



Self-assessment Checklist for Self-employed RN or NP practice

Practising nursing as a self-employed RN or NP brings certain opportunities and inherent risks. This checklist has been developed **for your own records** to assist you in

- determining if your practice is within the scope of practice of an RN or NP practice based on the definition of Schedule 24 of the [Health Professions Act](#);
- identifying and analyzing some of the potential self-employed practice risks; and
- providing various resources that may help mitigate these risks.

Should you have any questions, please contact CARNA at practice@nurses.ab.ca or call 780.451.0043 or toll free at 1.800.252.9392 ext. 504 and ask to speak to a policy and practice consultant.

Requirements for self-employed practice

For sections A-D, all boxes need to be checked in order to use protected titles, count your hours, and have professional liability protection by the Canadian Nurses Protective Society.

If you do not check all the boxes or have questions, please contact CARNA for further consultation at practice@nurses.ab.ca or call 780.451.0043 or toll free at 1.800.252.9392 ext. 504 and ask to speak with a policy and practice consultant.

A. Are you practising registered nursing?

- Is your self-employed practice RN or NP practice based on the practice statement outlined in Schedule 24 of *Health Professions Act (HPA)*? If unsure, please complete the *Self-employed Assessment Checklist: Am I Practicing Registered Nursing?* If after completing the checklist you are unsure, please contact CARNA for further discussion.

B. Are you competent in the practice you have chosen for your self-employed practice?

- Do you have the required RN or NP knowledge, skills, judgment, work experience and capacity in the proposed area of self-employed practice to meet all required standards of practice?
- Do you have the required competence based on the standards to perform any [restricted activities](#) you may provide in your practice?
- Do you have the required competence based on the standards to perform any [complementary and alternative therapies](#) you may provide in your practice?
- Do you have the required competence based on the standards to ensure [infection prevention and control standards](#) are met?
- Is your practice current and evidence-informed?
 - Do you have additional education, training, certification required based on current evidence-informed practice and industry standards?
 - Do you have an established professional support system and referral system that you can rely on when clients require services beyond your own competence and capacity in the event the nurse-client relationship must end?

- Do you have the capacity to maintain your competence (e.g., sufficient clients, available resources, continuing education, referral and mentoring support system, professional support systems, process to evaluate your practice)?

C. Did you develop a job description, policies and procedures?

As a self-employed RN or NP, you are now responsible to have these in place to guide your practice.

- Do you have a written job description that reflects the nursing services you will provide that is congruent with your nursing knowledge, skills, judgement and experience? Is it reviewed by someone else who is knowledgeable and updated regularly?
- Do you have policies and procedures in place to support your practice and maintain your professional standards (e.g., advertising, assessment and consent forms, documentation and record keeping, infection prevention and control)? Are these reviewed and updated regularly?
- Do you have policies and procedures in place to support your compliance with [privacy and management of health information standards](#)? Are they reviewed and updated regularly?
- Are you the custodian of health information and reviewed your [roles and responsibilities](#)?

D. Did you consider your legal/regulatory obligations?

- Do you have an active RN or NP practice permit with no conditions with CARNA?
- Did you complete the [jurisprudence module](#) in MyCARNA under My Learning Space?
- Does your business reflect well on the nursing profession and maintain the public's trust in the profession?

Things to consider before engaging in self-employed practice

For section E, only check boxes that apply.

E. Did you consult with the following:

- Accountant** can provide advice on reporting taxes, setting reasonable fees, issuing receipts, bookkeeping services, confirm worked hours and assess potential financial losses.
- Banker/banks** can assist with financing a new business.
- [Canadian Nurses Protective Society](#) (CNPS) can provide legal advice and extra professional liability protection.
- [CARNA policy and practice consultant](#) can explain how you can meet the practice standards and abide by the *Code of Ethics* while engaged in a self-employed practice (e.g., use of title, infection prevention and control, documentation, consent, nurse-client relationship, conflict of interest, advertising).
- Current employer** can determine if there is an actual or perceived conflict of interest with continuing employment and being self-employed.

- CNA certification program and education institutions/programs** can provide nursing specialty credentials, additional courses, certificates and training required to meet evidence-informed practice and industry standards.
- Insurance broker** can help assess your practice and business insurance needs.
- [Government of Alberta](#) can provide information on self-employment training program.
- Lawyer** can discuss legal issues and potential risks related to a self-employed practice, business type, name, licence, vicarious liability, labour laws, assess potential losses (e.g., professional, reputation, risk of physical/psychological harm).
- Local and municipal government** can inform you of various licences and regulation related to starting and operating a business.
- [Office of the Information and Privacy Commissioner of Alberta](#) can help you determine if you need to submit a privacy impact assessment if you collect, use and disclose health information.
- Other health-care professional regulatory bodies** can verify that the health-care professionals you are working with have the required expertise, practice permit in good standing and liability protection.
- Other nursing regulatory bodies** can determine if you require registration in their jurisdiction when providing telehealth services across provinces.
- [Specialty practice groups](#) can provide support and mentoring when establishing a self-employed practice.