

Guide to
obtaining a **Permit**

from the **Ordre des infirmières et infirmiers du Québec**

for nurses from other Canadian provinces



Ordre
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du Québec

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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, www.oiiq.org.

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

[http://www.oiiq.org/Admission à la profession/Infirmière formée hors Québec](http://www.oiiq.org/Admission%20à%20la%20profession/Infirmière%20formée%20hors%20Québec)

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*.

The professional system

All professionals in Quebec are governed by professional orders. The professional system has 330,000 members in 46 orders, 26 of them in the healthcare field. The main purpose of all these professional orders is to protect the public, ensuring that Quebecers 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 72,000 members. **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: www.oiiq.org; e-mail: bureau-registraire@oiiq.org; telephone: 514 935-2505 ext. 680.

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 14 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 14 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.

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.

In Quebec, the *Ordre des infirmières et infirmiers du Québec* is responsible for determining the terms and conditions for admission to the profession, through regulations adopted by the Quebec government.

A nurse licensed in another province or territory may obtain a Quebec permit² by following these main steps:

1. Put together an application file

You must complete the forms in your permit application kit, attach the required documents and pay the applicable fees for opening a file. For more information, consult the instructions attached to the forms.

2. Obtain your permit

You must hold legal authorization to practise nursing in a Canadian province or territory, as confirmed by your licensing authority. Your licensing authority must also confirm that your right to practise is not subject to any restriction or limitation. Note that you must obtain such an attestation from every jurisdiction (province or territory) where you have ever practised.

a) Training

Before your permit can be issued, you must complete the following training sessions:

- *Therapeutic Nursing Plan (TNP)*, available on our website, www.oiiq.org
- *Self-study Guide to the Code of Ethics and Other Legal and Ethical Considerations for Quebec Nurses*, available from the OIIQ bookstore.

Once you have completed these two training sessions, you must send us the attestations attached to the forms.

b) Maintaining your skills³

All nurses must prove that they have practised at least 500 hours over the previous four years.⁴ If you have not reached this minimum, you may contact the Executive Committee of the Order and prove that you have kept your professional knowledge and skills up to date. You must provide relevant details outlining the actions you have taken, over the past four years, to keep your knowledge up to date, in particular through training.

2. *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.*

3. *Regulation respecting periods of refresher training and refresher courses nurses may be required to serve.*

4. If you were licensed as a nurse less than four year ago, you are exempt from the requirements of this regulation.

After studying your file, the Executive Committee will decide whether you need to update your knowledge and skills and will inform you of the training program you must take, if applicable. It may also restrict or suspend your right to practise while you are taking the required training.

In 2004, the Executive Committee adopted a framework refresher training program for nurses wishing or obliged to update their professional knowledge. It is generally given in an educational institution but may also be given in a hospital setting. You must have the plan for your personalized program approved by the Executive Committee in advance.

c) Disciplinary, criminal or penal offences

If you have been charged with or convicted of a criminal⁵ or disciplinary⁶ 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 crime 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.

d) Knowledge of French

If you have completed at least three years of schooling in French at the secondary or post-secondary level, you meet the requirements of the *Charter of the French Language*. Otherwise, you must pass the language examination administered by the *Office québécois de la langue française* (OQLF).

Knowledge of French is evaluated by means of a French examination administered by the *Office québécois de la langue française*. The examination is intended for anyone wishing to obtain a permit from any of the professional orders governed by the *Professional Code of Quebec*.

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.

With the authorization of the *Office québécois de la langue française* (OQLF), this permit can be renewed three times, allowing the holder to practise for four consecutive years. Since the temporary permit is valid for only one year, we suggest that you apply for a temporary permit only once your date of hiring has been confirmed.

Upon receipt of confirmation that you have passed the OQLF French examination, the Order will issue you your **permanent permit**.

5. Unless you have received a pardon.

6. 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.

3. Obtaining your permanent permit and entry on the annual record (Roll) of the OIIQ

This permit alone is not enough to practise nursing in Quebec, however. You **must** be entered on the **Roll of the Order**⁷ and pay the applicable fees. 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 from 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.

4. HAVE YOU GRADUATED FROM AN EDUCATIONAL INSTITUTION IN CANADA BUT DON'T YET HAVE A LICENCE?

You can apply to practise in Quebec. Simply follow the steps described above to put together your application, even if you are not yet licensed in another Canadian province or territory.

Once your application is complete, you can obtain an attestation from the OIIQ allowing you to practise as a candidate for the profession of nursing (CPN)⁸ until you pass the OIIQ examination.⁹

For more information, please contact the Registrar's Office, www.oiiq.org; e-mail: bureau-registraire@oiiq.org; telephone: 514 935-2505, ext. 680.

We hope that this guide will help you achieve your goal of practising in Quebec. We look forward to having you join our profession here, soon!

7. Entry on the Roll is valid from April 1 to March 31 of every year.

8. *Regulation respecting the professional activities which may be engaged in by persons other than nurses.*

9. *Regulation respecting the terms and conditions for the issue of permits by the Ordre des infirmières et infirmiers du Québec.*



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