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Form D Employer Confirmation of English Language Proficiency

PART A: EMPLOYEE INFORMATION: Applicant to complete Part A and forward to employer for completion of Part B.

Name: _____ Previous Name(s): _____

Employer/Agency: _____ Unit: _____

Address: _____ Position Title: _____

I hereby give my present and /or previous employer consent to provide all information in their possession to the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) regarding my English language proficiency in nursing practice for the sole purpose of assessing eligibility for registration as a Registered Nurse/Nurse Practitioner/Registered Psychiatric Nurse or Licensed Practical Nurse with CANNN.

Signature: _____ Date: _____

Part B: INSTRUCTIONS TO EMPLOYERS

Employer (e.g., Manager, Supervisor) to complete Part B and return directly to the CANNN.

The above applicant has indicated they are proficient in the English language and indicated they worked in English with your organization. Please mail or email this completed form to the address below. We have provided some examples of English language proficiency indicators in each of the four categories of language skills. Faxes are not accepted.

DATES OF EMPLOYMENT

_____/_____/_____

FROM: YEAR/MONTH/DAY

_____/_____/_____

TO: YEAR/MONTH/DAY



Please confirm by initialing below that the above applicant can competently communicate in the English language in:

Contexts that are both moderately demanding (familiar, low-risk situations) and demanding (high-stakes situations where communication style can have significant consequences).

Circumstances that are both predictable (routine and familiar) and unpredictable (variable and changeable social, educational, and work-related situations)

Interactions that require the use of a variety of communication methodologies (in person, phone, email, correspondence)

Both informal and formal circumstances (conversations, meetings, work-related interactions)

By initialing here _____ I confirm that the above applicant worked as a nurse and communicated with clients and staff in English.

Competencies related to reading English include but are not limited to the ability to:

- read and understand work policies, regulations, standards
- read and understand information that they researched
- scans, charts tables or schedules for relevant pieces of information
- follow written instruction on operating a piece of equipment
- read a written shift report left by a coworkers
- read and interpret authorized prescribers' orders

By initialing here ____, I am confirming the applicant's ability to read English proficiently

By initialing here____, I am unable to confirm the applicant's ability to read English proficiently



Competencies related to writing English include but are not limited to the ability to

- correctly document information in the manner requires for the work being performed and the information can be understood and used by others
- prepare reports or multi page documents that can be used and understood by others
- Take notes during a conversation, presentation etc. and then summarize them in writing for colleagues
- complete medical procedure forms

By initialing here ____ I am confirming the applicant's ability to write English proficiently

By initialing here ____ I am unable to confirm the applicant's ability to write English proficiently

Competencies related to listening in English include but are not limited to:

- listen to multi-step, complex instructions and carry them out
- use contextual clues (tone of voice, body language) to respond appropriately to a situation
- listen to a co-worker to determine the root of a problem of conflict in a team
- listen to verbal orders and documents accordingly

By initialing here ____ I am confirming the applicant's ability to listen in English proficiently

By initialing here ____ I am unable to confirm the applicant's ability to listen in English proficiently



Competencies related to speaking in English include but are not limited to the ability to:

- clearly explain to another person how to perform a task or procedure
- communicate with others to solve problems
- interact appropriately with others in unfamiliar situations
- respond to a client complaint and make suggestions for resolution
- explain a problem with a new program, machine procedures and present a possible detailed solution
- describe client assessment findings to another health care professional
- provide patient education

By initialing here ____ I am confirming the applicant's ability to speak in English proficiently

By initialing here ____ I am unable to confirm the applicant's ability to speak in English proficiently

I hereby certify the information provided in this reference is true and complete.

Position/title:

RN

NP

RPN

LPN

Other: _____

Print Name in full

Signature

Title/Position/Designation

Employer/Agency

Phone Number

Date