

How to become an LPN IN BC

A handbook on how to become
a Licensed Practical Nurse
in British Columbia



Produced by the
Hospital Employees Union
December, 2003

This handbook is for people who are interested in becoming Licensed Practical Nurses in British Columbia.

Note: The information in this handbook is subject to change.

For updated information, contact the College of Licensed Practical Nurses of BC (Toll Free: 1-888-440-6900; Email: info@clpn.bc.ca; Website: www.clpn.bc.ca) or the Hospital Employees' Union Tel: (604) 438-5000; Website: www.heu.org



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Introduction: The Hospital Employees' Union and Licensed Practical Nurses

The Hospital Employees' Union (HEU) has represented Licensed Practical Nurses (LPNs) since the first PNs graduated from Vancouver Vocational Institute in 1948. This handbook was initiated by HEU in response to requests from health care workers who want to become LPNs but have had difficulty finding all the information they need to pursue their goals.

Foreign trained nurses, healthcare workers, non-practicing Canadian PN's, Care Aides, and non-health care workers will find this handbook useful. Depending on your previous experience and training, four scenarios are described to address the different requirements for becoming an LPN. The procedures, paperwork and costs of becoming an LPN are also discussed. Last, the various BC educational institutions that offer LPN courses are listed. This list of educational institutions is constantly changing and you should always check with the College of Licensed Practical Nurses of BC (CLPNBC) for the latest information on available accredited education programs.

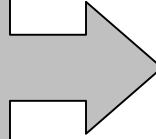
The demand for LPNs and the increasing utilization of LPNs in BC is expected to continue, and this handbook will hopefully help people who want to become LPNs (whether they have prior nursing experience or not). HEU has collaborated with the CLPNBC to put together this handbook.

How to become an LPN in BC

Situation # 1

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If you were a Registered Nurse in another country with nursing work experience in the last 5 years.



Complete application forms:

- Application for Practical Nurse Registration
- Consent to Criminal Review Authorization (Ministry of Health)

Notarize your application form

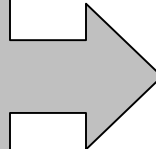
Send your application form to CLPNBC with:

- Proof of Identity ID (i.e., copy of birth certificate and marriage certificate)
- \$210.00 cheque/money order/Visa or Mastercard (subject to change)

Situation # 2

Page 10

If you were a Registered Nurse in another country but have not practiced nursing in the last 5 years.



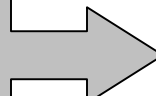
Get an application form

College of Licensed Practical Nurses of BC
217-3823 Henning Drive
Burnaby, BC V5C 6P3
<http://www.clpn.bc.ca>

Situation # 3

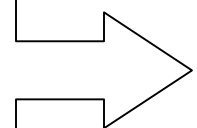
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If you are a Resident Care Aide



Study and graduate from an Access Program in BC

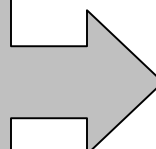
(See section on Educational Programs, p. 18)



Situation #4

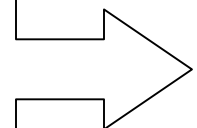
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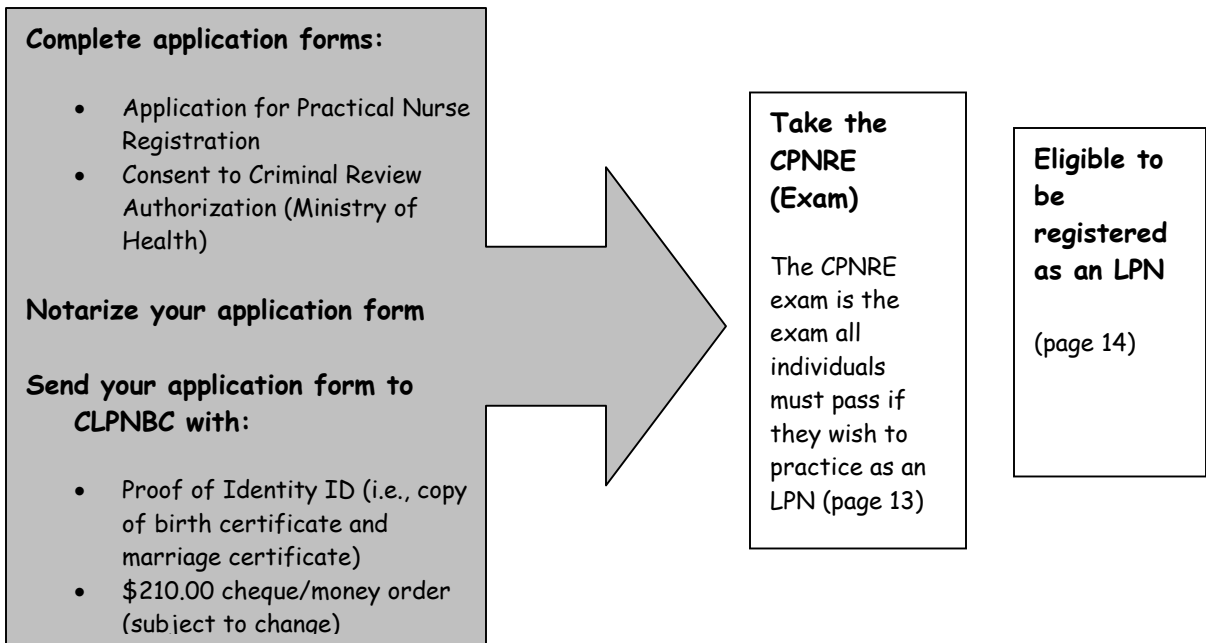
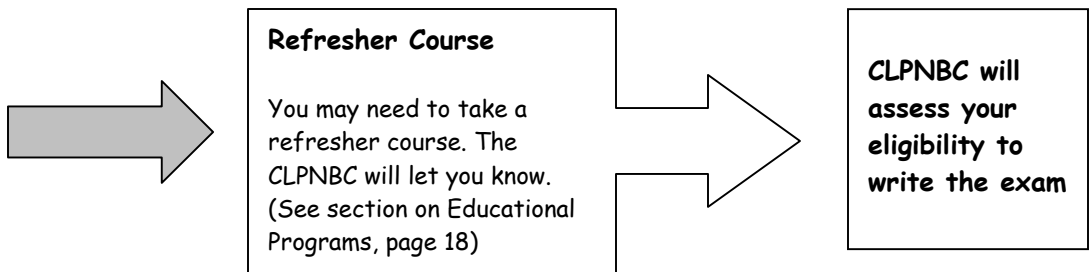
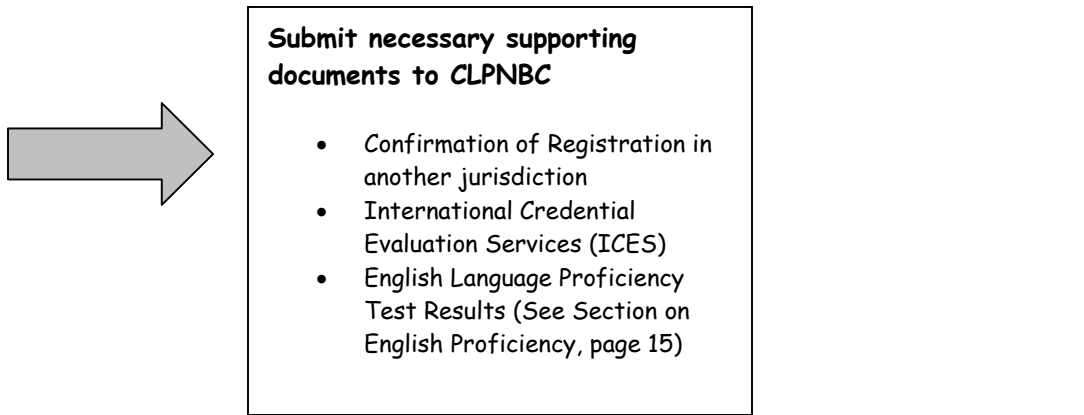
If you have no nursing education/experience (RN, LPN, or Care Aide)



Study and graduate from a Generic PN Program in BC

(See section on Educational Programs, p. 18)





Highlights of HEU's efforts on behalf of LPNs

Wages and Funding Initiatives:

- 1974-1975 HEU successfully argued that LPNs, who were paid \$144 / month less than orderlies, did the same work and should be paid the same wage.
- 1991-1994 In 1992, HEU members took job action to entrench pay equity, equal pay for work of equal value, into the collective agreement. LPNs were being paid a discriminatory wage rate that was 25% less than it should have been. Today, HEU LPNs are the highest paid in Canada
- 1999-2001 HEU negotiated \$10 million for initiatives that increased the utilization of LPNs in acute and continuing care

LPN Role and Utilization

- 2000 HEU collaborated with HEABC and BCGEU and conducted extensive research on the roles and utilization of LPNs in BC. A follow-up survey was conducted in 2003.
- 2003 Collaborating with BCNU, CLPNBC and the RNABC, HEU participated in the development of a *BC Protocol for a Process for Changes in Practice Roles of LPNs and RNs*.

LPN Training Initiatives

- Over the past 3 years, HEU has been instrumental in coordinating a \$3 million training /upgrading project for Vancouver Coastal Health Authority LPNs and Care Aides.

LPN Advocacy

- The HEU sponsored Nursing Team conferences (1996-2000) and forums (1999-2000) around BC, at which LPNs shared their concerns, learned from each other, and strategized for the future.
- HEU represents LPNs on the Nursing Directorate's Nursing Advisory Committee and actively advocates for LPN education, utilization and recognition.

Licensed Practical Nursing

What is a Licensed Practical Nurse (LPN)?

A Licensed Practical Nurse or LPN is a Professional Nurse with 1-2 years of educational preparation. An LPN provides nursing care in a variety of healthcare settings (acute care, long term care, community care, etc.).

In order to practice as an LPN in BC, you must be registered with the College of Licensed Practical Nurses of BC.

The starting wage for an LPN in BC is \$23.50 per hour (HEU Wage rate as of May, 2003; wage rate may change).

What is the College of Licensed Practical Nurses of BC?

The College of Licensed Practical Nurses of BC (CLPNBC) is the provincial regulatory body for Practical Nurses in British Columbia. The College grants nurses a license to practice as Licensed Practical Nurses in BC.

The role of CLPNBC is to act as a "gatekeeper" to regulate LPN practice in BC. According to CLPNBC policies, practices and procedures, CLPNBC ultimately decides who can and who cannot practice as a Licensed Practical Nurse in British Columbia.

The mission of the College of Licensed Practical Nurses of British Columbia is to regulate the profession of Licensed Practical Nurses in the public's interest.

The Registration/Licensing Process

What is a “file”?

A “file” is your application to the College of Licensed Practical Nurses of BC.

Your file includes documents that you need to become registered with the College.

For example, your application form, Criminal Record Review Authorization (CRRA), proof of your English proficiency, and other documents will go into your file so that the College knows who you are. From your file, the College decides if you are eligible to be registered as an LPN.

How do I open a file with the College of Licensed Practical Nurses (CLPNBC)?

To open your file with the College of Licensed Practical Nurses (CLPNBC):

1. Obtain an application package from the College of Licensed Practical Nurses of BC

3823 Henning Drive, Unit 217

Burnaby, BC, V5C 6P3

Telephone: (604) 660-5750

Toll Free: 1-888-440-6900

Email: info@clpn.bc.ca

Website: www.clpn.bc.ca

2. Complete the application forms:

- a. Application for Practical Nurse Registration - to provide information about your personal, educational and employment background.
- b. Include former employers' contact information for references. Remember to sign the back of the form.
- c. Criminal Record Review Authorization form (CRRRA)

3. Submit your complete package to the CLPNBC. It must include:

- a. Proof of identity (i.e. copy of passport, birth certificate and if your name has changed, a copy of your marriage certificate). Photocopy your proof of identity and enclose with your application.
- b. \$210.00 for the 2003 processing fee in cheque or money-order or Visa/Mastercard made payable to: CLPNBC (the fee is non-refundable)

REMEMBER

- Proof of ID
- 2003 Fee of \$210.00 + 2003 CRRRA fee of \$20
- Notarized Application

When do I open my file with the CLPNBC?

There are four (4) different times and ways you can open your file, depending on your own situation:

Situation # 1:

If you were a Registered Nurse in another country and you have nursing work experience in the last five (5) years.

1. Open your file with the CLPNBC by completing required application forms.
2. Once you have opened your file with the CLPNBC arrange for the CLPNBC to receive the following:

No. 1 Confirmation of Registration in another jurisdiction	No. 2 International Credential Evaluation Services (ICES) www.ola.bc.ca/ices phone: 604-431-3402 toll free in BC 1-800-663-1663, local 3402	No. 3 * English Proficiency Test: Passed
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* If you had your nursing education outside of Canada and your first language is not English, you might have to take an English Proficiency Test (see section on English Proficiency Tests, page 15)

- Fill out your Confirmation of Registration form and send it to the Regulatory Body of the country where you received your Registered Nurses' License. For example; if you were registered as an RN in the Philippines, send this form to the Prof. Reg. Comm. (PRC) in the Philippines.
- You can also ask a family member or friend to bring your form to the PRC on your behalf. This will speed up the process.
- Follow-up with the PRC and the CLPNBC to make sure they have received your form. Sometimes it takes some time for the PRC to process your request.

The CLPNBC will only start processing and assessing your file once they have received all the documents listed above. Once they have received these documents, the processing may take up to 6-12 weeks.

Estimated Cost (2003):

CLPNBC processing fee	\$210.00
Consent: to Criminal Review Authorization (Ministry of Health)	\$20.00
Application Notarization	\$30.00
International Credential Evaluation Service (ICES)	Enquire with ICES www.loa.bc.ca/ices/ phone: 604-431-3402 Toll Free in BC: 1-800-663-1663, local 3402
Proof of Registration from another Country	Inquire with the Regulatory Body of the Country
PN Education Programs	You may or may not be required to take a refresher course.
Canadian Practical Nurse Registration Exam (CPNRE)	\$440.00 (includes interim/limited registration)
CLPNBC Initial Registration Fee	\$190.00

- Possible official notarized translation of non-English documents may be required at your expense.

Situation # 2:

If you were a Registered Nurse in another country but you do not have nursing working experience in the last five (5) years and you want to become an LPN.

1. Open your file with the CLPNBC.
2. After being assessed by the CLPNBC, you may require a Refresher Course. The program/course is available at the Open Learning Agency (British Columbia Open University - BCOU). The CLPNBC will advise you what course(s) you need to take. (See section on Educational Programs page 18)
3. Once you successfully complete the Refresher Program, CLPNBC will let you know if you can write the Canadian Practical Nurse Registration Exam or if you need anything else.

Estimated Cost (2003):

CLPNBC processing fee	\$210.00
Consent to Criminal Review Authorization (Ministry of Health)	\$20.00
Application Notarization	\$30.00
International Credential Evaluation Service (ICES)	Enquire with ICES www.loa.bc.ca/ices/ phone: 604-431-3402 Toll Free in BC: 1-800-663-1663, local 3402
Proof of registration from another country	Inquire with the Regulatory Body of the Country
PN Refresher Educational Programs: <ul style="list-style-type: none">• Public Institutional Programs• Private Institutional Programs	\$3,000 to \$5,000 (public) \$16,000 to \$20,000 (private) (approximate cost)
Canadian Practical Nurse Registration Exam (CPNRE)	\$440.00 (includes interim/limited registration)
CLPNBC Initial Registration Fee	\$190.00

- Possible official notarized translation of non-English documents may be required at your expense.

Situation # 3:

If you are a Resident Care Aide (RCA) in BC and you want to become an LPN.

1. If you are a Resident Care Aide, you must study and graduate from a recognized PN Access Education Program (see section on Educational Programs).
2. When you graduate from the access education program, you are eligible to take the Canadian Practical Nurse Registration Examination. This will be arranged through your educational institution.

Estimated Cost (2003):

PN Educational Programs: <ul style="list-style-type: none">• Public• Private	<ul style="list-style-type: none">• \$3,000 to \$5,000 (public)• \$16,000 to \$20,000 (private) (approximate cost)
Canadian Practical Nursing Registration Exam (CPNRE)	\$440.00 (includes interim/limited registration)
Application Notarization	\$30.00
Consent to Criminal Review Authorization (Ministry of Health)	\$20.00
CLPNBC initial Registration Fee	Initial Fee \$190.00

Situation # 4:

If you have no nursing education or experience (RN, LPN or Care Aide) in Canada or another country and you would like to become an LPN.

1. Contact CLPNBC website at: www.clpn.bc.ca to find out about approved (accredited) programs to determine where to take your program.
2. Contact the specific PN program (department) in the educational institution where you wish to take the PN educational program and ask them to tell you about the pre-requisites for their PN program.
3. Take the Generic (Basic) Practical Nursing Program from a recognized PN educational program in BC

Note: If you wish to take your PN education program by distance, please call the CLPNBC and speak to someone in the Department of Education and Practice.

4. When you have successfully completed the Program, you are eligible to take the Canadian Practical Nurse Registration Examination (CPNRE). Your BC educational institution will arrange for you to write the exam.

Estimated Cost (2003):

PN Educational Programs: <ul style="list-style-type: none">• Public• Private	<ul style="list-style-type: none">• \$3,000 to \$5,000 (public)• \$16,000 to \$20,000 (private) (approximate cost)
Canadian Practical Nursing Registration Exam (CPNRE)	\$440.00 (includes interim/limited registration)
Application Notarization	\$30.00
Consent to Criminal Review Authorization (Ministry of Health)	\$20.00
CLPNBC initial Registration Fee	Initial Fee \$190.00

What is the Canadian Practical Nurse Registration Exam?

The Canadian Practical Nurse Registration Examination (CPNRE) is the National exam that LPNs wishing to practice as LPNs in BC must pass.

You must meet all other CLPNBC requirements before you can take the CPNR exam.

To find out more about the CPNRE:

You can look at their website: <http://www.ASITest.ca>

To apply to take the exam:

You can get an application form from the CLPNBC to take the exam. CLPNBC can also let you know about the exam fee. Contact the CLPNBC toll free (BC only) at 1-888-440-6900 or 604-660-5750 if situation # 1 or # 2 apply to you. If situation # 3 or # 4 apply to you, your educational institution will register you for the CPNRE.

The exam is currently offered in Victoria, Vancouver, Nanaimo, Cranbrook and Prince George. The exam may also be offered at other locations if there are sufficient numbers of candidates requesting the exam. The exam is offered three (3) times a year in 2003 - in January, May and September.

To help you prepare for the exam:

To get "The Canadian Practical Nurse Prep Guide" to help you prepare for the exam, log onto http://www.asitest.ca?PN/prep_guide.htm or call 1-888-562-5561. The prep guide costs \$54.95.

A Canadian Practical Nurse Registration Examination Predictor Test is now available online. Go to www.ASITest.ca to access this exam preparation tool.

For further assistance, please call the CLPNBC at 604-660-5750 or 1-888-440-6900.

What if I don't pass the CPNRE?

You can write the exam 3 times only.

If you don't pass the CPNRE the first time you take it, you can apply and write the exam a second time. You need to write the second try of the exam within one year of the time of you receive your notification of failure letter from the CLPNBC.

In the event you need to attempt the exam a third time, you must do this within 2 years of the first time you wrote the exam.

In addition, for the third attempt, you must also prove to the CLPNBC that you have had tutoring or other forms of study to prepare for the exam. A fourth exam may be permitted upon written appeal from you to the CLPNBC Registration committee.

How do I know if I am eligible to be an LPN?

Once the CLPNBC has received and assessed all your documents, CLPNBC informs you of your eligibility to write the Canadian Practical Nurse Registration Exam. Upon passing the CPNRE, you will be eligible for registration in BC.

Note: The exam center notifies the CLPNBC of the persons that passed the exam and the CLPNBC notifies you of your pass or not pass mark.

If you have not received this letter or eligibility for registration from the CLPNBC, follow-up with them to see what the concern is or what requirements you have not completed.

English Fluency/Proficiency Tests

Do I need to take an English Proficiency Test?

If English is not your first language, you will be required to demonstrate proficiency in English prior to writing the CPNRE. The CLPNBC will let you know if you need to take an English Proficiency Test. If you need to take an English Proficiency Test, the following options for testing are available to you:

1. The Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE)
2. The International English Language Testing System-Academic (IELTS)
3. Or take an English course through the BC Open University (formerly called the Open Learning Agency or OLA) that is equivalent to Grade 12 English. This is a self-directed distance education course. For further information contact the BCOU at (604) 431-3000 or www.bcou.ca

OR

Contact CLPNBC for further information regarding other options.

Which English Fluency Test should I take (2003)?

Currently, there are two different types of exams that you may take. The TOEFL/TSE exam or the IELTS exam.

Which test you take is up to you. These are the differences between the tests:

	TOEFL/TSE Test of English as a Foreign Language/Test of Spoken English	IELTS International English Language Testing System-Academic
<i>What does it test?</i>	TOEFL tests your listening, reading, grammar and writing skills. TSE tests your English speaking skills. The TOEFL and TSE are two separate tests that you have to take at different times.	The IELTS includes both the written and spoken tests in one.
<i>What is the cost (2003)?</i>	\$336 USD (\$456.57 CDN in total) TSE: \$156 USD (\$211.9 CDN approx.) TOEFL: \$180 USD (\$244.57 CDN approx.) (2003)	\$165 USD (\$225 CDN approximately)
<i>How long will the test take?</i>	TOEFL: Approximately 3 hours. TSE: Approximately 20 minutes	Two (2) hours and 45 minutes.
<i>When is the test offered?</i>	Every Month	Every Month

<p><i>What scores do I need?</i></p>	<p>TOEFL Computer based scores:</p> <ul style="list-style-type: none"> • Listening 16/30 • Structure/Writing 18/30 • <u>Reading 17/30</u> <p>Total 213/300</p> <p>Paper-based scores:</p> <ul style="list-style-type: none"> • Listening 50 • Structure/Writing 50 • <u>Reading 50</u> <p>Total 550</p> <p>TSE Overall Comprehensibility Score: 50</p>	<p>IELTS</p> <p>Overall Acceptable Band Score 6.5/9</p> <p>Spoken Band Score 7/9</p>
<p><i>How do I prepare for the test?</i></p>	<p>You can get review materials at any public library.</p>	<p>You can get review materials at any public library or buy a reviewer at Simon Fraser University bookstore. For more information visit SFU's website at http://www.sfu.ca/ielts/</p>
<p><i>How do I book my test?</i></p>	<p>To apply for TOEFL/TSE contact: Test of English as a Foreign Language Educational Testing Service: Box 6155 Princeton, New Jersey</p>	<p>To sign up contact: Sarah Fleming, IELTS Test Centre, SFU (604) 291-5930 or email ielts@sfu.ca</p> <p>You can book your exam a minimum of 4 working days in advance</p>
<p><i>How long does it take for the results to come back?</i></p>	<p>Two (2) weeks for computer-based tests</p> <p>Five (5) weeks for paper-based tests</p>	<p>Two (2) weeks</p>
<p><i>What do I do with my results?</i></p>	<p>Request TOEFL/TSE to send your results directly to the CLPNBC using code 9543.</p>	<p>Request IELTS to send results directly to the CLPNBC</p>

Educational Programs

Which LPN educational program/course should I take?

There are three (3) types of PN educational programs taught in BC that are recognized by the College of Licensed Practical nurses of BC (CLPNBC).

Which PN education program you take depends on your situation. The following education programs may apply to you: See www.clpn.bc.ca for current information.

<i>Generic Program (Basic)</i>	<i>Access Program</i>	<i>Refresher Program</i>
<ul style="list-style-type: none"> • this program is for those who want to become an LPN but don't have any nursing education or experience • it is the most basic and complete practical nursing educational program • it is a one-year program, including the Canadian Practical Nurse Registration Examination (CPNRE) • you need to meet the necessary high school prerequisites, defined by the educational institution, prior to entering the program • contact the education institution of your choice for further information 	<ul style="list-style-type: none"> • this program is for those who have a BC Resident Care Aide Certificate and want to become an LPN • it is a bridging practical nursing education program from Resident Care Aide to LPN • it is an eight (8) month program, including the Canadian Practical Nurse Registration Exam • you need to meet the Education Institutions' Program requirements prior to entering the program 	<ul style="list-style-type: none"> • this program is for LPNs who have let their license lapse for 5+ years. It may also be required for those that have nursing education and experience in another country and who want to become LPNs in BC • this is a program of courses for those with nursing experience to upgrade their knowledge and practice their skills so that they may be registered as LPNs in BC

BC Colleges: Practical Nurse Education - April 24, 2003

(Check CLPNBC webpage for current information - www.clpn.bc.ca)

The CLPNBC recognizes both public and private educational programs. The main difference between the two is the cost. At public institutions the tuition fee ranges from \$3,000 to \$5,000, whereas at private institutions the same programs will cost between \$16,000 and \$20,000.

The table below lists all of the CLPNBC approved **public** programs. Following, there is a table listing all of the CLPNBC approved **private** programs.

Location	Public Programs	Contact Information	Coordinator
BURNABY 4355 Mathissi Place Burnaby, BC V5G 4S8	BC Open University (old OLA) www.bcou.ca *PN Refresher Program *PN Access Distance Learning Program Coordinator: Sheetal Donaldson, ph - 431-3010	T: 604-431-3000 F: 604-431-3387 Email: first name and surname initial@bcou.ca	<i>Joan Gusta</i> Coordinator PN Program joang@bcou.ca T: 604-431-3302 <i>Cerise Moore</i> , Program Assistant T: (604) 431-3265 Email: cerisem@bcou.ca
Port Alberni 3699-Roger Street Port Alberni, BC V9Y 8E3	North Island College Port Alberni Campus www.nic.bc.ca *PN Generic Program	T: (250) 923-9727 F: (250) 923-9725 Email: surname@nic.bc.ca	<i>Eppie Burrell</i> Dean, Health & Human Services burrell@nic.bc.ca
CHILLIWACK 45635 Yale Road Chilliwack, BC V2P 6T4	University College of the Fraser Valley www.ucfv.bc.ca *PN Generic Program	T: (604) 795 2840 F: (604) 792 0733 Email: surname and first name initial@ucfv.bc.ca	<i>Janice Corbeil</i> , Program Assistant Health Sciences corbeil@ucfv.bc.ca

Location	Public Programs	Contact Information	Coordinator
CRANBROOK PO Box 8500 2700 College Way Cranbrook, BC V1C 5L7	College of the Rockies www.cotr.bc.ca *PN Generic Program (Cranbrook) *PN Rotating Generic Program (Fernie)	T: 1-877-489-2687 T: 250-489-2751, loc 370 F: 250-489-1790 Email: surname@cotr.bc.ca	<i>Sandi Hendrickson,</i> Coordinator Health Programs local 370 or <i>Nancy Jani</i> Department Secretary
DAWSON CREEK 11401 - 8 th Street Dawson Creek, BC V1G 4G2	Northern Lights College/ Vancouver Community College www.nlc.bc.ca *VCC-NLC Generic Satellite	T: (250) 784-7505 F: (250) 784-7563 Email: first name initial and surname@nlc.bc.ca	<i>Kathy Fukuyama</i> VCC Program Satellite Head <i>Magda Legault</i> Coordinator PN Program For Prospective Students: Call <i>Cathy Allard</i> , Student Services (250) 784-7507 or (250) 782-5251, loc 1266
KELOWNA 1000 KLO Road Kelowna, BC V1Y 4X8	Okanagan University College www.ouc.bc.ca *PN Generic Program	T: 250-762-5445, loc 4274 F: 250-862-5461 Email: first name initial and bmcnamare@ouc.bc.ca	<i>Beverly McNamare</i> Chair, PN Program Prospective Students: Call (250) 762-5445 Local 4119 (Welcome Center)
NANAIMO 900 Fifth Street Nanaimo, BC V9R 5S5	Malaspina University College www.mala.bc.ca *PN Generic Program *PN Access Program	T: 250-740-6243 F: 250-740-6467 Email: surname and first name initial@mala.bc.ca	<i>Laureen Garteig,</i> Acting Dean, Health & Human Services <i>Janet Allan</i> Coordinator Generic & Access PN Program

Location	Public Programs	Contact Information	Coordinator
PRINCE GEORGE 3330 - 22 Avenue Prince George, BC V2N 1P8	College of New Caledonia www.cnc.bc.ca *PN Generic Program	T: (250) 562-2131 F: (250) 561-5866 Email: surname@cnc.bc.ca or surname and first nameinitial@cnc.bc.ca	<i>June Anonson, Dean, Health Sciences</i> <i>Sherry Preston, Coordinator PN Program</i> Prospective students call: 250-562-2131, ext 378
TERRACE 5331 McConnell Avenue Terrace, BC V8G 4X2	Northwest Community College www.nwcc.bc.ca *PN Generic Program	T: (250) 635-6511 F: (250) 638-5432 Email: first name initial and surname@nwcc.bc.ca	<i>Stephanie Forsythe, College President</i> <i>Denine Marasco, Dean Instruction</i> <i>Michele Nehring, Program Coordinator</i> Ph: (250) 638-5469
VANCOUVER 250 W Pender Street Vancouver, BC V6B 1S9	Vancouver Community College www.vcc.bc.ca *PN Generic Program *PN Access Program	T: 604- 443-8555 F: 604-443-8595 Email: first name initial and surname @vcc.ca	<i>Kathy Fukuyama, Department Head, PN Program</i> Prospective students, please call 604-443- 8443
VICTORIA 3100 Foul Bay Road Victoria, BC V8P 4X8	Camosun College www.camosun.bc.ca *PN Generic Program *PN Access Program	T: 250-370-3236 (C.Ed) F: 250-370-3476 Email: surname@camosun.bc.ca	<i>Thelma Midori, Dean of Health & Human Services</i> <i>Sharon Dixon, Chair PN Programs</i>

Location	Private Programs	Contact Information	Coordinator
CHILLIWACK 200 - 45905 Yale Road E. Chilliwack, BC V2P 2M6	Sprott-Shaw Community College, Chilliwack Campus www.sprott-shaw.com *PN Access Program	T: 604-795-0085 F: 604-795-2485 Email: first name and surname initial@sprott- shaw.com	<i>Sandy Cuthbert,</i> Coordinator PN Program sandyc@sprott- shaw.com <i>Irene Vallis,</i> Admissions Advisor irenev@sprott- shaw.com
DELTA-SURREY 10072 - King George Hwy. Surrey, BC V3J 2W4	Sprott-Shaw Community College www.sprott-shaw.com *PN Generic Program	T: 604-583-1004 F: 604- 589-5230 First name and surname initial @ Sprott-Shaw.com	<i>Joan Russell, PN</i> Program Coordinator: (604-583-1004 joanr@sprott-shaw.com Clinical Placement Coordinator: <i>Fe</i> <i>Forteza</i> fef@sprott- shaw.com
KAMLOOPS Ste 301, 340 Victoria Street, Kamloops V2C 2A5	Sprott-Shaw Community College www.sprott-shaw.com *PN Generic Program	T: 250-314 -1122 F: 250-374-9325 First name and surname initial@sprott-shaw.com	<i>Tracey Ronnie</i> Coordinator PN Program traceyr@sprott- shaw.com
NEW WESTMINSTER 2 nd Floor. 1176-8Ave. New Westminster, BC V3M 2R6	Sprott-Shaw Community College www.sprott-shaw.com *PN Generic Program	T: (604) 520-3900 F: (604) 520-3033 www.sprott-shaw.com	<i>Valerie Cook,</i> Program Coordinator valc@sprott-shaw.com
VICTORIA 2621 Douglas Street 2 nd Floor Victoria, BC V8T 4M2	Sprott-Shaw Community College Victoria Campus www.sprott-shaw.com *PN Generic Program	T: 250-384-8121 F: 250-384-5755 Email: first name initial and surname initial@sprott-shaw.com	<i>Jocelyne Boulanger,</i> Director PN Programs jboulanger@shaw.ca <i>Leanne Robb,</i> Coordinator PN Program.

Legend

PN Generic:	Basic one-year full program for Practical Nurse (PN) students.
PN Access:	Bridging program for RCAs to become LPNs.
PN Refresher:	Upgrading program for LPNs who have been out of practice for 5+ years.
*Generic or *Access:	Programs may commence with student intake. First Offering of the program (preliminary approval granted).
'pending':	Program near completion of the approval process or awaiting Ministry funding.
Distance PN Education Programs:	BCOU in Burnaby, BC is preparing a Access Program by distance. Norquest College in Edmonton and Bow Valley College in Calgary conduct a Generic and Access program by distance. For programs in Alberta, students must be prepared to go there for their practical experience.

Contact us:

Toll Free: 1-888-440-6900 Tel: 604-660-5750 Fax: 604-660-2899

E-Mail: info@clpn.bc.ca

NOTE:

THE ABOVE INFORMATION ABOUT BC PRACTICAL NURSING PROGRAMS CHANGES FREQUENTLY - PLEASE CHECK THE CLPNBC WEB PAGE FOR CURRENT INFORMATION AT www.clpn.bc.ca

Are there any specific courses for foreign-trained Nurses who want to become an LPN in BC?

There are plans for a transition course. Check the CLPNBC web page for information.

Where should I take my LPN education program/course?

If you are required to take an education program or course, you may study in a CLPNBC recognized Program in BC.

You may choose to take a PN Education program by distance from another province. Please contact CLPNBC, Director of Education, for further information on distance programs at 604-660-5750 or toll free in BC 1-888-440-6900, website: www.clpn.bc.ca

Can I get Financial Aid for taking an LPN educational course/program?

There are several places you can try to get help paying for an LPN educational program/course.

Student Loans

Student loans are available from the Ministry of Advanced Education in BC. You apply for student loans at the institution where you are taking your refresher course. Six months after you finish your course you start making monthly repayments on your loan to the government, with interest. Check the following web pages for information about the various student loans:

<http://www.canadabenefits.gc.ca/faelist.jsp?&lang=en&catid=7&geo=1>

<http://www.aved.gov.bc.ca/studentervices/student/sp/awards/hcs.htm>

<http://www.healthplanning.gov.bc.ca/ndirect/nstrategies.html>

Contact your school's financial aid office for current information.

LPN Return to Nursing Fund Initiative 2002/2003

The Return to Nursing Fund has been established to assist Canadian licensed non-practicing LPNs whose registration and/or practice hours have lapsed and are in need of an LPN refresher course to re-qualify for registration with the CLPNBC.

You may apply to the Ministry of Health Planning grant for about \$3500 if you are a foreign-educated nurse with *Canadian Citizenship* or *Canadian landed immigrant* status and you need to take:

- the LPN refresher program or course OR
- an English language test or language education course in order to become registered with the CLPNBC

You can get an application form and more information at
<http://www.healthplanning.gov.bc.ca/ndirect/lpnfund.html>

OR

Ministry of Health Planning, Nursing Directorate
5-1, 1575 Blanshard St.
Victoria, BC
V8W 3C8
Phone: 250-952-3534

The document to ask for is "LPN Return to Nursing Fund Application"

Facilities Subsector Collective Agreement

Benchmark

Job Family: Patient Care Class Series: Nursing Assistants Rate: PC 8 Class
Title: Licensed Practical Nurse

I. Level Definition

Positions at this level assess, plan, implement and evaluate nursing care for their work assignment in accordance with competency guidelines within the standards of practice as outlined by the College of LPNs of BC and current legislative scope of practice.

II. Typical Duties

Assesses and monitors patient/resident/family's actual and potential strengths and limitations including physiological, psychological, socio-cultural, and spiritual needs. Where appropriate, encourages patient/resident participation in activities of daily living.

Contributes to the development and modification of the individualized plan of care, including attending and providing input into multidisciplinary care planning meetings and family conferences. Performs nursing care and procedures and evaluates outcomes; records observations and reports problems and/or changes to designated staff.

Administers medications to assigned patients/residents according to policies and procedures. Performs admissions, discharges, and transfers of patients/resident's according to facility operating policies and procedures. Documents and updates information about patient's/resident's according to facility operating policies and procedures. Provides personal care to patient/residents, assists patients/residents with meals, accompanies patients/residents within the facility and during outings and social activities to provide assistance as required. Performs other related duties as assigned.

Qualifications

1. Education, Training and Experience

Graduation from a recognized program for Practical Nurses or an equivalent combination of education, training and experience. Current full practicing licensure with the College of Licensed Practical Nurses of BC (CLPNBC)

2. Skills and Abilities

- i. Ability to communicate effectively both verbally and in writing.
- ii. Ability to deal with others effectively.
- iii. Physical ability to carry out duties of the position.
- iv. Ability to organize work.
- v. Ability to operate related equipment.