



Assessment of Work Responsibilities

Assessment of Work Responsibilities form

There may be roles that LPNs hold, where employers do not require the role be held by a regulated nursing professional, yet the knowledge and expertise that an LPN brings to that role is considered an asset.

An assessment of work responsibilities is a process to identify whether an LPN is utilizing the nursing process in a role not traditionally identified as nursing, and to determine the number of hours that may be credited towards currency of practice hours.

Policy:

An LPN may apply to have their work responsibilities in their non-nursing role assessed to determine the degree to which the nursing process is utilized in the role, and to determine the number of hours that may be applied to currency of practice hours.

- Applicants must complete the required form and pay the *Assessment of Work Responsibilities* fee.
- Only the hours assessed as utilizing the nursing process will be accepted for purposes of currency of practice.
- Hours submitted where the individual did not hold a license to practice will not be accepted.
- Hours worked in the role prior to requesting the assessment may be credited.

- Once a role is assessed and determined to qualify for currency of practice hours, an LPN is expected to maintain a license to practice while in that role. Failure to retain a license to practice while in that role may constitute practicing nursing without a license.
- It is the expectation that if an individual's assessed role changes at any time after the assessment, the LPN is responsible to notify CLPNNL of that change.
- CLPNNL reserves the right to reassess a role over time.

When an *Assessment of Work Responsibility* application is assessed and a determination is made that the LPN is utilizing the nursing process in that role, the LPN will be advised of the number of hours that will be accepted towards currency of practice hours. LPNs will self-report practice hours.

Validation of practice hours may be required for quality monitoring (audit) purposes.