



Self-assessment checklist for self-employed RN or NP practice

Being engaged in self-employed RN or NP practice brings certain opportunities and inherent risks. This checklist has been developed **for your own records** to assist you in:

- determining if what you are doing is RN or NP practice based on the definition of Schedule 24 of the *Health Professions Act (HPA)*
- identifying and analysing some of the potential self-employed practice risks
- providing various resources that may help mitigate these risks

Should you have any questions, please contact CARNA at self-employed@nurses.ab.ca or call 780.451.0043 or toll free at 1.800.252.9392.

Requirements for self-employed practice

For sections A-D, all boxes need to be checked off in order to use protected titles, count your hours and have CNPS professional liability protection.

If you do not check all the boxes, please contact CARNA for further consultation at self-employed@nurses.ab.ca or call 780.451.0043 or toll free at 1.800.252.9392

A. Are you engaged in RN or NP practice?

- 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-assessment checklist: Am I practising as an RN or NP?](#)" 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 the practice standards?
- 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?
- 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?

These are most commonly provided by an employer to support RN or NP practice. 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 of the services you will provide which is congruent with your nursing knowledge, skills, judgement and experience? Is it reviewed and updated regularly?
- Do you have policies and procedures in place to support your practice and maintain your professional standards? Are these reviewed and updated regularly (i.e., advertising, assessment and consent forms, documentation and record keeping, infection prevention and control)?

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?
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Things to consider before engaging in self-employed practice

For section E-F, only check boxes that apply. Not all boxes need to be checked off.

E. Did you consult with:

- 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.

F. Have you reviewed appropriate resource documents?

Legislation

- [Health Professions Act \(HPA\)](#)
- [Health Information Act](#)
- [Registered Nurses Profession Regulations](#)

CARNA

- [Aesthetic nursing FAQ](#)
- [HIA and privacy breach reporting](#)
- [Infection prevention and control](#)
- [Standards, guidelines and other documents](#)

Other agencies

- [Canadian Code of Advertising Standards](#)
- [Alberta Health](#)
- [Alberta small business resources](#)
- [Alberta Women Entrepreneurs](#)
- [Business Development Bank of Canada](#)
- [Canada business and industry](#)
- [Canada Revenue Agency](#)
- [Canadian Health Information Management Association](#)
- [Canadian Nurses Association](#)
- [Government of Canada – starting a business](#)
- [Innovation, Science and Economic Development Canada](#)
- [Office of the Privacy Commissioner of Canada](#)
- [Registered Nurses' Association of Ontario \(RNAO\) Best Practice Guidelines](#)