

Supervised Practice Experience (SPE) Policy

Purpose

The objective of this policy is to outline the application and approval processes for a Supervised Practice Experience (SPE).

Policy

CLPNS applicants must meet the minimum hour requirement to qualify for annual licensure. Individuals who have not completed a recognized practical nurse educational program in the previous four years or worked as a nurse for at least 1250 hours in the previous five years may complete a Supervised Practice Experience (SPE) to gain practice currency.

SPEs are available to practical nurses previously registered and licensed with the CLPNS and internationally educated nurse (IEN) applicants who meet the CLPNS's licensure requirements, except for practice currency. Applicants who have not practiced nursing during the last ten years are ineligible for SPE.

Authority

[*The Licensed Practical Nurses Act, 2000*](#)

[The CLPNS Regulatory Bylaws](#)

Procedure

APPLICATION

Practical nurses previously licensed with the CLPNS and internationally educated nurses will:

- complete an application.
- pay the applicable fee.
- provide an employer verification to verify practice hours, if necessary.

REVIEW

The CLPNS Registrar, or designate, will review the SPE application and may approve it after considering the following:

- If the applicant meets all registration and licensure requirements, except for the practice hour currency.
- The applicant's last year of practice and when they became ineligible for CLPNS licensure.
- In the case of practical nurse applicants previously licensed with the CLPNS, determine if they have any outstanding orders or requirements of the Counselling & Investigation or Discipline Committees.

APPROVED SPES

The **CLPNS Registrar**, or designate, will:

- inform the applicant in writing of their eligibility to participate in the SPE
- for IEN applicants, grant eligibility for the Canadian Practical Nurse Examination (CPNRE) and guide them on registering for the exam
- receive, review, approve or deny host organization applications
- create SPE Agreements outlining the terms and conditions for an applicant's participation
- receive, review and house all program documentation from the applicant, preceptor and host organization's supervisor/manager
- review SPE extension applications and approve them as necessary
- terminate the SPE Agreement if there is reason to do so
- terminate the host organization's eligibility if there is reason to do so
- participate in discussions as needed
- provide any other SPE information to the applicant, as needed.

The **Applicant** will:

- review, sign and return the SPE Agreement to the CLPNS Registrar
- find and arrange an organization to host them for the SPE
- complete at least 240 SPE hours, not including host organization orientation
- assess their learning needs through self-evaluation
- provide care within the scope of practice and their individual competence
- while in the SPE, refer to oneself as and document using "Supervised Practice Experience Practical Nurse" or "SPEPN"
- request an SPE extension if needed
- once the program ends, complete a final evaluation and submit it to the CLPNS.

The **Host Organization** will:

- apply to the CLPNS for pre-approval to host an SPE
- appoint and train an LPN, RN or RPN preceptor to supervise the SPE participant directly
- provide training and orient the SPE participant to the practice setting, relevant policies, procedures and resources
- immediately notify the CLPNS if the SPE participant is not performing safely and competently or if they have conduct-related concerns
- discuss and meet with the preceptor at the program's mid-point to discuss and evaluate

the participant's progress. If required, provide suggestions to the preceptor to encourage a successful SPE. Complete the CLPNS-provided form if desired

- request and participate in the program extension processes
- terminate the SPE if the participant has given reason to do so
- arrange an additional 160 hours of precepted practice experience if the CLPNS approves an extension
- discuss and meet with the preceptor at the program's end to discuss and evaluate the participant's SPE. Complete the CLPNS-provided form and return it directly to the CLPNS at registration@CLPNS.com
- if willing, allow the CLPNS to list your organization as an approved host for future SPE participants.

DENIED SPES

The **CLPNS Registrar**, or designate, will:

- within 14 business days of receiving the application, notify the applicant in writing, outlining the reason(s) for the denial
- if options exist, provide the applicant with alternate options to become licensed in Saskatchewan.

SUCCESSFULLY COMPLETED SPES

The **CLPNS Registrar**, or designate, will:

- notify the participant in writing of their successful completion
- for IEN participants, provide exam registration information if they have not previously written it
- provide participants with licensure information and guide them to current CLPNS documents to assist them in their LPN practice.
- once the participant meets all licensure application requirements, issue either Graduate LPN licensure (IENs) or Practising licensure (IENs who already wrote and passed the CPNRE and practical nurses previously licensed)

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Reviews:

Approved by: CLPNS Council

Responsible for review: Registration & Licensure