

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Competency of Registered Nursing Staff	SECTION: C POLICY: 3
DATE: September 2004	Administrator's Signature: _____	

**REGISTERED STAFF CURRENT CERTIFICATE OF COMPETENCE WITH THE
COLLEGE OF NURSES OF ONTARIO**

POLICY:

The Leamington Mennonite Home will ensure that all Registered Nurses and Registered Practical Nurses who provide care to residents in our facility shall have a current certificate of competence with the College of Nurses of Ontario.

PROCEDURE:

- Upon hiring, the Registered Nurse and/or Registered Practical Nurse will provide proof of a current certificate of competence from the College of Nurses of Ontario. This certificate will be photocopied and placed in their personnel file, by the Director of Care.
- Each Registered Staff member will be given a memo each year at the end of November as a reminder to renew their certificate. Once received, staff is expected to leave a photocopy of the certificate in the DOC's mail slot.
- The DOC will ensure that all Registered Staff's certificate of competence has been renewed and placed in their personnel file.