



*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 our registrants. The term nurse in this document refers to LPNs, RNs and NPs unless otherwise stated.*

## Contents

Scope of Practice .....	2
Changing Client Population .....	3
Collaboration .....	3
Initiating a Practice .....	4
Screening and Diagnostic Tests.....	4
Accepting Clients.....	4
Ending the NP-Client Relationship.....	5
When an Issue First Emerges that may Impact the Therapeutic NP-Client Relationship .....	5
Considerations to Ensure You Meet Your Professional Obligations .....	5
When an Issue Cannot be Resolved and the NP-Client Relationship is No Longer Therapeutic .....	5
Considerations to Ensure You Meet Your Professional Obligations .....	5
Closing a Practice - Temporarily or Permanently.....	6
Key Points .....	6
Suggested Reading .....	6

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



This tool is a resource for NPs to help them understand:

- Scope of Practice
- Changing Client Population
- Collaboration
- Initiating a Practice
- Screening and Diagnostic Tests
- Accepting [Clients](#)
- Ending the NP-Client Relationship
- Closing a Practice

Like all regulatory tools, use this document in conjunction with employer [policy](#), applicable legislation and the [standards of practice](#) and code of ethics for LPNs, RNs and NPs.

## Scope of Practice

The [Nursing Act](#), [NP Standards of Practice](#), [Entry-Level Competencies for Nurse Practitioners in Canada](#) and other related [provincial](#) and [federal](#) legislation define NP practice in Nova Scotia. Nurse Practitioners who have attained the appropriate [competencies](#) have the authority to:

- Prescribe all medications, including controlled drugs and substances, methadone and other opiate agonist therapy agents, cannabis, blood and blood products and medical devices.
- Perform invasive and non-invasive procedures.
- Order all laboratory and diagnostic imaging tests, such as X-rays, CT scans, ultrasounds and MRIs and utilize the radiologist's interpretation of the findings for diagnosis and treatment. Nurse Practitioners are not authorized to perform diagnostic imaging tests. In specific practice areas, NPs may be required to interpret a diagnostic imaging test for which they have received specific education (e.g., endotracheal tube placement, simple fractures).
- Consult and refer to other health care providers for the management of clients' health care.
- Admit and discharge clients from hospital settings. For more information see our [Nurse Practitioner Admission and Discharge from Hospital Settings Practice Guideline](#).
- Admit clients to long-term care facilities (LTC - nursing homes and residential care facilities).
  - NPs may participate in any phase of the application process to long-term care, including:
    - completing the initial assessment,
    - completing the Medical Status Reports, and
    - initiating orders for care.
  - NPs are also able to provide ongoing primary care to residents in the LTC.
    - According to the Home for Special Care Regulations: NPs who provide primary care need to assess the residents at least once every six months, examine the medical records of the resident and determine if the resident requires a physical examination. Residents living in a community-based residential facility, regional rehabilitation centre or adult residential centre need to be assessed by a physician annually.
- Complete Medical Certificate of Death (MCD).
- Perform [capacity assessments](#) under the [Adult Capacity and Decision-making Act \(ACDMA\)](#) after completing the education available through the [Public Trustees Office](#).

NPs educated in NS prior to 2016 and those educated out of province need to complete the required MCD education through [Dalhousie University School of Nursing](#).

Decisions regarding placement into a LTC are made based on an assessment carried out by the Nova Scotia Health Authority Continuing Care Coordinators and are authorized by the long-term care administrator or another designated staff member of the facility.

- Complete Worker’s Compensation Board (WCB) forms as well as ordering diagnostic tests and treatments, prescribing medications and arranging consultations for WCB clients.
- Conduct the capacity assessment required for the provision of medical assistance in dying (MAiD) under the [Personal Directives Act](#).
- Complete Disability Tax Credit (DTC) certificates, Employment Insurance (EI) and Canada Pension Plan (CPP) disability benefits forms.
- Complete third-party insurer claim forms.
- Complete the following under the [Motor Vehicle Act Regulations](#):
  - [Driver’s Medical Examination Reports](#) concerning an individual’s medical fitness to drive
  - [Application for Accessible Parking Identification Permits and Plates](#) for vehicles transporting mobility disabled persons
  - Signed letters exempting persons from wearing a seat belt or child restraint system
  - Completing a medical fitness form for persons applying for licence reinstatement through the Alcohol Ignition Interlock Program.

At this time, based on other legislation, NPs are not authorized to:

- Complete a formal capacity assessment under the [Personal Directives Act](#)
- Complete applications to be excused from jury duty for illness purposes

## Changing Client Population

Change of population is defined by NSCN as “moving from the client population that you are formally educated in and for which you have passed the applicable exam, to a client population for which you have not been educated or passed the applicable exam”.

You are required to report your intention to change client population to the NSCN CEO and receive approval from the Registration and Licensing Committee prior to providing care to a client population for which you have not completed education or passed the applicable licensure exam. This committee will review the application and may determine what, if any, additional education and exams are required for you to provide nursing services to the new client population. You can report your intention to change client population on our website [here](#).

You are not required to report to NSCN if you are providing nursing services to clients within the same population in which you were educated in and passed the applicable exam. For example, a “Family/ All Ages” NP who passed the CNPE and is changing employment from a community clinic to an acute care facility does not need to submit documentation to NSCN.

## Collaboration

[Collaboration](#) is a cornerstone of nursing practice regardless of your practice setting. It is important to identify your collaborators in the setting you are working in to allow seamless care for your clients.

As nurses, we establish collaborative relationships with other health care professionals and communicate with the most appropriate professional(s) for consultation or referral on a regular basis. These interactions occur when the client’s health care needs go beyond your individual or regulated scope of practice or when another professional’s expertise is required.

### DID YOU KNOW?

As of June 4, 2019, NPs are not required to submit evidence of a collaborative relationship to NSCN.

Nurse practitioners accept consults either in-person or [virtual](#) from other health care professionals, for example other nurses and paramedics. You use your expertise to provide direction and advice when the client’s health care needs extend beyond that health care professional’s (the consultee) individual or regulated scope of practice. You are accountable to use your competencies to provide appropriate advice based on the information shared by the health care professional. The responsibility for clinical outcomes remains with the consultee who is free to accept or reject the advice of the consultant.

## Initiating a Practice

Nurse Practitioners starting a practice in Nova Scotia must be licensed with NSCN and hold liability insurance. A portion of your licensure fee pays for liability insurance through the [Canadian Nurses Protective Society \(CNPS\)](#). In addition, depending on employment or practice setting you may need to complete the following requirements before providing client care. The processes related to these requirements below are not developed or managed by NSCN.

You will also need to speak with your employer directly to ensure you are aware of any additional specific employer forms and processes.

REQUIREMENT	PURPOSE	CONTACT
Provider Number	Referrals to specialists	MSI Program Provider Coordinator at <a href="mailto:msiproviders@medavie.bluecross.ca">msiproviders@medavie.bluecross.ca</a> or 902-496-7011
Business Number	Billing, if required	MSI Program Provider Coordinator at <a href="mailto:msiproviders@medavie.bluecross.ca">msiproviders@medavie.bluecross.ca</a> or 902-496-7011
Location Number (formerly called the Provincial Medical Board (PMB) Number)	Processing orders for laboratory tests through NSHA laboratories	Your employer will direct you on how to get assigned this number
Nova Scotia Prescription Monitoring Program (NSPMP) Number	NPs who prescribe controlled drugs and substances must have an NSPMP number	The application is accessible at <a href="https://www.nspmp.ca/registration-and-request-forms">https://www.nspmp.ca/registration-and-request-forms</a>

## Screening and Diagnostic Tests

To ensure clients receive care in a timely manner, NPs must evaluate and follow up on the results of screening and diagnostic tests in a reasonable time. This includes having a process in place to receive laboratory and/or diagnostic imaging results for their clients. NPs are accountable to confirm that their contact information is up-to-date and the Laboratory and Diagnostic Services and any care pathways such as Emergency Departments or Primary Care Clinics have this information so they can receive test results. NPs need to ensure that out of province Laboratory and Diagnostic Services have access to their contact information to guarantee the efficient delivery of results. NPs should work with their employer regarding processes to receive results from both inside and outside of Nova Scotia.

## Accepting Clients

When considering accepting clients into your practice it is important to understand your professional obligations, including:

NPs who provide publicly funded services through telenursing in Nova Scotia are accountable to the Department of Health and Wellness [Provision of Publicly Funded Virtual Health Services](#) policy. Please review our [Telenursing Guidelines](#) for more information on telenursing and cross-jurisdictional practice.

- Discrimination against clients at any time including when considering them as new clients in your practice is not acceptable. The [Nova Scotia Human Rights Act](#) provides full details to help understand what grounds of discrimination are prohibited.
- Once a client is accepted from the *811-Find a Family Practice List*, you have accepted that client, despite what a screening visit may reveal. If the client's needs exceed your scope of practice, you are obligated to consult or refer a client to another health care provider. To prevent abandonment, you may only withdraw as a care provider in accordance with our [Abandonment Practice Guideline](#).
- Nurse Practitioners in private practice may be considered custodians of their client's records under Nova Scotia's [Personal Health Information Act \(PHIA\)](#). It is important to seek legal advice about proper management of this confidential information.

# Ending the NP-Client Relationship

Ending the NP-client relationship and discharging a client from your practice should be your last resort.

## WHEN AN ISSUE FIRST EMERGES THAT MAY IMPACT THE THERAPEUTIC NP-CLIENT RELATIONSHIP

You have a duty to provide care to clients accepted into your practice. If an issue arises that may potentially impact the NP-client relationship, you should make reasonable attempts to address or resolve the situation.

## CONSIDERATIONS TO ENSURE YOU MEET YOUR PROFESSIONAL OBLIGATIONS

- Discuss your concerns with your employer and identify any employer policies, processes or resources that may be of help in this situation.
- Discuss the issue(s) and your concerns with the client
- Work with the client (and others) to implement strategies to address or resolve the issue.

If the issues persist or worsen:

- Be clear about your concerns and remind the client of the strategies that were agreed upon to resolve the issues.
- Advise the client that these strategies are necessary to maintain a therapeutic NP-Client relationship.

NPs considering ending the NP-client relationship should consult with CNPS for legal advice.

## WHEN AN ISSUE CANNOT BE RESOLVED AND THE NP-CLIENT RELATIONSHIP IS NO LONGER THERAPEUTIC

If, despite reasonable attempts to address or resolve issues, the NP-client relationship continues to be non-therapeutic, the NP-client relationship may be ended.

## CONSIDERATIONS TO ENSURE YOU MEET YOUR PROFESSIONAL OBLIGATIONS

- Notify your employer of your intent to end the NP-client relationship. If present, follow any employer policy regarding ending a NP-client relationship.
- Advise the client in writing of your intent to end the relationship, including the rational for your decision and the date the relationship will terminate.
- The relationship may be terminated quickly if a client poses a safety risk to office staff, other clients or the NP. Otherwise, you must make a plan to withdraw services over an agreed upon timeframe.
  - If transferring the [accountability](#) of the clients care to another provider, ensure the client has the name and contact information for that individual. Transfer client files per employer policy.
  - If another care provider is not available, provide the client with information about how to find another health care provider and how to access emergency care.
  - Consider how essential services such as prescriptions, referrals and test results will be managed during the withdrawal period and for how long. Be very clear with the client about the end date.
  - Ensure client has access to their record.
- Document in the client's record (and in any place required by any employer policy). Include:
  - The reasons for ending the NP-client relationship client.
  - An overview of the actions you took to resolve the issues and the client's response to them.
  - Any information provided to the client about the service withdrawal plan:
    - How to access a new health care provider or emergency care
    - Timeline for essential services and follow up.

It is never appropriate to end the NP-client relationship in the following situations (not an exhaustive list):

- Based on discrimination as per the Nova Scotia Human Rights Act
- The client's lifestyle choices
- The client respectfully declines to follow your advice
- The client seeks treatment you object
- The client care needs are complex or time consuming.

## Closing a Practice - Temporarily or Permanently

You are accountable to take action to minimize interruptions to client care, whether you are leaving your practice temporarily or permanently you should:

- Notify your employer and the collaborative team of your intent to leave as soon as possible
- Develop a plan to manage client care, including follow up of any outstanding laboratory or diagnostic imaging and consultants reports that you have ordered or requested
- Inform clients about how to access an alternate provider and their medical records if required
- Notify MSI, Laboratory and Diagnostic Services, and NSPMP to indicate how client follow up (e.g. laboratory results, consultation reports, etc.) will be managed

## Key Points

- The Nursing Act, *NP Standards of Practice, Entry-Level Competencies for NPs* and other related provincial and federal legislation define NP practice in Nova Scotia.
- You are not required to report a move to a different practice setting if it is within the same client population in which you have been educated and passed the exam.
- When accepting clients into your practice it is important to understand your professional obligations.
- Ending the NP-client relationship and discharging a client from your practice should be your last resort.
- You are accountable to take action to minimize interruptions to client care.

## Suggested Reading

- [Abandonment Practice Guideline](#)
- [Assessing Capacity Practice Guideline](#)
- [Confidentiality and Privacy of Personal Health Information Practice Guideline](#)
- [Documentation Guidelines for Nurses](#)
- [Duty to Provide Care Practice Guideline](#)
- [Nursing Scope of Practice Guideline](#)
- [Self-employment Practice Guideline](#)
- [Telenursing Practice Guideline](#)
- [Nurses Recommending Medical Supplies and Equipment Under the Non-Insured Health Benefits Program Q&A](#)
- [Legislation Changes Enable Nurse Practitioners to Provide Drug Samples Professional Practice Bulletin](#)