

# Communicating With Your Regulator

## Practice Direction

College of Licensed  
Practical Nurses of Manitoba  
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Practice directions assist practical nurses in understanding their responsibilities and legal obligations, enabling them to make safe and ethical decisions within their practice. Practical nurses are expected to comply with the information disseminated in practice directions. Failure to do so may result in investigation for misconduct and/or an audit of the nurse's practice.

### Introduction

As a member of a self-regulating profession, you have an important role to play in the regulation of your profession.

One of the ways that you contribute to the CLPNM's mandate to regulate the profession in the public interest is by making honest, complete, and timely disclosures about information that pertains to your registration and your practice.

### Keeping Your Information Up to Date in the CLPNM's Records

As per *The Licensed Practical Nurses Act and Regulation*, all CLPNM registers, such as the licensed practical nurse register, must have current and accurate information. All CLPNM registrants have an obligation to ensure that the following information remains up to date in the CLPNM's records:

- personal contact information including name, mailing address, email address, and phone number, and
- all current employers, including
  - any nursing agencies the registrant practises through, and
  - any self-employed practice the registrant owns.

This information can be updated throughout the year by logging into your [online registration profile](#). Note that your profile will be locked to editing for a short period each fall, after you submit a registration renewal application and until the application is approved. However, if you need to make changes during that time you may contact a CLPNM staff member for assistance.

Changes to employers and/or personal contact information must be reported to the CLPNM as soon as possible, but in any event, within a maximum of 30 days from the change.

Current contact and employer information is necessary so that the CLPNM can reach you, or your employer, when necessary, to communicate important information related to your registration and your practice. The obligation to keep this information current is set out in the CLPNM By-Laws.

### Registering Your Self-Employed Practice (If Applicable)

Many LPNs practise in a self-employed capacity in a variety of different nursing areas, including: nursing foot care, nursing aesthetics, private duty nursing, and nursing administration (e.g., those who own and operate a nursing agency).

Any LPN who wishes to practise their profession in a self-employed capacity must register their self-employed practice with the CLPNM.

To register your self-employed practice, you must complete and submit the following forms to the CLPNM within 30 days of establishing your self-employed practice.

- Self-Employed Practice – Questionnaire
- Self-Employed Practice – Business Registration Form

Both forms are available on the [CLPNM website](#).

For more information, review the CLPNM's [Practice Direction on Self-Employed Practice](#).

Note that the practical nursing profession will soon be transitioning to *The Regulated Health Professions Act (RHPA)*. Once under the RHPA, LPNs who wish to practise the profession as a corporation will be required to disclose to the CLPNM their status as a corporation and obtain a Health Profession Corporation permit from the CLPNM. More information about this process will be provided to LPNs before the RHPA takes effect for the profession.

### Information About Your Areas of Practice

In addition to information about your current employer(s), the CLPNM requires information about your current areas of practice. This information is requested each year on your registration renewal application and anytime you update your employer information in your online registration profile.

By sharing information about your area(s) of practice, you are helping your regulator and all stakeholders better understand your profession and how it is evolving. The information helps the CLPNM to see how the profession is changing over time, which in turn helps us ensure our practice guidance is keeping pace

with the profession. This information also helps us assess practice-related risks and explore ways to help registrants and their employers proactively mitigate these risks. In addition, this information helps us respond when we receive inquiries about the profession from employers, governments and other stakeholders. De-identified information about domains of practice is also shared with the Canadian Institute for Health Information (CIHI) and is then included in national reports that help a wide range of stakeholders understand more about your profession.

### Information About Your Fitness to Practice

Eligibility to practise as a member of the practical nursing profession depends in part on your capacity for safe, ethical and competent practice. If you have an ongoing health condition, disorder or addiction, or are on a treatment plan such as a medication regimen that has the potential to result in a marked departure from the capacity required for safe, competent or ethical practice, you must disclose this information to the CLPNM.

Note that the CLPNM will not make any decisions that might affect your registration before first gathering more information about your condition, and about how it is managed. This may involve asking you a few questions. Depending on the circumstance, it may also involve obtaining information from your health care provider(s). Because this process can take time, it is in your best interest to disclose information about your fitness to practice as soon as possible. If you choose to wait until the registration renewal period to disclose a new health condition or addiction, you run the risk that the assessment process might not be complete before your current year's registration expires.

Please review the CLPNM's [Practice Direction on Fitness to Practice](#) for more information.

## Information About Investigations, Charges, and Convictions

Eligibility to practise as a member of the practical nursing profession also depends, in part, on whether you have a history of criminal or other illegal activity that may make it contrary to the public interest for you to practise the profession.

As outlined in the CLPNM By-Laws, all CLPNM registrants have an obligation to disclose as soon as possible, but in any event within a maximum of 30 days:

- if they are under investigation or have been charged or convicted of an offence:
  - under the *Criminal Code*, *Controlled Drugs and Substances Act*, or the *Food and Drugs Act*, or any similar statute in a jurisdiction outside of Canada
  - related to impaired driving, under any statute, and/or
  - related to an act that resulted in injury or death, under any statute, and/or
- if their name has been entered on the adult abuse and/or child abuse registry.

The CLPNM will not make any decisions that affect your registration without first gathering additional information and conducting an assessment of the risk involved. As part of this process, you will be given the opportunity to share your account of the events that led to the investigation, charge or conviction. In some cases, such as when the incident was isolated and did not involve harm to a vulnerable person, the CLPNM may decide that there is no current risk to the public associated with authorizing the individual to continue to practise.

It is important for any new investigations or charges to be disclosed to the CLPNM as soon as possible after they occur. Disclosing the information quickly helps to demonstrate insight

and governability and contributes to the CLPNM's confidence that you will conduct yourself in the public's best interest.

Note that the CLPNM conducts routine suitability checks on all registrants at least once every five years. This means that any charges or convictions not disclosed to the CLPNM in a timely manner will come to light. If the registrant previously withheld the information, the registrant's lack of transparency may be a factor in the CLPNM's decision.

## Information about Complaints or Discipline with Other Regulators

When a Manitoba LPN holds multiple professional registrations (e.g. as a member of another profession, or as a nurse in another jurisdiction) their conduct in the context of their other profession may be relevant to their ability to provide safe, ethical and competent practical nursing services as an LPN in Manitoba.

As such, when a complaint is made to another professional regulator, or a discipline proceeding is initiated by another regulator, it is important for the CLPNM to be aware. This is because the CLPNM has an obligation to assess whether its applicants and registrants are likely to engage in the practice of practical nursing in a manner that demonstrates decency, integrity and honesty and in accordance with the law.

As a Manitoba LPN, you must:

- notify the CLPNM of all registrations you hold with other professional regulators, including in other jurisdictions
- be transparent in disclosing to your other regulators that you hold registration with the CLPNM, if they request this information, and
- notify the CLPNM of any complaint made to another professional regulator regarding your competence or conduct, or any discipline proceeding initiated against you.

This information must be disclosed to the CLPNM as soon as possible, but in any case, within 30 days.

The CLPNM will remain cognizant that a complaint to another regulator may or may not be founded and will not prejudice the outcome. However, the CLPNM must be aware of a potential risk to the Manitoba public so that it can conduct its own assessment and, when necessary, make decisions within the scope of its own legislative authority.

### [Disclosures and Declarations on CLPNM Application Forms](#)

While many disclosures should be made promptly after the relevant issue arises, all CLPNM application forms include disclosure and declaration questions. These questions are included because they are relevant to assessing your eligibility for registration with the CLPNM.

Examples include questions about:

- other regulatory bodies you are or have been registered with
- any past history of discipline decisions by another regulator
- criminal investigations, charges or convictions, and
- your fitness to practice.

CLPNM applications are legal documents, and the CLPNM makes decisions about an applicant's authority to practise the profession based on the information the applicant provides. If registration is obtained based on false or fraudulent representation or declaration, the CLPNM Executive Director has an obligation under section 14 *The Licensed Practical Nurses Act* to report the matter to the Board of Directors. The Board may direct that any registration obtained based on false or fraudulent information be cancelled.

When this is the case, the information that was withheld may or may not be the main concern; the main concern may be the extent to which the CLPNM is able to trust that the applicant will demonstrate governability going forward.

### [What is Governability?](#)

Governability is defined in the CLPNM Standards of Practice and Conduct as "an ability to self-regulate and a willingness to accept the authority of the regulatory college, as well as an understanding of the importance of effective governance of the profession to protect the public." When you make honest, complete, and timely disclosures to the CLPNM, you are cooperating with the regulatory body for your profession and demonstrating governability.

### [Other Disclosure Requirements](#)

This document does not provide a comprehensive list of all disclosures you may be required to make. For example, some registrants may be asked to disclose additional information, when participating in:

- a registration application process
- a complaint process
- the continuing competence program, or
- another CLPNM program or process that pertains to your eligibility to practise, and /or to provide safe, competent and ethical nursing services.

In all cases, as a CLPNM registrant, you have a responsibility under the CLPNM By-Laws to respond to CLPNM correspondence, in which a reply is requested or directed, within thirty (30) days or by the deadline specified in the correspondence, whichever is earliest, unless an extension is granted by the CLPNM.

Also be sure to note that there are circumstances in which you may be required, by professional standards or by law, to report information about others. Please review our



[Duty to Report Interpretive Document](#) for more information.

## Conclusion

When you communicate transparently with the CLPNM, keep your information on file up-to-date, and make honest, complete, and timely disclosures, you are cooperating with your professional regulator, demonstrating governability, and helping us to do our job, which is to regulate the profession in a manner that serves and protects the public interest.

## For More Information

Visit our website at [www.clpnm.ca](http://www.clpnm.ca) for more information and resources.

Contact us with questions at  
463 St. Anne's Road  
Winnipeg MB R2M 3C9  
Phone: 204-663-1212  
Toll Free: 1-877-633-1212  
Email: [info@clpnm.ca](mailto:info@clpnm.ca)

## About the CLPNM

The CLPNM is the regulatory body for the licensed practical nursing profession in Manitoba. Mandated to govern its members in a manner that serves and protects the public interest, the CLPNM establishes practice requirements for the provision of safe and effective nursing care.

## References

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