



COLLEGE OF NURSES OF THE NORTHWEST TERRITORIES AND NUNAVUT

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Employer FAQ

1. What is my responsibility as an employer of nursing professionals in the Northwest Territories and Nunavut?

As an employer, you are required to report unprofessional conduct to the College under the Reporting by Employers provisions in the *Nursing Profession (s) Acts, 2023*. You must report this within 30 days to help CNNN address the concern. This applies to all nursing professionals employed in any capacity—full-time, part-time, paid or unpaid employees, consultants, contractors, or volunteers.

2. What do I need to report to the College?

You must report to the College if:

- A registrant has been terminated or suspended;
- A registrant's entitlements have been restricted, revoked, or suspended due to unprofessional conduct;
- A registrant resigns or voluntarily restricts their practice because of unprofessional conduct.

3. How soon do I need to submit a report?

You are required to submit a report within 30 days of the suspension, termination, revocation, or restriction of a registrant's practice. The report should include a detailed explanation of the reasons for the action taken.

4. Where can I find more information about the reporting process?

For more details, refer to:

- **Section 57** of the *Nursing Profession Act, 2023* (NWT)

- **Section 52** of the *Nursing Professions Act, 2023* (Nunavut)

These sections outline the reporting obligations and process for employers.

5. Can I face any penalties for filing a report?

If you are reporting unprofessional conduct in good faith, it is considered participation in a legitimate regulatory process. You cannot be sued for damages or face any legal action for making the report in good faith.

6. How do I submit a report?

To submit a report, complete the required complaint form and email it to **intake@cannn.ca**.

7. Who do I contact if I need help or have questions?

For assistance or questions about filing a report, you can:

- **Email:** intake@cannn.ca
- **Call:** 1-867-688-8267

8. What should I include in the report?

The report should provide a detailed explanation including, but not limited to, the following:

- **Witness Information:** Name and contact information. Ensure witnesses are informed that they are being included in the formal complaint.
- **Date of Incident(s):** Specify the exact dates of the unprofessional conduct.
- **Details of Incident and Evidence:** Include the location, time, nature of the incident, whether harm occurred (mention patients involved, their identification), and provide any objective evidence (incident reports, policies, etc.).
- **Employer Response:** Attach supporting documents such as letters of termination, investigation reports, or minutes from fact-finding meetings.

9. Are employer reports confidential?

Yes, all reports received by CANN are strictly confidential. This confidentiality extends to the complainant, the registrant, and CANN. During the inquiry and investigation process, confidentiality must be maintained at all times. Failure to do so may result in a formal complaint to the Privacy Commissioner, and if you are a registrant, an allegation of unprofessional conduct may be filed.

10. What if I am also a Registrant of CANN? What are my responsibilities?

If you are both an employer and a registrant with CANN, you have additional responsibilities under the *Nursing Profession Acts*. These duties ensure that you uphold the highest professional standards while fulfilling your role as an employer.

As a registrant, you must comply with all applicable regulations, including the Code of Conduct, which outlines the following responsibilities:

- **Maintain professionalism, competence, and ethical behavior** to deliver safe client care.
- **Cooperate fully with investigations**, providing truthful and complete information.
- **Report any unprofessional conduct**, errors, unsafe behavior, or system issues, whether harm has occurred or not.

Registrants in NWT and Nunavut are legally required to respond to inquiries from investigators and produce relevant documents or materials. Failure to cooperate can result in consequences, including allegations of unprofessional conduct.

11. What happens if I fail to cooperate with an investigation?

Failure to cooperate with CANN during an investigation is considered unprofessional conduct. This includes refusing to respond to inquiries, withholding documents, or obstructing the investigative process. Such actions may result in formal complaints and potential disciplinary action.

Additional Information:

Inquiries and production

(2) For the purpose of investigating a complaint, an investigator may

- (a) make oral or written inquiries of any person whom the investigator reasonably believes has or may have information relevant to the complaint;*
- (b) demand the production for examination of documents, records, and other materials that the investigator reasonably believes are in a person's possession or under a person's control that are or may be relevant to the complaint; and*
- (c) make copies of a document, record or other material produced for examination.*

Duty to cooperate

(3) Every person to whom an inquiry is made under paragraph (2)(a) must, to the best of their ability, respond to the inquiry.

Duty to produce document

(4) Every person to whom a demand is made under paragraph (2)(b) must provide to the investigator any document, record or other material that is the subject of the demand no later than 30 days after the demand is made, or within such further period of time as the investigator may allow.

(5) A nurse must not refuse, on the grounds of professional privilege or confidentiality, to respond to inquiries from an investigator, or to produce for examination a document, record or other material.

Unprofessional Conduct:

As per CNNN's bylaws, **unprofessional conduct** includes any act or omission that:

- Involves practicing nursing when a nurse is impaired by a disability or condition that could compromise patient safety.
- Failing to cooperate with inquiries by the College.
- Contravening an undertaking given to the College.

Code of Conduct:

The **Code of Conduct** sets the standard of practice for nurses and outlines their obligations to clients, colleagues, employers, and the public. It emphasizes:

- Accountability for decisions, actions, omissions, and outcomes.
 - Reporting errors, unsafe behavior, or unethical conduct.
 - Advocating for improved practice settings to support safe client care.
 - Cooperate with CNNN, including cooperation in investigations and offering complete and accurate information.
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Note: As a registrant, failure to uphold professional responsibilities under the *Acts* and the *Code of Conduct* will result in a formal complaint to CNNN.