Practice Hours Audit Guide

INTRODUCTION

Practice hours are a way to ensure LPNs meet actively engaged requirements to maintain ongoing competence as a nurse. An LPN is required to practice a minimum of 1,000 hours in the preceding four-year period. For further clarification on "actively engaged," please refer to the policy on Actively Engaged Requirements for Registration.

The CLHA's Standards of Practice for LPNs on Continuing Competence outlines practice hour requirements for active registration as part of the Continuing Competence Program.

What Are Practice Hours?

The CLHA defines "practice hours" as the "hours providing practical nursing services to nonfamily members."

Practical nursing services are outlined in the practice statement in Schedule 10 of the *Health Professions Act*. According to Schedule 10, LPNs do one or more of the following:

- apply nursing knowledge, skills, and judgment to assess client needs;
- provide nursing care for clients and families;
- teach, manage, and conduct research in the science, techniques, and practice of nursing; and
- provide restricted activities authorized by the regulations.

What Kinds of Activities Can Be Used to Meet This Requirement?

The following list includes common ways that LPNs meet the practice hours requirement.

- Direct clinical practice
- Teaching
- Management
- Formal education that supports the role of the LPN
- Participation on committees
- Volunteer hours that utilize nursing skills
- Clinical practicum or nursing-related theory hours from a bridging program
- School nurse hours doing direct care

Practical nursing services encompass both clinical nursing practice and roles in administration, management, education, and research.

See the **Nursing Practice Self-Assessment Tool** to help determine whether hours worked meet the requirement of the Continuing Competence Program.

Reporting Practice Hours During Renewal

Practice hours are reported in the employment section of the Registration Renewal form. For each employer, LPNs should provide practice hours worked from November 30 of the previous year to December 1 of the current year.

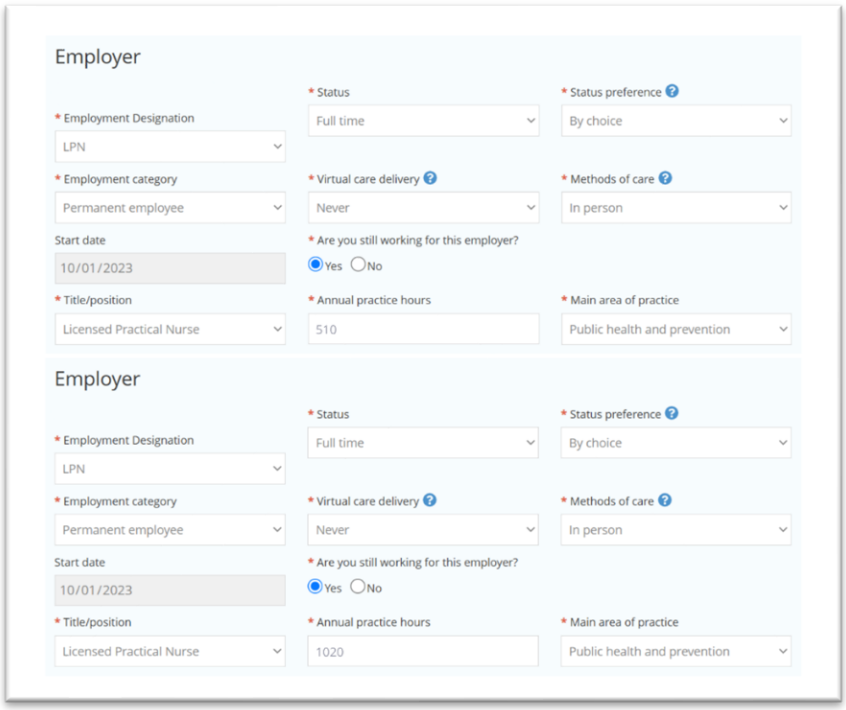
The following example will help LPNs understand how to complete this section.

Example: Dual Registrant

An LPN is a dual registrant, meaning that they are also registered with the CLHA as an HCA. They work for two different employers.

When completing the process for their LPN registration renewal, they report on the hours that they worked as an LPN only, not the hours they worked as an HCA. Hours worked as an HCA do not meet requirements for LPN renewal.

The LPN reports their practice hours in the employment section of the registration renewal form. Both of their employers are already listed in this section, so they just need to fill in the "Practice Hours" box for each.



The LPN in the example refers to their pay stubs and work schedules in order to determine their practical nursing hours. They work a regular schedule of 10 LPN hours per week with one employer and 20 LPN hours per week with the other.

For employer one, they report 510 yearly practice hours.

For employer two, they report 1,020 yearly practice hours.

This registrant will report their HCA hours when they complete their HCA registration renewal form.

PROGRAM SUPPORT

For program support, please contact the CLHA at 780.484.8886 or email ccp@clha.com.