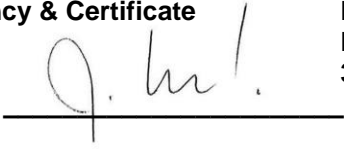


Leamington Mennonite Home  
Long Term Care

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Registered Staff Competency & Certificate	<b>SECTION:</b> R
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> 	<b>POLICY:</b> 3

**REGISTERED STAFF COMPETENCY & CERTIFICATE**

**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.