

Bylaws

for

The Registered Psychiatric Nurses Act



REGISTERED
PSYCHIATRIC
NURSES
ASSOCIATION OF
SASKATCHEWAN

Revised June 2016

Table of Contents

ADMINISTRATIVE BYLAWS	5
BYLAW I – COUNCIL	6
<i>Section 1 - Composition</i>	6
<i>Section 2 - Eligibility</i>	6
<i>Section 3 - Terms of Office</i>	6
<i>Section 4 - Powers and Functions</i>	7
<i>Section 5 - Removal From Office</i>	8
<i>Section 6 - Council Meetings</i>	8
<i>Section 7 - President</i>	8
<i>Section 8 - President-Elect</i>	9
<i>Section 9 - Members-At-Large</i>	9
<i>Section 10 - Public Representatives</i>	9
<i>Section 11 - Executive Director</i>	9
<i>Section 12 - Signing Authority</i>	10
<i>Section 13 - Registrar</i>	10
BYLAW II - ELECTIONS	12
<i>Section 1 - Election of Council</i>	12
<i>Section 2 - Voting</i>	12
<i>Section 3 - By-Elections</i>	12
BYLAW III - MEETINGS OF THE ASSOCIATION	13
<i>Section 1 - Annual Meeting</i>	13
<i>Section 2 - Special Meetings</i>	13
<i>Section 3 - Quorum</i>	13
<i>Section 4 - Voting</i>	13
<i>Section 5 - Parliamentary Authority</i>	13
BYLAWS IV - FEES	15
<i>Section 1 - Registration Fee</i>	15
<i>Section 2 - Initial Licensing Fee</i>	15
<i>Section 3 - Annual Licensing Fee</i>	15
<i>Section 4 - Temporary Licensing Fee</i>	15
<i>Section 5 - Other Membership Fees</i>	15
BYLAW V – COUNCIL COMMITTEE/NONSTATUTORY COUNCIL COMMITTEES	17
<i>Section 1 - Council Committees</i>	17
<i>Section 2 - Legislative Committee</i>	17
<i>Section 3 - Nominations Committee</i>	18
BYLAW VI - BRANCHES OF THE ASSOCIATION	20
<i>Section 1 - Formation of a Branch</i>	20
<i>Section 2 - Membership</i>	20
<i>Section 3 - Constitution</i>	20
<i>Section 4 - Finances</i>	20
<i>Section 5 - Maintenance of Branch Status</i>	20

BYLAW VII - SPECIAL INTEREST GROUPS OF THE ASSOCIATION	21
<i>Section 1 - Recognition of Special Interest Group</i>	21
<i>Section 2 - Membership</i>	21
<i>Section 3 - Maintenance of Special Interest Group Status</i>	21
<i>Section 4 - Finances</i>	22
 BYLAW VIII - REMUNERATION AND REIMBURSEMENT	23
<i>Section 1 - Council and Committees</i>	23
<i>Section 2 - Members and Non-members</i>	23
 REGULATORY BYLAWS	24
BYLAW IX - MEMBERSHIP	25
<i>Section 1 - Categories of Membership</i>	25
<i>Section 2 - Practising Membership</i>	25
<i>Section 3 - Graduate Psychiatric Nurse Membership</i>	26
<i>Section 4 - Non-practising Membership</i>	27
<i>Section 5 - Student Membership</i>	27
<i>Section 6 - Life Membership</i>	28
Section 6.1 - Associate Membership	28
<i>Section 7 - Honorary Membership</i>	28
<i>Section 8 - Change of Status</i>	29
 BYLAW X – REGISTRATION	30
<i>Section 1 - Registrar</i>	30
<i>Section 2 - Initial Registration as a Practising Member</i>	30
<i>Section 3 - Maintaining Eligibility as a Practising Member</i>	31
<i>Section 4 - Registration as a Graduate Psychiatric Nurse</i>	32
 BYLAW XI - EXAMINATIONS	34
<i>Section 1 - Examinations</i>	34
 BYLAW XII – STATUTORY COMMITTEES	35
<i>Section 1 - Professional Conduct Committee</i>	35
 BYLAW XIII – DISCIPLINE COMMITTEE	36
 BYLAW XIV - CODE OF ETHICS AND STANDARDS OF PRACTISE	38
<i>Section 1 - Code of Ethics</i>	38
<i>Section 2 - Standards of Practice</i>	40
 BYLAW XV - ADVERTISING BY MEMBERS	41
<i>Section 1 - Advertising</i>	41
 BYLAW XVI - CONFLICT OF INTEREST	42
<i>Section 1 - Conflict of Interest</i>	42

ADMINISTRATIVE BYLAWS

BYLAW I – COUNCIL

Section 1 - Composition

1 The affairs of the association shall be managed by the council which shall be composed of:

(a) a minimum of five elected members with voting power who shall be the president, president-elect, and the remainder members at large, and who shall be the elected officers of the association;

(b) one or more public representatives with voting power appointed by the Lieutenant Governor in Council.

Section 2 - Eligibility

1 Practising members of the association may be elected as members of the council with the following exceptions:

(a) employees of the association shall not hold elected office;

(b) elected officers shall not hold the same office for more than three consecutive terms;

(c) practising members residing and working outside of Saskatchewan may not hold elected office.

Section 3 - Terms of Office

1 The term of office for the elected members of council shall be two years and shall begin at the close of the annual meeting immediately following the election process.

2 The council shall request the replacement or reappointment of a public representative at least every two years in accordance with *the Registered Psychiatric Nurses Act*, herein referred to as the Act.

3 The president-elect succeeds the office of president:

(a) on the expiry of the president's term of office; or

(b) termination of the president's term of office and thereafter continues in office as president of the association in accordance with section 3(4) and (5).

4 If the president-elect succeeds the office of president during the first year of the previous president's term the person:

(a) holds office as president for the remainder of the predecessor's term of office, and

(b) completes the term of the previous president and continues in office thereafter as president for his or her full term.

5 If the president-elect succeeds to the office of president during the second year of the previous president's term, the person:

(a) holds office as president for the remainder of the predecessor's term of office, and

(b) continues in office thereafter as president for a two-year term of office.

Section 4 - Powers and Functions

1 The council shall govern, manage and regulate the affairs of the association and without restricting the generality of the foregoing shall:

(a) establish policies necessary to further the goals of the association;

(b) establish policies governing examinations, registration and licensing, temporary licensing and the admission of members;

(c) establish policies governing the professional conduct and discipline committees of the association;

(d) establish policies governing the financial affairs of the association, including the management of surplus funds;

(e) approve the appropriation, investment and disbursement of association funds;

(f) review for approval the proposed budget of the association according to association policies;

(g) recommend to the association membership revisions to, or amendments of, the bylaws;

(h) enter into a contract or contracts pursuant to which categories of members designated by council are insured with respect to professional liability claims.

(i) establish a mechanism for regularly evaluating the association;

(j) submit to each annual meeting of the association an audited financial statement of the operations of the association for the past fiscal year of the association;

(k) appoint the executive director to act as chief executive officer of the association;

(l) authorize the association to enter into agreements or arrangements with any person, group, association, organization or body corporate having goals or objectives similar to those of the association;

- (m) approve criteria for the approval of the nursing education program(s) for psychiatric nurses;
- (n) establish a committee of council to annually review, in writing, the performance of the executive director; and
- (o) ensure a copy of the executive director's contract is held by the association lawyer.

Section 5 - Removal From Office

- 1** Elected or appointed members of council, council committees, staff advisory committees, special or ad hoc committees, or branches, whose conduct or activities are detrimental to or incompatible with the objectives and policies of the association may be removed or suspended from office.
- 2** The matter shall be dealt with by the council upon written request from five members of the association.
- 3** Notice of motion for removal or suspension of any member must be given to the member concerned and to all members of the particular committee or group and all members of the council one month before the council meeting.
- 4** The motion to remove or suspend must be passed by a quorum of the council at the council meeting and a two-thirds majority is required to pass.

Section 6 - Council Meetings

- 1** Meetings of the council shall be called by the president or as arranged at a previous meeting of the council with not less than four meetings being held between annual meetings.
- 2** A quorum of the council shall be 2/3 voting members.
- 3** All ballots shall be destroyed following a council meeting.

Section 7 - President

- 1** The president shall:
 - (a) preside at all general and special meetings of the association, and of the council;
 - (b) perform all acts and deeds pertaining to this office;
 - (c) exercise a general control and supervision over the affairs of the council;
 - (d) be an ex-officio non-voting member of all council committees with exception of the nominations committee, professional conduct committee and discipline committee.

Section 8 - President-Elect

1 The president-elect shall:

- (a) in the absence of the president perform the duties of the president;
- (b) act as chair of the legislative committee and of other committees as designated;
- (c) perform such duties as may be assigned by the council or the president; and
- (d) succeed to the office of president.

Section 9 - Members-At-Large

1 The members-at-large shall:

- (a) in the absence of the president and president-elect, choose one of their members to perform the duties of the president;
- (b) act as chair of designated committees of the association; and
- (c) perform such duties as may be assigned by the council and the president.

Section 10 - Public Representatives

1 The public representatives:

- (a) shall represent the views of the public on matters before the council;
- (b) shall report to council on public concerns;
- (c) may act as a member or chairperson of designated committees of the association; and
- (d) may perform such duties as may be assigned by the council or the president.

Section 11 - Executive Director

1 The executive director shall be appointed by and responsible to the council, and shall:

- (a) execute the policies established by the council pertaining to management and administration of association affairs;
- (b) ensure that complete and accurate financial records are maintained;

- (i) Designate the fiscal year of the Association to be January 1 – December 31 for all financial transactions.
- (c) ensure that a motion is presented at a council meeting appointing a qualified public accountant to complete an annual audit of association financial records;
- (d) ensure the preparation and presentation of financial reports:
 - (i) to the council as directed by the council; and
 - (ii) to the membership at the annual meeting;
- (e) maintain all records of the association, including a record of all meetings of the association and the council;
- (f) notify all members of all regular and special meetings, and circulate to members appropriate information and documentation prior to any special or annual meeting;
- (g) issue all notices required by statute, by these bylaws, or by resolution of the council;
- (h) be responsible for employment, assignment and supervision of staff, and administration of salaries;
- (i) be an ex-officio, non-voting member of all council committees with the exception of the nominations and discipline committee;
- (j) ensure that criteria and procedure for the approval of the psychiatric nursing education programs have been determined;
- (k) ensure that the approval process for education programs is carried out not less than once every five years;
- (l) act as registrar in the absence of such an appointment by council; and
- (m) have custody of the association seal.

Section 12 - Signing Authority

- 1 Signing officers shall include one council member, the executive director and two staff as required.
- 2 Cheques shall be co-signed by two signing officers of the association.

Section 13 - Registrar

- 1 If appointed by council, the registrar shall be a registered psychiatric nurse and is responsible to

the executive director.

2 The registrar shall perform those duties and functions provided for by the Act and these bylaws in respect to membership, licensing and registration of members of the association and perform such other duties as are determined by council.

BYLAW II - ELECTIONS

Section 1 - Election of Council

- 1** The president-elect shall be elected every second year.
- 2** A minimum of two council members-at-large shall be elected every year.
- 3** In the event a vacancy occurs in the membership of the council section 10 of *The Registered Psychiatric Nurses Act*, shall apply.

Section 2 - Voting

- 1** Voting for elected members of the council shall be by physical or secure digital ballot, sent to practising members at least 30 days prior to the first day of the annual meeting.
- 2** Physical ballots shall be held 30 days following the election and then destroyed. Digital ballots will be stored for 30 days and then permanently deleted.

Section 3 - By-Elections

- 1** Situation A: In cases where a present council member-at-large would run for the position of president-elect and be successful, the member with the next highest number of votes would be deemed to be elected to the position vacated by the council member-at-large.
- 2** Situation B: In cases where council member-at-large positions are filled by acclamation then vacant positions caused by the election process will be filled by a by-election at the annual meeting.

BYLAW III - MEETINGS OF THE ASSOCIATION

Section 1 - Annual Meeting

- 1** Notice of the annual meeting shall be included in the association newsletter at least two months prior to the date of the meeting.
- 2** The annual report shall be sent to members of the association at least 14 days prior to the date of the meeting.
- 3** Council shall establish the rules and procedures for the conduct of the meeting.

Section 2 - Special Meetings

- 1** Council may call special meetings of the association as required at a time and place decided upon by the council.
- 2** The council shall call a special meeting of the association on the written request of at least 5% of members.
- 3** Council shall establish the rules and procedures for the conduct of the meeting.

Section 3 - Quorum

- 1** A quorum for any annual or special meeting shall be the number of practising members present.

Section 4 - Voting

- 1** All questions voted on at a meeting of the association, except as otherwise specified for Bylaws in *The Registered Psychiatric Nurses Act*, section 15, and Bylaw XVI, shall be decided by a plurality of the votes of the practising members present. Each voting member shall be entitled to one vote.
- 2** Eligibility to vote at a meeting of the association shall be determined by presentation of verification of identity as a practising member.
- 3** All ballots shall be destroyed following a meeting of the association.

Section 5 - Parliamentary Authority

- 1** The rules and procedures of the association shall apply to every annual and special meeting as set out in the Rules and Procedures for Annual Meetings of the association.

2 The rules and procedures may be amended or suspended at any annual meeting by a plurality vote of the practising members at the annual meeting.

3 In all matters not regulated by these rules and procedures, Robert's Rules of Order shall govern.

BYLAWS IV - FEES

Section 1 - Registration Fee

1 A non-refundable registration fee as determined by council shall accompany each application for registration.

Section 2 - Initial Licensing Fee

1 The initial licensing fee for a practising member shall be equal to the annual licensing fee except where applicants meet the requirements of section (2).

2 A prorated initial licensing fee equalling 60% of the annual licensing fee shall be applied to applicants seeking licensure after June 30 and such fee shall cover licensure for the remainder of the membership year.

Section 3 - Annual Licensing Fee

1 The annual licensing fee for the subsequent membership year shall be payable by December 1.

2 The annual licensing fee for the period January 1 to December 31, for practising members, shall be the amount approved by the Council and the members at an annual or special meeting and will be reviewed annually.

3 A prorated annual licensing fee equalling 60% of the annual licensing fee shall be established to accommodate members changing to practising membership status after June 30 of the membership year.

4 Members who have not paid the annual licensing fee and other fees prescribed by council by December 31 shall cease to be members of the association. Such applicants shall be licensed as practising members upon completing the prescribed forms and submission of the annual licensing fees and other fees prescribed by council provided the applicant has met the requirements of Bylaw X, section 3(1).

Section 4 - Temporary Licensing Fee

1 The temporary licensing fee to practice psychiatric nursing as a graduate psychiatric nurse shall be one third of the annual licensing fee.

Section 5 - Other Membership Fees

1 Membership fees associated with all other categories of membership shall be:

- (a) for non-practising membership, fifty dollars per membership year;
- (b) for student membership, no fee will be charged;
- (c) for associate membership, fifty dollars per membership year; and
- (d) for honorary and life membership, no fee will be charged.

BYLAW V – COUNCIL COMMITTEE/NONSTATUTORY COUNCIL COMMITTEES

Section 1 - Council Committees

- 1** A council committee is any committee created by the Act or by the council.
- 2** Each council committee with the exception of a statutory committee shall:
 - (a) perform its duties subject to the direction of council;
 - (b) meet as frequently as required to fulfil its terms of reference; and
 - (c) report to the council on the business of each meeting of the committee.
- 3** The council shall make all council committee appointments and may specify an alternate who may be called upon to complete the term of any committee member who resigns during his or her term of office. If the alternate is called upon to complete the term of a committee member that term shall not be considered as a term of the alternate.
- 4** Policies shall be maintained to guide the council in appointing the registered psychiatric nurse members of council committees.
- 5** Council may appoint public representatives to any council committee.
- 6** Where the membership on a council committee includes a public representative, unless otherwise specified, the public representative, shall be selected by the council from a list of nominees preferably submitted by voluntary organizations named by the association.
- 7** Unless the chairperson is elected or named in the bylaws, the council shall appoint the chairperson.
- 8** Each council committee appointment shall be for a term as specified in the policies.
- 9** Each member of a council committee shall have voting power, unless otherwise specified.
- 10** Subject to the provision of Section 23 of the ACT dealing with the professional conduct committee, a quorum for a council committee shall be the majority of its members.
- 11** No staff member shall have voting privileges on a council committee.

Section 2 - Legislative Committee

- 1** The membership of the legislative committee shall be:
 - (a) the president-elect who shall be the chairperson; and

(b) four registered psychiatric nurses, two of whom shall be previous council members.

2 The duties of the committee shall be:

(a) to monitor federal, provincial and municipal legislation affecting psychiatric nurses and the psychiatric nursing profession, and to make recommendations to the council for association action when required;

(b) to review the Act and bylaws of the association and to make recommendations to the council regarding necessary changes; and

(c) upon the direction of council, to draft changes in the Act and bylaws.

3 The duties of the committee shall also include the following:

(a) to solicit resolutions from practising members, groups of practising members, committees, branches or council;

(b) to review all resolutions submitted;

(c) to edit all resolutions for clarity, legality and correct form and to make suggestions for revision where necessary;

(d) to ensure that all resolutions relating to a specific subject are presented in a logical sequence and to avoid duplication where possible;

(e) to declare a resolution beyond the power of the meeting or out of order if it conflicts with the law, the Act, bylaws and regulations, standing rules or rules of order, or if it concerns matters already under study.

(f) to evaluate resolutions received after the deadline for submission and to determine whether they are urgent for presentation to the annual meeting;

(g) to inform members about the process for lobbying for their resolutions; and

(h) to evaluate presentation of resolutions at the annual meeting and make appropriate revisions in procedures.

Section 3 - Nominations Committee

1 The membership of the nominations committee shall be three registered psychiatric nurses appointed by council.

2 The duties of the committee shall be:

(a) to call for nominations at least 120 days prior to the annual meeting;

(b) to receive nominations for the positions of Council and to prepare a list of nominees;

(c) to prepare the ballot for officers of the association with the list of nominees arranged in alphabetical order under the name of each elected position for the coming year;

(d) to file with the council at least thirty days prior to the first day of the annual meeting, a report of the nominations committee and the ballot for officers of the association; and

(e) to ensure that voting for elected officers of the association is conducted in accordance with Bylaw II.

3 All nominations must be received in writing by the chairperson of the nominations committee at least 60 days prior to annual meeting.

4 All nominations must be accompanied by a signed consent from the nominee.

5 Where only one nominee is nominated for a particular office, that nominee shall be elected by acclamation.

BYLAW VI - BRANCHES OF THE ASSOCIATION

Section 1 - Formation of a Branch

1 Ten registered psychiatric nurses of the association may apply to the council for permission to form a local branch of the association.

Section 2 - Membership

1 Upon the presentation of a current membership card, any practising, non-practising or life member of the associating living in the geographic area becomes a member of the branch.

2 Rights and privileges of branch members shall be entrenched in the constitution and bylaws of the branch.

Section 3 - Constitution

1 The constitution and bylaws of the branch shall be in effect after approval by the council.

Section 4 - Finances

1 Each branch may collect from its members such fees as it considers advisable.

Section 5 - Maintenance of Branch Status

1 In order to maintain branch status, each branch shall:

(a) show evidence of at least three (3) meetings each year;

(b) show evidence that association business was discussed at two (2) meetings at which a minimum of five members of the association were in attendance; and

(c) submit a copy of the minutes of each meeting to the provincial office of the association within twenty-one days of the meeting.

2 Upon application by a branch and under extenuating circumstances, the council may reduce the minimum attendance requirement for business meetings and the number of meetings.

BYLAW VII - SPECIAL INTEREST GROUPS OF THE ASSOCIATION

Section 1 - Recognition of Special Interest Group

- 1** A special interest group may be organized within the structure of the association by registered psychiatric nurses with a common concern for professional development in a defined area of psychiatric nursing practice.
- 2** The council may recognize within the structure of the association a special interest group which:
 - (a) has stated objectives which can be met by such organization and which are in harmony with the objectives of the association;
 - (b) has at least ten members;
 - (c) has agreed to submit its constitution and bylaws to the council for approval;
 - (d) has agreed to accept its financial commitments; and
 - (e) has agreed to implement association policies and guidelines related to special interest groups.

Section 2 - Membership

- 1** A special interest group shall define categories and privileges of membership in its constitution and bylaws.
- 2** A special interest group shall offer full membership to all registered psychiatric nurses in the province who are employed in the defined area of psychiatric nursing practice.
- 3** A special interest group shall offer associate or full membership to registered psychiatric nurses in the province interested in the defined area of psychiatric nursing practice.
- 4** A special interest group may allow persons other than registered psychiatric nurses to participate in the activities of a special interest group in accordance with association policy.

Section 3 - Maintenance of Special Interest Group Status

- 1** In order to maintain special interest group status, each group shall:
 - (a) show evidence of an annual provincial meeting at which professional psychiatric nursing issues are discussed, and attended by a minimum of five members of the group;
 - (b) show evidence of at least one general meeting each year in each region described in the

constitution of the special interest group;

(c) submit a copy of minutes of each executive and general meeting of the special interest group to the provincial office of the association within twenty-one days of the meeting.

(d) agree to continue to implement association policies and guidelines for special interest groups in conducting the affairs of the group; and

(e) submit annually a written report including the group's activities and financial statement for the previous year.

Section 4 - Finances

1 The council may provide financial and other support to practising members to assist in establishing the need for a special interest group and potential membership.

2 Upon initial recognition of a special interest group, the council may provide financial assistance to a group which meets the requirements of section 1(2).

3 Each special interest group may collect from its members such fees as it considers advisable.

4 The council may provide an annual operating grant in an amount and upon conditions to be determined by council. These conditions shall include:

(a) the group is established and recognized within the association; and

(b) there is evidence that the requirements of section 3 and 4 have been met.

5 Special interest groups with accumulated funds in excess of two thousand dollars shall submit to council at the end of the group's fiscal year a plan for expenditure of these funds. In the absence of a satisfactory plan council may direct the group to donate to the association's bursary and scholarship reserve any accumulated funds in excess of two thousand dollars.

BYLAW VIII - REMUNERATION AND REIMBURSEMENT

Section 1 - Council and Committees

1 Members of council are entitled to remuneration and reimbursement for services rendered to the association in an amount determined annually by council.

2 Members of association committees shall be entitled to reimbursement for services rendered on behalf of the association in an amount determined by council.

Section 2 - Members and Non-members

1 Members and non-members who are acting in an official capacity on behalf of the association shall be entitled to reimbursement for services rendered in an amount determined by council.

REGULATORY BYLAWS

BYLAW IX - MEMBERSHIP

Section 1 - Categories of Membership

1 Membership in the association shall consist of the following categories:

- (a) practising membership;
- (b) graduate psychiatric nurse membership;
- (c) non-practising membership;
- (d) student membership;
- (e) life membership;
 - (i) associate membership;
- (f) honorary membership.

Section 2 - Practising Membership

1 Practising membership in the association shall be:

- (a) limited to a person to whom a licence to practise psychiatric nursing is issued by the association in accordance with the Act; and
- (b) granted upon completion of the prescribed application form and payment of the fees set by the association.

2 Practising membership entitles a person to the following privileges:

- (a) to practise psychiatric nursing;
- (b) to receive professional liability protection in the amount of two million dollars;
- (c) to vote and hold office at the branch and provincial levels;
- (d) to have voice and vote at the annual and special meetings of the association;
- (e) to be appointed to committees at the branch and provincial levels;
- (f) to use the consulting and counselling services of the association;
- (g) to receive financial assistance for purposes specified in the policies of the association;
- (h) to receive a copy of association documents designed for distribution to practising members;

(i) to receive the newsletter of the association; and

(j) to receive all privileges of membership in affiliated national and international associations.

3 Practising membership carries obligations including but not limited to the following:

(a) to adhere to the association's code of ethics; and

(b) to use established psychiatric nursing standards as a guide for the practise of psychiatric nursing.

Section 3 - Graduate Psychiatric Nurse Membership

1 Graduate psychiatric nurse member in the association shall be:

(a) limited to a person to whom a temporary licence to practise psychiatric nursing is issued by the association in accordance with the Act; and

(b) granted upon completion of the prescribed application form and payment of the fees set by the association.

2 Graduate psychiatric nurse membership entitles a person to the following privileges:

(a) to practise psychiatric nursing under the supervision of a registered psychiatric nurse or registered nurse in accordance with association policies and for the period specified in a temporary licence;

(b) to have voice, but no vote at branch, annual and special meetings of the association;

(c) to receive professional liability protection in the amount of two million dollars;

(d) to use the consulting and counselling services of the association;

(e) to receive a copy of association documents designed for distribution to practising members;

(f) to receive the newsletter of the association; and

(g) to receive all privileges of membership in affiliated national and international associations.

3 Graduate psychiatric nurse membership carries obligations including but not limited to the following:

(a) to adhere to the association's code of ethics; and

(b) to use established psychiatric nursing standards as a guide for the practise of psychiatric nursing.

Section 4 - Non-practising Membership

1 Non-practising membership in the association shall be:

(a) limited to the person who:

(i) has been registered as a member in accordance with section 19 of the Act;

(ii) was in good standing when last registered with the association;

(iii) is not currently practising psychiatric nursing in Saskatchewan.

(b) granted upon completion of the prescribed application form and payment of the fees set by the association.

2 Non-practising membership entitles a person to the following privileges:

(a) to vote and hold office and to be appointed to committees at the branch level;

(b) to be appointed to committees at the provincial level;

(c) to have voice, but no vote, at the annual and special meetings of the association;

(d) to receive the newsletter of the association.

Section 5 - Student Membership

1 Student membership in the association shall be:

(a) limited to the person:

(i) who is currently a student, either full time or part-time, in a psychiatric nursing education program in Saskatchewan;

(ii) whose enrolment is verified by the registrar of the program; and

(b) granted upon completion of the prescribed application form and payment of the fees set by the association.

2 Student membership entitles a person to the following privileges:

(a) to have voice, but no vote, at branch, annual and special meetings of the association;

(b) to be appointed to branch committees;

(c) to be appointed to provincial committees as approved by council; and

(d) to receive the newsletter of the association.

Section 6 - Life Membership

1 Life membership in the association shall be:

(a) limited to practising members or former practising members of the association who are retiring from psychiatric nursing employment; and

(b) granted by the council in recognition of outstanding service to psychiatric nursing in Saskatchewan.

2 Life membership entitles a person to the following privileges without payment of fee:

(a) to vote and hold office at the branch level;

(b) to be appointed to committees at the provincial level;

(c) to have voice, but no vote, at the annual meeting and special meetings of the association; and

(d) to receive the newsletter of the association.

Section 6.1 - Associate Membership

1 Associate membership in the association shall be:

(a) limited to practicing members of the Saskatchewan Registered Nurses Association who have obtained a post graduate degree in psychiatric/mental health;

(b) granted on completion of the prescribed application form and payment of the fees set out by the association.

2 Associate membership entitles a person to the following privileges:

(a) to have a voice but no vote at branch, annual and special meetings of the association;

(b) to use the consulting and counselling services of the association; and

(c) to receive the association newsletter.

Section 7 - Honorary Membership

1 Honorary membership shall be:

(a) limited to non-psychiatric nurses or psychiatric nurses registered outside Saskatchewan; and

(b) granted by the council in recognition of distinguished service to the psychiatric nursing profession or for valuable assistance to psychiatric nursing in Saskatchewan.

2 Honorary membership entitles a person to the following privileges:

(a) to receive the newsletter of the association; and

(b) to attend the annual meeting of the association.

Section 8 - Change of Status

1 Non-practising members may become practising members of the association by payment of the required fee and compliance with current bylaws and policies governing registration.

2 Persons who have not renewed their membership as practising or non-practising members will hold no privileges in the association.

3 Persons who have been suspended or expelled in accordance with the Act will have no membership privileges in the association during the period when the person is expelled or suspended.

BYLAW X – REGISTRATION

Section 1 - Registrar

1 The Registrar shall:

- (a) evaluate applications for licenses, temporary licenses, registration and memberships;
- (b) collect the required fees;
- (c) issue licenses, temporary licenses and memberships;
- (d) keep a record of names and addresses of those granted license, temporary license or registration as required by the Act, and such other information as may be required.

Section 2 - Initial Registration as a Practising Member

1 All persons applying for registration as practising members of the association must:

- (a) meet the requirements for registration defined in the Act;
- (b) complete the prescribed application forms and pay the fees set by the association; and
- (c) provide references as required by the association.
- (d) provide a Criminal Record Check from the RCMP or local constabulary including a check as to whether the person has received a pardon for a sexual offence.

2 A person who has satisfactorily completed a psychiatric nursing education program in Saskatchewan which has been approved by council must, in addition to meeting the requirements of section 2(1):

- (a) provide documentation indicating successful completion of the program within a four-year period immediately preceding the date of application for registration; and
- (b) meet the examination requirements for registration.

3 A person applying for registration as a practising member, where the person previously resided in another jurisdiction, must, in addition to meeting the requirements of subsection 2(1):

- (a) if employed as a registered psychiatric nurse in another jurisdiction that regulates the profession:
 - (i) provide evidence of registration and good standing in that jurisdiction;
 - (ii) provide proof of having worked in psychiatric nursing activities approved by the association

for at least 1400 hours in the five-year period immediately preceding the date of application for the year in which licensure is sought; and

(iii) meet the English language requirement set by the association.

(b) if not employed as a registered psychiatric nurse in another jurisdiction:

(i) provide evidence of his or her employment record and activities in that jurisdiction during the time period as required by the association;

(ii) meet the requirements of subclauses (3)(a)(ii)(iii); and

(iii) if registered as another health practitioner in that jurisdiction, provide evidence of good standing in that jurisdiction.

(c) the Registrar shall determine, in accordance with association policy, whether the activities referred to in subclauses (a)(ii) and (b)(i) constitute psychiatric nursing practice and whether they constitute 1400 hours in the five-year period.

4 A person who has satisfactorily completed a psychiatric nursing education program outside of Canada must, in addition to meeting the requirements of sections 2(1) and 3(1):

(a) arrange to have forwarded by an organization approved by council:

(i) a certified copy of records outlining the theory and clinical content of the program; and

(ii) a statement indicating successful completion of the program;

(b) provide evidence of initial registration and good standing in the jurisdiction where the person completed an approved psychiatric nursing education program;

(c) provide evidence of registration and good standing in the jurisdiction where and when the person last practised psychiatric nursing;

(d) meet the English language requirement set by the association; and

(e) meet the examination requirement for registration.

5 On application and where the council considers it appropriate, the council may waive the requirements of section 2(3)(a)(i) or 2(4)(b).

6 A license to practise psychiatric nursing as a registered psychiatric nurse may be issued to persons who meet the requirements of Bylaw ~~V~~ X, section 2(1) and 2(2), or section 2(3), or section 2(4).

Section 3 - Maintaining Eligibility as a Practising Member

1 To maintain eligibility as a practising member, a psychiatric nurse must:

(a) work in psychiatric nursing activities approved by the association for at least 1400 hours in the five year period immediately preceding the date of application for the year in which licensure is sought. Upon application, and where council considers it appropriate, the council may waive the requirements for this section.

(b) hold a practising membership with the association or a regulatory body recognized by the association while working in approved psychiatric nursing activities for these hours to contribute to eligibility for licensure;

(c) complete the prescribed forms and submit with the annual licensing fee and other fees prescribed by council; and

(d) meet the continuing education requirements of ten continuing professional development credits as determined by council.

2 A person who has not maintained eligibility for registration in accordance with clauses 3(1)(a)(b) and (d) must:

(a) complete a re-entry program approved by council;

(b) arrange to have forwarded by the director of the program to the registrar:

(i) a certified copy of records outlining the theory and clinical content of the re-entry program;

(ii) a statement indicating successful completion of the re-entry program; and

(c) provide references as required by the association.

(d) where a person has not held an active practising license in the ten-year period immediately preceding the date of application in which licensure is sought, meet the examination requirements for registration.

(e) complete the criminal record check required by the association including a check as to whether the person has received a pardon for a sexual offence.

3 A licence to practise psychiatric nursing as a registered psychiatric nurse may be issued to persons who meet the requirements of Bylaw X, subsection 3(1) or subsection 3(2).

Section 4 - Registration as a Graduate Psychiatric Nurse

1 Only persons who are currently not qualified for registration as a practising member may apply for registration as a graduate psychiatric nurse and for temporary license.

2 To be eligible for registration as a graduate psychiatric nurse the person must:

(a) complete the prescribed application forms and pay the fees set by the association;

(b) be a graduate of a basic psychiatric nursing education program and arrange to have forwarded by the director of the program to the registrar:

(i) a certified copy of records outlining the theory and the clinical content of the program;

(ii) documentation indicating successful completion of the program;

(c) meet the English requirement of the association; and

(d) provide references as required by the association.

3 Where the person is awaiting examination or the results of examination, the person must, in addition to meeting the requirements of section 4(1) and (2), provide evidence of application to write or of having written the examination required for registration.

4 A temporary license to practise psychiatric nursing as a graduate psychiatric nurse may be issued for a four-month period to persons who meet the requirements of Bylaw V, section 4(1) and (2), and Bylaw V, section 4(3) or 4(5).

5 To be eligible for renewal of the temporary license for one further four-month period, the person must:

(a) provide satisfactory references from the current nursing employer; and

(b) demonstrate that effort has been made to meet requirements for registration as a practising member.

6 A person may be eligible for two (2) temporary licences, the total time for licensure not to exceed eight (8) months.

BYLAW XI - EXAMINATIONS

Section 1 - Examinations

1 The council shall prescribe the examinations required for registration and shall:

(a) set the passing mark; and

(b) determine the fees and the conditions governing the administration of these examinations.

2 To meet the examination requirements for registration, a candidate must:

(a) complete the prescribed application forms and pay the prescribed examination fees set by the association; and

(b) pass the registration examinations approved by council.

3 Candidates are allowed a total of three attempts to pass the examinations within two years of their graduation date.

BYLAW XII – STATUTORY COMMITTEES

A statutory committee receives its powers and terms of reference directly from *The Registered Psychiatric Nurses Act, 1993*.

Section 1 - Professional Conduct Committee

- 1 The committee shall notify, in writing, the member who is the subject of a report or allegation that a report or allegation has been received and ask for a written response
- 2 The committee shall notify, in writing, the person who made the report or allegation that the report or allegation will be reviewed.
- 3 The committee shall take appropriate action including:
 - (a) the offer of alternate dispute resolution including, but not limited to, an informal resolution of the matter or mediation services in accordance with association policy;
 - (b) request any person to answer any questions and to produce any records, notes, photographs, x-rays, films, books, papers or other documents or things in the person's possession or under their control that are or may be relevant to the report or conduct being investigated; and
 - (c) with the consent of the person producing them, copy and keep copies of any of the documents or things that are produced under clause(b).
- 4 The committee shall keep in confidence, all documentation and information received.
- 5 Where a notice of hearing has been served upon a member and he/she or legal counsel for the member signifies the intention to plead guilty, the professional conduct committee may approve an agreed statement of facts and documents establishing the factual basis of the allegations.
- 6 The professional conduct committee may make a recommendation on the appropriate disposition, however the discipline committee is not bound by such recommendations.
- 7 If at the conclusion of its investigation, the committee finds there is insufficient evidence to refer a matter to discipline but the investigation tends to show undesirable practice, the professional conduct committee may issue a letter(s) of guidance for the purpose of giving confidential feedback or suggestions in order to improve psychiatric nursing practice.

Sections 23 and 24 and (25) - (37) RPN Act

BYLAW XIII – DISCIPLINE COMMITTEE

1 The committee may find a registered psychiatric nurse guilty of professional incompetence and/or professional misconduct, who, as defined by, but not limited to the following:

- (a) abused a client physically, sexually, verbally or psychologically;
- (b) misappropriated a client's personal property;
- (c) inappropriately used the psychiatric nurse's professional status for personal gain;
- (d) influenced a client to change the client's last will and testament;
- (e) wrongfully abandoned a client;
- (f) misappropriated drugs;
- (g) misappropriated property belonging to a psychiatric nurse's employer or fellow employee;
- (h) failed to exercise discretion with respect to the disclosure of confidential information about a client;
- (i) failed to maintain or falsified a record with respect to the observation, rehabilitation or treatment of a client;
- (j) failed to inform an employer of the psychiatric nurse's inability to accept specific responsibility in areas where special training is required or where the psychiatric nurse does not feel competent to function without supervision;
- (k) failed to report the incompetence of colleagues whose actions endanger the safety of a client;
- (l) failed to comply with the code of ethics and/or standards of practice of the association;
- (m) failed without reasonable cause to respond to inquiries from the association regarding alleged professional misconduct or professional incompetence;
- (n) engaged in the excessive or habitual use of intoxicating liquor, opiates, narcotics or other habit forming substances;
- (o) conspired to participate in any act of misconduct or counselled a person to participate in any act of misconduct;
- (p) obtained registration by misrepresentation or fraud; and/or
- (q) contravened any provision of this Act or bylaws.

2 Where the committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:

(a) the person who was the subject of the report;

(b) the person who made the report.; and

(c) the public when applicable.

3 (a) Subject to clause (b), the discipline committee shall conduct all hearings in public.

(b) The discipline committee may exclude members of the public and the person who made the complaint from any part of the hearing when the committee is of the opinion that evidence brought in the presence of the person or persons to be excluded will unduly violate the privacy of a person other than the member whose conduct is the subject of the hearing.

4 Findings of guilt shall be matters of public interest and reported in accordance with association policy.

BYLAW XIV - CODE OF ETHICS AND STANDARDS OF PRACTISE

Section 1 - Code of Ethics

1 The Code of Ethics articulates ethical principles, values and standards to guide all members of the psychiatric nursing profession. The Code defines accepted behaviors and establishes a framework for professional responsibility and accountability. The Code promotes high standards of practice and provides a benchmark for psychiatric nurses to use for self-evaluation. The Code of Ethics identifies the obligations of the profession and the obligations of individual psychiatric nurses to society.

2 The core values that provide the framework for this Code of Ethics are:

- Professional Accountability
- Unconditional Respect
- Wholistic Health
- Quality Practice Milieu

3 Professional Accountability

Registered Psychiatric Nurses:

- a) Differentiate between professional and personal relationships.
- b) Establish therapeutic relationships.
- c) Recognize potential vulnerability of all persons.
- d) Practice within their level of competence.
- e) Use evidence-based practice.
- f) Use continuing competence throughout their professional career.
- g) Maintain a personal level of health and mental health.
- h) Provide competent, safe and ethical care.
- i) Protect the confidentiality of all information obtained as a result of professional relationships.
- j) Demonstrate professional practice that reflects honesty, integrity, reliability, impartiality and diligence.
- k) Demonstrate professional judgment when accepting and delegating responsibilities.
- l) Report incompetent or unethical behaviors of care providers.

- m) Accept responsibility for own practice and minimize harm arising from adverse events.
- n) Refrain from endorsement of products or services.
- o) Promote the psychiatric nursing profession.
- p) Practice according to provincial and federal legislation and *Standards of Psychiatric Nursing Practice*.
- q) Understand, promote and uphold the ethical values of the profession.

4 Unconditional Respect

Registered Psychiatric Nurses:

- a) Promote respect, autonomy, rights, diversity and choice of all people.
- b) Demonstrate advocacy.
- c) Respect the diversity and unique beliefs of all people
- d) Know, apply and uphold the elements of informed consent.

5 Wholistic Health

Registered Psychiatric Nurses:

- a) Respect the rights, needs and values of each person.
- b) Recognize that health and mental health are an interconnected and dynamic process.
- c) Comprehend that unique lifestyles and expectations influence health and mental health.
- d) Endorse collaborative and wholistic approaches to health and mental health from promotion, prevention, intervention, rehabilitation to recovery.
- e) Promote research and evidence -based psychiatric nursing practice.
- f) Respect and value collaborative and shared-care.

6 Quality Practice Milieu

Registered Psychiatric Nurses:

- a) Recognize that community, socio-economic and political system environments influence health and mental health.
- b) Contribute to quality practice settings by modeling positive, healthy and ethical conduct.
- c) Contribute to and maintain safe practice environments.
- d) Advocate for sufficient resources to provide safe and competent psychiatric nursing practice.
- e) Advocate for fair and equitable access to benefits and treatment for all people.

Section 2 - Standards of Practice

1 The Standards of Practice for registered psychiatric nurses and graduate psychiatric nurses prescribed by council shall be as follows:

- (a) Standard One – Interpersonal Relationships - Registered Psychiatric Nurses establish professional, interpersonal and therapeutic relationships with individuals, groups, families and communities;
- (b) Standard Two - Application and Integration of Theory-Based Knowledge - Registered Psychiatric Nurses apply and integrate theory-based knowledge relevant to professional practice derived from psychiatric nursing education and continued life-long learning;
- (c) Standard Three – Professional Responsibility - Registered Psychiatric Nurses are accountable to the public for safe, competent and effective psychiatric nursing practice;
- (d) Standard Four – Professional Ethics - Registered Psychiatric Nurses understand, promote and uphold the ethical values of the profession.

BYLAW XV - ADVERTISING BY MEMBERS

Section 1 - Advertising

1 Advertising, promotion and other marketing activities must be in good taste, accurate and not capable of misleading the public. Any conduct, either directly or indirectly, or through any medium or agent that:

(a) misinterprets facts;

(b) compares either directly, indirectly or by innuendo, the member's services or ability with any other practitioner, or promises or offers more effective service or better results, than those available elsewhere;

(c) deprecates another member as to service, ability or fees;

(d) creates an unjustified expectation about the results the member can achieve;

(e) is made under any false or misleading guise, or takes advantage either physical, emotional or financial of any patient or uses coercion, duress or harassment;

(f) is undignified, in bad taste or otherwise offensive so as to be incompatible with the best interests of the public or members under *The Registered Psychiatric Nurses Act*, or tend to harm the standing of the psychiatric nursing profession generally;

(g) discloses the names of clients; or

(h) makes statements which are not statements of fact or makes statements that cannot be proven to be accurate by the member; is strictly avoided as such conduct is contrary to the interest of the public and the profession.

2 A breach by any registered psychiatric nurse of any of the provisions contained in subsection (1) of this bylaw shall be deemed professional misconduct.

BYLAW XVI - CONFLICT OF INTEREST

Section 1 - Conflict of Interest

1 Conflict of interest in matters involving association representatives, shall include:

- (a) elected members of council and executive;
- (b) members appointed to serve as delegates, committee members or committee chairs; and
- (c) employees of the association acting in an official capacity.

2 Members serving in an official capacity at the provincial or branch level, as council members, committee members or branch executive members, shall declare a conflict of interest in matters under discussion or in decisions taken in which they have a vested interest for personal or financial gain.

3 It shall be the responsibility of the presiding officer to ensure that members identifying a conflict of interest shall leave the meeting during consideration of the pertinent issue and that action shall be recorded by the secretary of the meeting.

4 A conflict of interest may be defined as, but is not limited to the following:

- (a) where the member is involved in negotiating wages and/or employment contracts, or completing performance appraisals for association staff who may be related to that member;
- (b) where the member is involved in determining/reviewing credentials and registration/licensing eligibility for an applicant or another member who may be related to that member;
- (c) where the member is involved in the investigation and/or discipline process affecting another member who may be related to that member;
- (d) where the member is involved in the adjudication or appeal of registration examination marks for a person related to that member; and
- (e) where the member is an employee of the association, all rights to vote on matters of the association shall be relinquished.

This document is also available on our website
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