*The Nova Scotia College of Nursing (NSCN) is the regulatory body for licensed practical nurses (LPNs), registered nurses (RNs) and nurse practitioners (NPs) in Nova Scotia. Our mandate is to protect the public by promoting the provision of safe, competent, ethical and compassionate nursing services by its registrants. The term nurse in this document refers to LPNs, NPs, and RNs unless otherwise stated.*

## Contents

Our practice support tools are developed using current reference material. The source of this material is available upon request.

If you are an authorized prescriber, effective June 2, 2025, as per NSCN by-laws you will be required to maintain your most up to date employer contact information in the registrant portal, and update that contact information within 30 days of change of information.

The following resource has been developed to support you with updating your employer contact information in the NSCN registrant portal by **June 1, 2025.**

*Instructions for Updating Your Employer Contact Information*

1. Log in to the NSCN Registrant Portal.

2. If you have forgotten your password Click 'Forgot your password.' on the login page. Enter your username, which is the email address you use to communicate with NSCN. Enter the security code shown on the right and click 'submit'. You will receive an email with a link to reset your password. Follow the instructions to activate your profile.

   **If you have forgotten your username, please reach out to registration@nscn.ca.**

3. Once you have logged in, click on '**My Profile'.**
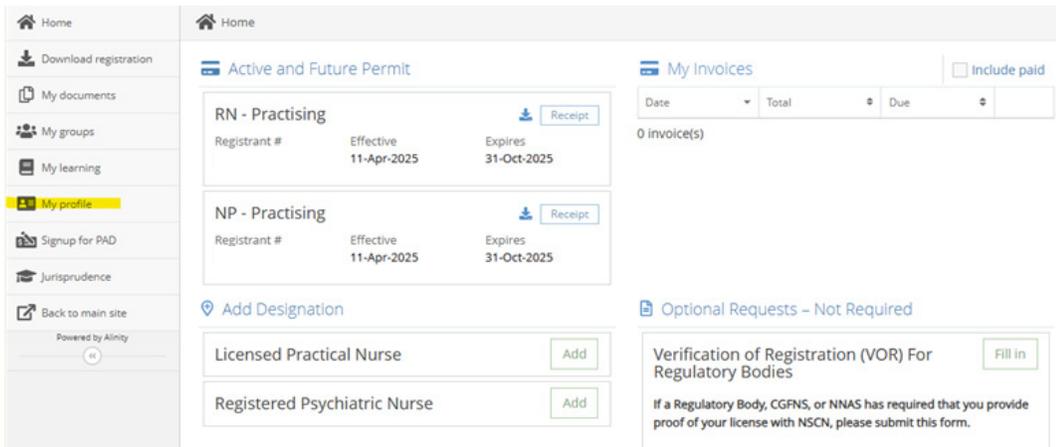


4. Click on '**Edit Profile'.**
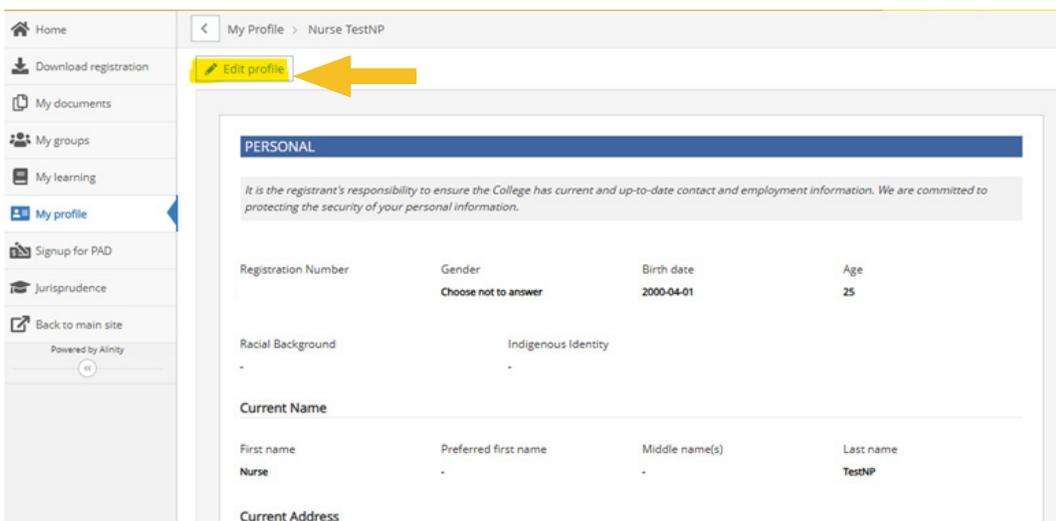
5. Scroll down to '**Present Nursing Employer Status**'.



**PRESENT NURSING EMPLOYMENT STATUS**

What best describes your employment status between **01-Nov-2024** and **31-Oct-2025**.

| * Employment status | * Is this your preferred status? | * Are you seeking employment? |
|---|---|---|
| Employed ⌄ | ◯ Yes  ◯ No | - |

**Employment**

The College requires ALL registrants to ensure their employment information is accurate and current. Should any of the employment information below be inaccurate, please make the necessary changes to the employer in the section below.

**Camp Hill Veterans Memorial Building**

| Designation: | Display on Public Directory? |
|---|---|
| RN | Yes |

| Employment type | Employment role | Practice area |
|---|---|---|
| Full time | Staff Nurse/Direct care provider | Geriatrics |
| | Work fax | |
| | - | |

Start date
2025-04-04

| * Employment type | * Employment status preference ❓ | * Employment role | * Practice area |
|---|---|---|---|
| Full time ⌄ | By choice ⌄ | Staff Nurse/Direct care pr ⌄ | Geriatrics |

| * Employment category | * Employment funding source ❓ | * Virtual care delivery ❓ | * Methods of care ❓ |
|---|---|---|---|
| Permanent employee ⌄ | Mix of Publicly & Privately ⌄ | Never ⌄ | In person |

*
Display on Public Directory?
The work contact information entered below (phone, email, and/or fax), will display in Search for a Nurse, NSCN's public nurse directory which provides information on registrants registered and licensed in Nova Scotia.

Yes

| Work phone | Work email | Work fax |
|---|---|---|
| Example: 403-555-5555 | | Example: 403-555-5555 |

Leave or end date (if no longer working at this location)

yyyy-mm-dd

a) Note: If you have multiple employers since your last renewal, you can add them now and determine which employer information you would like posted.

**Add** Click here to add additional employer(s)

b) The default on Display on Public Directory is "no". You will be required to change this to yes. If you have multiple employers, choose yes for the one you want to display and no for the other employer(s).



*
Display on Public Directory?
The work contact information entered below (phone, email, and/or fax), will display in Search for a Nurse, NSCN's public nurse direct provides information on registrants registered and licensed in Nova Scotia.

Please add at least (1) contact method for the employer you choose. If you have concerns with this information being displayed in Se Nurse, please reach out to us at practice@nscn.ca.

No

-

Yes

No

c) You will be required to fill at least one contact information field. The system will not allow you to submit the update of your profile until you have filled at least one field.



d) If you are NSH employee, you will be asked to include the organization you work for. For example, instead of NSH, you will include South Shore Regional Hospital as the organization.



e) You will need to complete required fields – every time you update your profile including Communication Consent and then click submit.

6. Once you submit, you will get a notification that your profile has been updated.
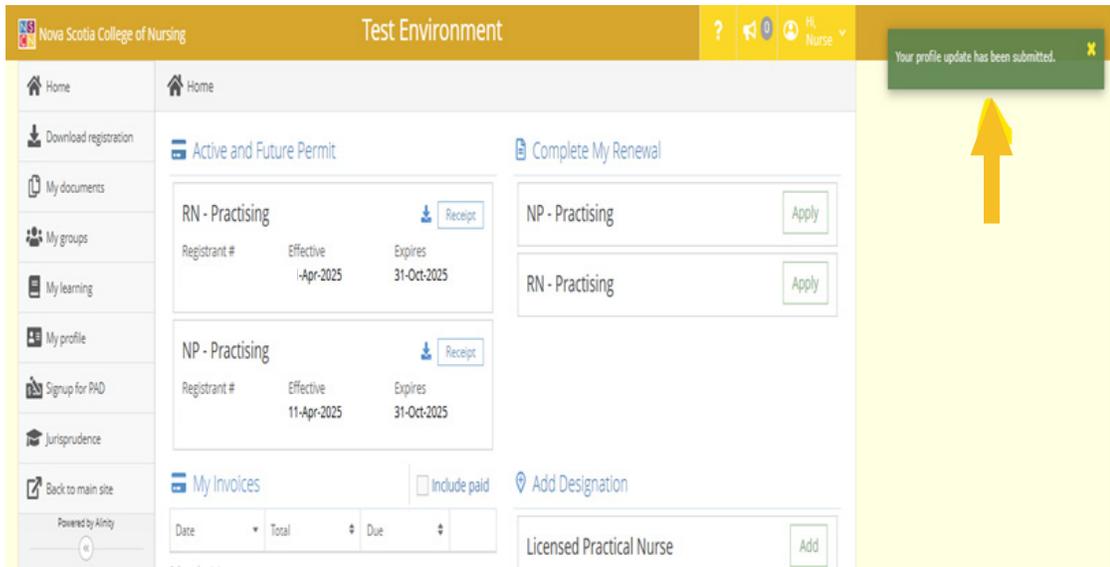


If you have any questions related to updating your profile or encounter any difficulties, please reach out to practice@nscn.ca.