



COLLEGE OF  
**LICENSED PRACTICAL NURSES**  
OF ALBERTA

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# Policy

## Practice Hours

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Revised: January 7, 2020



**This document is linked to legislation:**

[Health Professions Act](#)

**This document is linked to other documents that direct expectations of professional behaviour or requirements for practice:**

N/A

**This document is linked to related supportive documents:**

[Competency Profile](#)

[Continuing Competence Program Guide](#)

**REVISIONS and UPDATES**

Editorial Update January 2020

*The legislative mandate of the College of Licensed Practical Nurses of Alberta (CLPNA) is to serve and protect the public by ensuring its members deliver safe, competent and ethical nursing care. A CLPNA Policy outlines requirements and expected behaviours that will be monitored and enforced.*

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Revision Date	January 7, 2020
Approver	Registrar

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## INTRODUCTION

**Registration Renewal** Registration renewal at the College of Licensed Practical Nurses of Alberta (CLPNA) begins annually in October. Currently, practice hours worked during the registration year are declared at the time of renewal. As part of this declaration, Licensed Practical Nurses (LPNs) are permitted to include the number of hours that they are expecting to work until the end of the year.

## PURPOSE

This policy provides updated information about practice hours as part of the Continuing Competence Program.

## POLICY

**Practice Hours** The CLPNA defines “practice hours” as **the provision of practical nursing services** to non-family members. Practical nursing services are outlined in Schedule 10 of the *Health Professions Act* (HPA).

3 In their practice, licensed practical nurses do one or more of the following:

- (a) apply nursing knowledge, skills and judgment to assess patient needs,
- (b) provide nursing care for patients and families,
  - (b.1) teach, manage and conduct research in the science, techniques and practice of nursing, and
- (c) provide restricted activities authorized by the regulations.<sup>1</sup>

Practical nursing services encompass both direct nursing practice and/or roles that are linked to administration, management, education, and research. As long as LPNs are **providing** these services they can count the hours as part of their initial application or registration renewal. Accordingly, when LPNs are on call or on a leave of absence (e.g. sick, vacation, and maternity/paternity) these hours would not be included in the total number of hours worked in the registration year.

Depending on the role and responsibilities of a volunteer position, the hours worked may be considered appropriate as practice hours. Registrants are encouraged, however, to have these roles reviewed by the CLPNA in order to ensure they meet the requirements for practical nursing services.

**Declaration Change** Beginning in 2019, the declaration of practice hours will be included as a mandatory component in the Continuing Competence Program (CCP). LPNs are required to meet **a minimum of 1000 practice hours in the preceding four registration years**, whether paid or voluntary at the time of registration renewal.

This requirement will be implemented over a three-year transition period. Members will have sufficient notice for planning their CCP in order to meet registration requirements and to prepare for CCP Audit, which will begin in 2020. Once fully implemented, LPNs who do not meet this practice hour requirement at the time of registration renewal may not be eligible for a practice permit in the upcoming registration year.

If an LPN is selected for CCP Audit and there is significant discrepancy in the number of practice hours declared at registration renewal and the audit documentation provided or it is determined by the Registrar or Competence Committee that the position for which hours are reported does not fall within the CLPNA’s definition of practical nursing services, the CLPNA may deem the LPN as being unable to comply with the requirements of the CCP. This failure or refusal, whether intentional or unintentional, to comply with the requirements of the CCP is considered unprofessional conduct under the HPA.<sup>2</sup> If it is determined through the audit process that the LPN provided false information the LPN may also be referred to the Complaints Director.

If after reading this document you have any questions about practice hours, please contact the CLPNA at [registration@clpna.com](mailto:registration@clpna.com).



## REFERENCES

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<sup>1</sup> *Health Professions Act*, RSA 2000, c H-7, Schedule 10, s 3.

<sup>2</sup> HPA, s 1(1)(pp)(vi)(A).