



Policy Name:	Employment Documentation- Work Hours
Policy Category:	Registration
Developed by:	Registration Committee
Approved by:	NLCHP Council
Approval date:	Dec 12th, 2018
Review:	Every 3 years

Overview:

The health professional college regulations designated under the *Health Professions Act* (Act) each mandate standard minimum work hours to maintain registration. Section 5 of the Act requires candidates for registration to be employed for a number of hours in practice over four (4) consecutive years immediately preceding registration. The Newfoundland and Labrador Council of Health Professionals (NLCHP) and the Colleges determine this standard through its initial registration and renewal registration application process.

Health professional work hours may come from a variety of settings to ensure high quality care and service that is evidence based and appropriately managed.

It is generally accepted that there are four (4) domains/practice settings of work within any health discipline namely direct clinical, education, research and administration. Some health professional colleges will consider continuing education credit hours to be included with worked practice hours in some circumstances as may be identified in College policies.

Requirements for registration, including work hours and any employment documentation are considered personal information. The NLCHP is a public body that must comply with the objectives and principles of the Access to Information and Protection of Privacy Act (ATIPPA). The information collected as part of the registration and registration renewal process is for NLCHP use only. It will be



utilized for several purposes inclusive of registration, renewal registration, and discipline and quality assurance.

Policy:

Applications for registration and renewal of registration must include proof of employment as identified in the designated College regulations. Registration and renewal registration are approved according to regulation standards that includes a minimum required number of work hours over a consecutive four-year period preceding application.

Documentation regarding hours of practice will be maintained in the applicant's file.

Hours of practice can include direct and indirect care as well as hours of work performed as an educator/professor, researcher, consultant, administrator/supervisor/mentor in the respective health profession.

Procedure:

Employment Documentation

1. Employer verification of work hours must include
 - Applicant's full name
 - Address
 - Employee number, (if applicable)
 - For-registration- worked hours should be documented from January 1-December 31 for the 4 years immediately preceding the application date. The documentation must be dated and signed by the employer.

1.1 Applicants who do not meet the hours of work over the period outlined in the discipline specific regulations (based upon the employer documentation) will be notified.

2. For those who may be self-employed:
Documentation of hours of work must include:

2.1 Applicant's full name, address, work address (if different from permanent



address), business and/or company name and business/company registration number (if available).

2.2 For the **initial registration** the applicant must estimate the hours of work performed in the discipline for the last year four (4) years. Worked hours should be documented from January 1-December 31 for the 4 years immediately preceding the application date. This could be based upon visits per year, clients maintained per year, billing time units etc. Documentation must be verified by an independent third party. The independent third party could be an account manager, office manager or auditor.

2.3 Renewal of registration must include hours of work in the specific discipline for January 1 to December 31 of the previous year. This could be based upon visits per year, clients maintained per year, billing time units etc. *Documentation must be verified by an independent third party. The independent third party could be an account manager, office manager or auditor.

2.4 Applicants whose information is not able to be verified by an independent third party must sign a declaration to indicate hours of work performed in the discipline.

2.5 Applicants who do not meet the hours of work over the period outlined in the discipline specific regulations will be notified.

2.6 Applicants from unregulated provinces who are applying for initial registration or who are renewing registration must have all hours verified by an independent third party.

References

Access to Information and Protection of Privacy Act (ATIPPA)

Original Policy:

July 12th, 2012

Revised:

May 28th, 2013

December 12, 2018

