OIIQ**, which you must show to your employer.

It is illegal to practise nursing in Quebec unless you are entered on the Roll of the OIIQ, i.e. you must be an OIIQ member in good standing.

**MAINTAINING YOUR SKILLS**

Under the **Regulation respecting periods of refresher training and refresher courses nurses may be required to serve**, the OIIQ Board of Directors may, where it considers it necessary for the protection of the public, require that a member complete a period of refresher training or a refresher course where she is entered on the Roll of the Order more than four years after being issued a permit, or more than four years after obtaining her diploma if she has practised less than 500 hours in the four years before her entry on the Roll.

If this is your case, you will still be eligible for a temporary or regular permit from the Order. Once you are entered on the Roll, the provisions of this Regulation will apply to you, and the Order will notify you in writing of how to proceed.

3. Unless you have received a pardon.

4. Decisions applying to you rendered by the disciplinary council of another professional order in Quebec or by an equivalent authority outside Quebec, leading to the revocation of your licence (or an equivalent penalty), your being struck from the Roll, or the restriction or suspension of your right to practise the profession.