
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 2</p>	<p>Registration Policy</p> <p>Policy Description: Administration</p> <p>Policy Number: R17</p>
<p>Effective Date: November 18, 2020</p> <p>Signature:</p>  <p>Review Date: November 2023</p>	<p>New Policy _____</p> <p>Revision: Partial <u> X </u> Complete _____</p>
<p>Applies To: All RNANT/NU employees, individuals applying for registration with RNANT/NU, and past and present RNANT/NU registrants.</p>	
<p>Purpose: This policy addresses key issues related to the management of registration applications submitted to RNANT/NU, along with the management of past and present RNANT/NU registrant files.</p>	

Policy:

(1) RNANT/NU employees will use the following guidelines when handling all registration applications and supporting documentation:

a. Validity of Application Documents

Any document submitted to RNANT/NU office as a requirement for an application for registration of all nursing registrants temporary certificate holder, courtesy registration, or an associate non-practicing registrant will remain valid for a period of six months following receipt of the document. After six months, the applicant will be required to provide an updated document.

b. Retaining of Application Files

Any applications and documentation for registration of all nursing registrants, temporary certificate holder, courtesy registration, or associate non-practicing registrant that remain inactive or incomplete will be invalid after a period of six months.. The six-month period commences from the date of receipt of the processing fee.

(2) RNANT/NU employees will use the following guidelines when handling all past or present registrant files:

a. Active-Practicing Registrant, Temporary Certificate, Courtesy Registration and Associate Non-Practicing Registrant Files

All active-practicing Registrants, temporary certificate, courtesy registration and associate non-practicing registrant files will be stored in designated locked filing cabinets located in



RNANT/NU secure storage area prior to October 2019. After October 2019, all documentation and personnel applications will be stored on the secure online database.

b. Past Registrant Files

The file of any RNANT/NU registrant who does not renew their registration as an active-practicing registrants or associate non-practicing registrants during the annual renewal registration period will have their registrant file archived. Any registrant with a temporary certificate, who does not apply for an active-practicing registration once their temporary certificate expires, also will have their registrant file archived.

c. Files of Deceased Registrants

Upon notification, when a RNANT/NU registrant is deceased, prior to October 2019, RNANT/NU will archive the registrants file in a designated locked filing cabinet located in a secure storage area. Any information contained in a file belonging to the deceased registrant will be destroyed after 2 years. After October 2019, all documentation will be deleted from the online database.

Conditions and Exceptions:

None

Authority and Accountability:

This policy is issued under the authority of RNANT/NU Board of Directors and as governed by the Nursing Profession Act (2003); the Consolidation of the Nursing Act (1998); and RNANT/NU Bylaw. The Board of Directors has the authority to revise this Policy as required.

The Director of Regulatory Services and Policy is accountable to the Board of Directors, and ultimately to the members, for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy replaces former policy '*Administration*', issued in May 1979.

Revisions: April 1999; October 2004.; November 2020