

WHAT YOU NEED TO KNOW ABOUT THE *REGULATION  
RESPECTING PERIODS OF REFRESHER TRAINING  
AND REFRESHER COURSES NURSES MAY BE  
REQUIRED TO SERVE* (c. I-8)

# Refresher Training and Refresher Courses

General information for nurses who have practised  
less than 500 hours in the past four years.



Ordre  
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et infirmiers  
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## **PRODUCTION**

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## LEGAL ASPECTS

### **APPLICATION OF THE REGULATION RESPECTING PERIODS OF REFRESHER TRAINING AND REFRESHER COURSES NURSES MAY BE REQUIRED TO SERVE**

If you meet at least **one** of the following criteria:

- you have practised for less than 500 hours over the past four years,
- you have not been entered on the Roll for the past four years,

and you are entered on the Roll of the OIIQ, the *Regulation respecting periods of refresher training and refresher courses nurses may be required to serve* applies to you. The Regulation provides that the OIIQ Executive Committee **may** require that you serve a period of refresher training or take a refresher course, or both, and restrict or suspend your right to practise.

Refresher training and refresher courses are not imposed automatically; the Executive Committee studies each case before making a decision.

If you think that there are no grounds for the Executive Committee to require you to serve a period of refresher training or take a refresher course and you believe that you can prove that your professional knowledge and skills are up to date, you may submit your comments in writing or in person to the Executive Committee.

### **SUBMITTING YOUR COMMENTS TO THE EXECUTIVE COMMITTEE**

Your written comments submitted to the Executive Committee may include an explanatory letter, a course curriculum, a letter from your employer, etc. You must provide relevant details outlining the actions you have taken, **over the past four years**, to keep your knowledge up to date, and the context of your return to practice.

#### **Examples**

- Theory training (number of hours, topics, textbooks used, titles of lectures, length).
- Technical training (number of hours, techniques updated, name of supervisor, location of training sessions).
- Work or volunteer experience or clinical training taken (number of hours, in what field, name of supervisor, your employer).
- The reason for your returning to practice and the fields in which you wish to practise (career path).
- Any other information you consider relevant to the analysis of your case.

You must submit your comments in writing at least two weeks before your case is studied by the Executive Committee. If you would like the Registrar's Office to help you in preparing your submission, you must send us a first draft as soon as possible (at least three weeks before the scheduled Executive Committee meeting).

After studying your case, 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.

## **PROOF OF PRACTICE**

When applying for entry on the Roll of the OIIQ every year, members often fill out their application forms incorrectly and forget to declare either their hours of practice, the place they practised or their employer. This results in erroneous information being inserted in their files. If this is your case and you wish to update the information in your file, and thereby amend a declaration you have already submitted, you must do it in writing by providing the related **proof of practice** described below. You must understand that we cannot modify this information on simple verbal notice since, at the time of the first declaration, you signed the form by attesting that the data it contained were accurate.

This proof may be simply a letter from your employer for each of the past four calendar years, sent to the Order or that you bring to the Order. The letter must contain the following information:

- starting date of your employment as a nurse;
- date of the last day you practised nursing;
- effective last date of your employment (cessation of the employment relationship);
- number of hours worked as a nurse each year and in each position\*;
- title and signature of the person completing the attestation for the employer;
- any other document you consider useful as evidence of your practice.

\* Please take note that the number of hours only concern practice hours; are excluded hours depicted as absences and work stoppages, such as maternity, sick or unpaid leave, even if you hold a position as a nurse or received a remuneration.

## **ENTRY ON THE ROLL OF THE OIIQ**

We will start by making two concepts clear: entry on the Roll and your permit. Your permit is issued once, for life, and you never need to repeat the professional examination, whether or not you are entered on the Roll. Entry on the Roll, on the other hand, is an annual process that allows you to use the title of nurse and to practise as a volunteer or for pay.

- People wish to be entered on the Roll for different reasons, one being so that they can practise the profession, but also to retain their insurance coverage or employment relationship or simply because they want to feel that they belong to the profession. If the Executive Committee restricts the right to practise, this generally affects only members wishing to work as nurses.

For the Regulation to apply, you must be entered on the Roll. If you are not on the Roll, this means you are not practising and so are not affected.

If you do not wish to practise, you do not need to be entered on the Roll. You can take steps to be entered on the Roll if ever it becomes necessary. However, you must also be entered on the Roll in order to serve a refresher training period.

Note that the assessment for entry on the Roll is not refundable.

## **MOST FREQUENT QUESTIONS REGARDING THE REGULATION RESPECTING PERIODS OF REFRESHER TRAINING AND REFRESHER COURSES NURSES MAY BE REQUIRED TO SERVE**

### **When did this Regulation come into effect?**

The new *Regulation respecting periods of refresher training and refresher courses nurses may be required to serve* came into force on September 21, 2006, replacing the one that had been in force since 1992.

### **Why did the Board of Directors adopt this new Regulation?**

Increasingly fast-paced scientific and technological developments make it essential that nurses update and develop their skills. Requiring that they practise nursing for at least 500 hours over a four-year period is one means of achieving this goal. The previous regulation had to be updated, since it did not reflect the constantly increasing demands of the profession. It set a five-year period, but did not specify how many hours of practice were required.

By way of comparison, many other Canadian provinces require an average of about 1,125 hours of practice over a five-year period.

### **Why was this Regulation applied immediately?**

The new requirement stipulated in the Regulation, that nurses must have practised at least 500 hours over the previous four years, is intended to help protect the public by imposing on OIIQ members a minimum obligation in terms of hours of clinical practice. Since the aim is to ensure better-quality health care, the requirement clearly had to be applied immediately.

### **What happens if I haven't practised for 500 hours over the past four years?**

In that case you are subject to the Regulation. But it provides that the Executive Committee of the Order **may** require you to serve a period of refresher training or a refresher course, and may restrict or suspend your right to engage in professional activities. In other words, the Executive Committee will impose refresher training only if it deems this measure necessary for public protection, following a careful examination of your situation and after you have had the opportunity to present your viewpoint.

**I am retired from the healthcare system, but I still administer vaccinations, and I keep my knowledge up to date for this purpose. Am I subject to the Regulation?**

Yes. All members are subject to the Regulation if they have not worked 500 hours over the past four years. However, you can make a written commitment to the Order to engage only in those specific activities for which you have kept your knowledge and skills up to date – vaccination, for instance. You must provide proof that you are keeping your knowledge related to the activities you wish to engage in up to date. If the Executive Committee feels that your proof is acceptable, no refresher training will be imposed.

**I am retired from the healthcare system. I am not engaging in any professional activities, but I wish to be entered on the Roll so that I can continue using the title of nurse and keep a link with the profession. Am I subject to the Regulation?**

Yes. Everyone who has not practised at least 500 hours over the past four years is subject to the Regulation. If you make a written commitment to the Order not to practise the profession under any circumstances, you will not have to complete any refresher training. As a member in good standing, you may use the title of nurse. You must report any change in your situation to the Order immediately, however, and your case will have to be reviewed again by the Executive Committee.

**I am a lawyer and a nurse. I work for a legal firm. I do not practise as a nurse, but I would like to use the title of nurse. How does this new Regulation affect me?**

When you are informed that you are subject to the Regulation, you must make a written commitment to the Order not to practise the profession under any circumstances. In that case, you will not have to complete any refresher training. As a member in good standing, you may use the title of nurse. You must report any change in your situation to the Order immediately, however, and your case will have to be reviewed again by the Executive Committee.

**I am a health care and services manager.**

**I conduct nursing research.**

**I work as a health care and services management consultant.**

**I teach nurses and nursing assistants.**

**Does the Regulation apply to me?**

No. You are not subject to the Regulation provided that you have worked at least 500 hours, meaning hours worked as a nurse and accounted for as such, as required by the Regulation. So it is important to declare all hours worked as a nurse.

**The Executive Committee imposed a period of refresher training on me, but I am on temporary disability leave. Do I have to complete the refresher training?**

No, and yes. No, if you are not practising as a nurse. Yes, as soon as you are fit to resume practising as a nurse.

**I have not practised as a nurse for four years, and now I would like to return to the profession. I know that the Regulation applies to me, but I feel that my knowledge is up to date. What should I do?**

Send the Order all the relevant information concerning your return to the profession and the steps you have taken to keep your knowledge up to date. You must specify the number of hours you have devoted to theory and technical training, the field in which you wish to practise and your work experience. The Order will contact you to help you complete your file, including any comments you may wish to submit to the Executive Committee. The Executive Committee will then review your file and decide whether you are required to serve a period of refresher training or a refresher course.

**I have not practised for four years, and now I would like to return to the profession. I know that the Regulation applies to me, and my knowledge is not up to date. What should I do?**

The Executive Committee may decide to impose a four-month period of refresher training, which you can do at a college; if that does not suit you, you may submit an individualized refresher nursing program in a setting of your choice. If the Executive Committee approves this individualized program, you may begin your refresher training.

**I have not worked the required 500 hours over the past four years. What should I do?**

Just as for someone who has not practised nursing for four years, you must show that you have kept your knowledge and skills up to date and that you are able to practise the profession competently. Before making a decision, the Executive Committee will study your file and take account of your past experience, your efforts to keep your knowledge and skills up to date, your practise setting and the potential risk for the public.

**Why do I have to pay my assessment to the Order before I even know whether I will have to take a refresher course?**

You must pay your assessment because the Executive Committee's decisions apply only to members of the Order, i.e. nurses who are entered on the Roll. If you are not entered on the Roll, you are not a member of the Order and you may not use the title of nurse or practise nursing under any circumstances.

## REFRESHER NURSING PROGRAM

The *Refresher Nursing Program* (CWA.0D), adopted by the Executive Committee in October 2008, was designed for nurses who wish to or are required to update their skills.

You can consult it (in French) on the OIIQ Website, at:

<http://www.oiiq.org/admission-a-la-profession/retour-a-la-profession/programme-dactualisation-professionnelle> - Programme adopté par le Comité administratif de l'Ordre des infirmières et infirmiers du Québec le 20 octobre 2008, Céline Cloutier, octobre 2008, 53 p., ISBN 978-2-89229-478-1.

The program is designed to ensure that nurses can practise in a competent and skilled manner, by preparing them to perform the nursing activities listed in the field of practice defined in section 36 of the *Nurses Act*.

You can complete this program at a college or a healthcare institution that offers medical/surgical care (e.g. a hospital, a hospital centre, an institute or a university health centre).

### **STANDARD REFRESHER NURSING PROGRAM (CWA.0D) OFFERED AT COLLEGES**

The *Refresher Nursing Program* offered at colleges lasts about four months. It comprises 120 hours of theory, 75 hours of laboratory work and 285 hours of clinical training.

You will find at page 14 a list of educational institutions that regularly offer this program. If you wish to enrol at another institution, we recommend that you contact them directly to find out when the training is available and their admission criteria.

You may begin your refresher program as soon as you are entered on the Roll.

If major difficulties arise, the nurse acting as program supervisor will immediately halt the program and promptly inform the OIIQ Registrar.

Once you have completed the program, the supervisor appointed by the college will conduct a final evaluation, using the official evaluation grid for the refresher nursing program. This grid (in French) is on the OIIQ Website, at <http://www.oiiq.org/admission-a-la-profession/retour-a-la-profession/programme-dactualisation-professionnelle>. The supervisor may recommend that you pass or fail.

To be accepted, the evaluation must be sent directly to the Order by your program supervisor and must contain the originals of both sections of the grid, completed by your program supervisor and yourself.

As soon as the OIIQ receives the evaluation, it will be examined to ensure that you have complied with the terms and conditions established by the Executive Committee.

### **IMPORTANT**

Since the Executive Committee has restricted your right to practise only for purposes of the refresher training, once you complete your refresher program, you **must cease** all professional activities until the OIIQ Registrar informs you of the results of the refresher program.

If the OIIQ considers that you have passed the refresher program, it will lift the restriction on your right to practise and restore your full right to practise nursing.

If the OIIQ considers that you have failed the program, your right to practise the profession solely for purposes of a period of refresher training will be maintained.

### ***INDIVIDUALIZED REFRESHER NURSING PROGRAM***

If the standard program offered by colleges is not available, you may submit an individualized refresher study plan to the Executive Committee. This approach involves five steps:

1. Choosing a training setting and having it accepted by the institution.
2. Drawing up your refresher program plan.
3. Obtaining approval for the refresher program plan.
4. Carrying out the program.
5. Evaluation.

#### **Step 1 - Choosing a training setting and having it accepted by the institution**

The individualized refresher program may be carried out at an educational institution or a healthcare institution that provides general medical and surgical care, for instance a hospital centre.

In either case, it is up to you to contact the institution concerned.

If you wish to carry out your program at a hospital centre, the Department of Health and Social Services (MSSS), through Recrutement Santé Québec, has contacts with healthcare institutions interested in hiring nurses. You can reach them at 514-873-3674 to help you locate a clinical setting where you can carry out your refresher program.

#### **Step 2 - Drawing up your refresher program plan**

A nurse must be appointed by the institution where you will be carrying out your refresher program, to oversee your program and make sure it goes smoothly, from the planning stage to submitting the results to the OIIQ.

You must work with your program supervisor to draw up a plan for your individualized refresher program.

The guide to planning an individualized refresher program is on the OIIQ Website at: <http://www.oiiq.org/admission-a-la-profession/retour-a-la-profession/programme-dactualisation-professionnelle>, must be completed and submitted by your program supervisor to the OIIQ Registrar **before** you begin your refresher program.

The plan for your refresher program must be submitted to the Executive Committee for approval before you begin your program.

The individualized refresher program submitted to the Executive Committee consists of a description of the theory and practical training content and of the clinical training, a list of the evaluation methods to be used and the period during which your refresher program will be carried out. It must give you the opportunity to demonstrate the skills listed in the *Grille d'évaluation du stage d'actualisation professionnelle en soins infirmiers*.

### **Theory and practical training**

It is important that you update your theoretical and practical knowledge, in particular regarding pathologies and problems in the field of nursing that affect adults receiving care in medical and surgical units and in long-term care settings, and regarding pharmacotherapy as it applies to these pathologies and the care techniques used. This refresher training must also cover the legal, ethical and organizational aspects of nursing practice.

Theory training may include various pedagogical activities ranging from courses to training workshops, seminars, case studies, directed reading, etc. The pedagogical activities planned must be described in terms of the type of activities, subjects dealt with and length in hours.

### **Clinical training**

The clinical training must last at least 40 days (approximately 285 hours), or as decided by the Executive Committee.

The clinical activities in the refresher program must be carried out mainly in a general medical and surgical care setting, for an adult clientele; a certain proportion of geriatric clients is desirable, but not mandatory. Any request for a different clinical field or type of clientele is considered exceptional and must be justified in the presentation to the Executive Committee.

For purposes of planning the refresher program, the clinical fields and the clienteles to which you will be exposed in the clinical training must be specified, as well as the number of days corresponding to each one.

The plan must specify the beginning and ending dates of the clinical training and the total number of hours.

The clinical training must take place on day or evening shifts, and mainly on weekdays. This will expose you to a greater variety of care situations and help you update your knowledge of the new organizational context.

### Step 3 - Obtaining approval for the refresher program plan

Your individualized program must be submitted to the Executive Committee for approval. Remember to allow for time between presenting your plan to the Committee (it meets every six to eight weeks, on average) and starting your program.

The supervisor of your individualized program must send us the plan at least two weeks before the scheduled Executive Committee meeting. In addition, for your file to be presented to the Committee and for you to be authorized to carry out the clinical training, **you must be entered on the Roll of the OIIQ.**

### Step 4 - Carrying out the program

You can start your individualized refresher program as soon as the Executive Committee has approved your plan.

The nurse supervising your refresher program is not necessarily the nurse who will supervise you directly during your clinical training. She may be assisted by tutors who will contribute to your training. However, you can contact your program supervisor for guidance at any time.

If major difficulties arise, the program supervisor will immediately halt the program and promptly inform the OIIQ Registrar.

### Step 5 - Evaluation

Once you have completed the program, the supervisor appointed by the college will conduct a final evaluation, using the official evaluation grid for the nursing refresher program. This grid (in French) is on the OIIQ Website, at <http://www.oiiq.org/admission-a-la-profession/retour-a-la-profession/programme-dactualisation-professionnelle>. The supervisor may recommend that you pass or fail.

To be accepted, the evaluation must be sent directly to the Order by your program supervisor and must contain the originals of both sections of the grid, completed by your program supervisor and yourself.

As soon as the OIIQ receives the evaluation, it will be examined to ensure that you have complied with the terms and conditions established by the Executive Committee.

#### IMPORTANT

Since the Executive Committee has restricted your right to practise only for purposes of the refresher training, once you complete your refresher program, you **must cease** all professional activities until the OIIQ Registrar informs you of the results of the refresher program.

If the OIIQ considers that you have passed the program, it will lift the restriction on your right to practise and restore your full right to practise nursing.

If the OIIQ considers that you have failed the program, your right to practise the profession solely for purposes of a period of refresher training will be maintained.

### **Points to remember before undertaking your individualized refresher program**

- You must have your refresher program approved before you begin it.
- The nurse supervising your refresher program acts as a resource person throughout the process.
- You must be entered on the Roll of the OIIQ in order to present your plan to the Executive Committee and to be authorized to perform professional activities during your clinical training.
- Your right to practise is restricted for the length and purposes of the refresher program. You may not practise nursing except for purposes of the refresher program.
- Upon completing your refresher program, you must cease all professional activities until the OIIQ Registrar has informed you of the results.

## **LIST OF EDUCATIONAL INSTITUTIONS OFFERING THE REFRESHER NURSING PROGRAM (CWA.OD)**

### **Abitibi-Témiscamingue**

#### **CÉGEP DE L'ABITIBI-TÉMISCAMINGUE**

425, boul. du Collège  
Rouyn, QC J9X 5E5

Tel. : 819-762-0931

### **Beauce-Appalaches**

#### **CÉGEP DE THETFORD**

671, boul. Frontenac Ouest  
Thetford Mines, QC G6G 1N1

Tel. : 418-338-8591

### **Estrie**

#### **CÉGEP DE SHERBROOKE**

475, rue du Cégep  
Sherbrooke, QC J1E 4K1

Tel. : 819-564-6350

### **Laurentides**

#### **CÉGEP RÉGIONAL DE LANAUDIÈRE**

20, rue Saint-Charles Sud  
Joliette, QC J6E 4T1

Tel. : 450-759-1661

### **Mauricie et Centre-du-Québec**

#### **CÉGEP DE TROIS-RIVIÈRES**

3500, rue de Courval, C.P. 97  
Trois-Rivières, QC G9A 5E6

Tel. : 819-376-1721

### **Montérégie**

#### **COLLÈGE ÉDOUARD-MONTPETIT**

945, chemin de Chambly  
Longueuil, QC J4H 3M6

Tel. : 450-679-2630

#### **CÉGEP DE GRANBY HAUTE-YAMASKA**

235, rue Saint-Jacques, C.P. 7000  
Granby, QC J2G 9H7

Tel. : 450-372-6614

### **Montréal**

#### **COLLÈGE DE BOIS-DE-BOULOGNE**

10555, avenue de Bois-de-Boulogne  
Montréal, QC H4N 1L4

Tel. : 514-332-3000

### **Montréal (English)**

#### **COLLEGE JOHN ABBOTT**

21275, rue Lakeshore, C.P. 2000  
Ste-Anne-de-Bellevue, QC H9X 3L9

Tel. : 514-457-6610

### **Québec**

#### **CÉGEP GARNEAU**

1660, boul. de l'Entente  
Québec, QC G1S 4S3

Tel. : 418-688-8310

#### **CÉGEP LIMOILLOU**

1300, 8<sup>e</sup> Avenue  
Québec, QC G1J 5L5

Tel. : 418-647-6600



