

SCHEDULE 3.1**RULES RESPECTING SALARY REVIEW**

1. Unless there are provisions to the contrary, the rules respecting salary review shall apply to a school administrator in office on the day before and on the day on which salaries are revised.

2. In the case of a movement of personnel on the date on which the salaries are revised, the rules respecting salary review shall apply prior to the provisions prescribed in Division 3 of Chapter 4.

3. The rules respecting salary review shall not apply to a school administrator whose performance is deemed unsatisfactory.

4. Where the date on which salaries are revised under Division 1 coincides with 1 April under Division 2, the rates of increase shall be added up and the total amount shall be applied to a school administrator's salary on 31 March.

DIVISION 1**SALARY REVIEW AS A RESULT OF A READJUSTMENT OF THE SALARY SCALES**

5. A school administrator's salary shall be increased, on the date on which the salary scales are readjusted, by the rate of increase specified in Schedule 3.

DIVISION 2**SALARY REVIEW ON 1 APRIL***§1. General Rules*

6. Where a school administrator's salary is less than the maximum of the salary scale for his class of employment on 31 March of the year concerned, his salary shall be increased by 4 % on the following 1 April, without exceeding the maximum of the salary scale for his class of employment.

§2. Rules Applicable to Certain School Administrators on Disability Leave

7. This subdivision shall apply to a school administrator on disability leave on the date on which the salaries are revised and whose period of disability on that date is equal to or less than 104 weeks.

8. Section 6 of this Schedule shall apply to a school administrator in office for at least 6 months during the period from 1 April to 31 March of the preceding year.

Gouvernement du Québec

O.C. 847-97, 25 June 1997

Professional Code
(R.S.Q., c. C-26)

Nurses**— Standards for equivalence of diplomas and training for the issue of a permit**

Regulation respecting the standards for a diploma equivalence or training equivalence for the issue of a permit by the Ordre des infirmières et infirmiers du Québec

WHEREAS under section 3 of the Nurses Act (R.S.Q., c. I-8), subject to that Act, the Ordre des infirmières et infirmiers du Québec, hereinafter designated "the Order", and its members shall be governed by the Professional Code (R.S.Q., c. C-26);

WHEREAS under paragraph *c* of section 93 of the Professional Code, the Bureau of a professional order must, by regulation, prescribe standards for equivalence of diplomas issued by educational establishments situated outside Québec, for the purposes of issuing, in particular, a permit, and standards of equivalence of the training of a person who does not hold a diploma required for such purposes;

WHEREAS under that paragraph, the Bureau of the Order, at its meeting held on 13 and 14 February 1997, duly made the Regulation respecting the standards for equivalence of diplomas and training for the issue of a permit by the Ordre des infirmières et infirmiers du Québec;

WHEREAS in accordance with the Regulations Act (R.S.Q., c. R-18.1), a draft of the Regulation was published in Part 2 of the *Gazette officielle du Québec* of 19 March 1997 with a notice indicating, in particular, that it could be submitted to the Government, which could approve it with or without amendment at the expiry of 45 days from its publication, and inviting any person having comments to make to send them, before the expiry of the 45-day period, to the chairman of the Office des professions du Québec;

WHEREAS after the publication of the Regulation, the chairman of the Office received no comments;

WHEREAS under section 95 of the Professional Code, subject to sections 95.1 and 95.2 of the Code, every regulation made by the Bureau of a professional order under the Code or an Act constituting a professional order shall be transmitted to the Office des professions

du Québec for examination and it shall be submitted, with the recommendation of the Office, to the Government, which may approve it with or without amendment;

WHEREAS the Regulation was transmitted to the Office, which has examined it and formulated its recommendation;

WHEREAS it is expedient to approve the Regulation, with amendments;

IT IS ORDERED, therefore, upon the recommendation of the Minister responsible for the administration of legislation respecting the professions:

THAT the Regulation respecting the standards for a diploma equivalence or training equivalence for the issue of a permit by the Ordre des infirmières et infirmiers du Québec, the text of which is attached to this Order in Council, be approved.

MICHEL CARPENTIER,
Clerk of the Conseil exécutif

Regulation respecting the standards for a diploma equivalence or training equivalence for the issue of a permit by the Ordre des infirmières et infirmiers du Québec

Professional Code
(R.S.Q., c. C-26, s. 93, par. c)

DIVISION I GENERAL

1. This Regulation applies to a person who does not hold a diploma meeting the requirements for the permit issued by the Ordre des infirmières et infirmiers du Québec and who, for the purpose of obtaining a permit, applies to have a diploma conferred by an educational establishment outside Québec recognized as being equivalent to such diploma.

It also applies to a person who does not hold a diploma meeting permit requirements or a diploma conferred by an educational establishment outside Québec for which a diploma equivalence could be granted under this Regulation and who, for the purpose of obtaining a permit, applies to have training received in Québec or outside Québec recognized as being equivalent to a diploma meeting permit requirements.

2. The secretary of the Ordre des infirmières et infirmiers du Québec shall send a copy of this Regulation to a person who, for the purpose of obtaining a permit from the Order, applies for a diploma equivalence or training equivalence.

3. In this Regulation,

“diploma equivalence” means the recognition by the Bureau of the Order, pursuant to subparagraph *g* of the first paragraph of section 86 of the Professional Code (R.S.Q., c. C-26), that a diploma issued by an educational establishment outside Québec certifies that the holder’s level of knowledge and skills is equivalent to the level that may be attained by the holder of a diploma meeting permit requirements;

“diploma meeting permit requirements” means a diploma recognized, by regulation of the Government made under the first paragraph of section 184 of the Professional Code, as meeting the requirements for the permit issued by the Order; and

“training equivalence” means the recognition by the Bureau of the Order, pursuant to subparagraph *g* of the first paragraph of section 86 of the Professional Code, that a person’s training has enabled her to attain a level of knowledge and skills equivalent to that attained by the holder of a diploma meeting permit requirements.

DIVISION II STANDARDS FOR A DIPLOMA EQUIVALENCE

4. A person holding a diploma conferred by an educational establishment outside Québec shall be granted a diploma equivalence where

1) the diploma was conferred upon completion of studies that are at least equivalent to college level III in Québec and comprise a minimum of 2 775 hours distributed as follows:

(a) biological sciences: at least 240 hours, particularly in anatomy, physiology, metabolic biology, biochemistry, epidemiology and microbiology;

(b) social sciences: at least 180 hours, particularly in human development, sociology of the family and sociology of health;

(c) introduction to nursing, including the concepts of health and illness: at least 120 hours of theory and 240 hours of laboratory and clinical experience;

(d) obstetrical nursing (mother and infant) and pediatric nursing (children and adolescents): at least 90 hours

of theory and 180 hours of laboratory and clinical experience, with a minimum of 64 hours of clinical experience in each area;

(e) medical-surgical skills for nursing of adults: at least 90 hours of theory and 180 hours of laboratory and clinical experience;

(f) adult psychiatric nursing and geriatric nursing: at least 60 hours of theory and 315 hours of laboratory and clinical experience, with a minimum of 96 hours of clinical psychiatric experience;

(g) consolidation of nursing skills: at least 75 hours of theory, with a focus on the sociocultural, legal, ethical, communicational and organizational aspects of the practice of nursing in Québec and at least 345 hours of clinical experience aimed at the practical application of the concepts related to those areas, with at least 225 hours of nursing of adults in medical-surgical settings and 120 hours in a practical elective;

(h) general courses: at least 660 hours in mother tongue and second language courses, philosophy, physical education or any other general culture course; and

(2) the diploma described in paragraph 1 was obtained subsequently to

(a) a diploma conferred by an educational establishment outside Québec and equivalent, in accordance with the equivalence standards established by the Ministère de l'Éducation, to a Secondary V secondary school leaving certificate; or

(b) a secondary school leaving certificate conferred by the Minister of Education or a diploma deemed equivalent by the Bureau of the Order.

DIVISION III STANDARDS FOR A TRAINING EQUIVALENCE

5. A person shall be granted a training equivalence where she demonstrates to the satisfaction of the Bureau of the Order that

1) her knowledge and skills are equivalent to those that may be attained by the holder of a diploma meeting permit requirements; and

(2) she has relevant clinical experience.

6. In assessing training that is cited in support of an equivalence application, the Bureau of the Order shall consider the following factors, in particular:

(1) total years of education;

(2) the fact that the person holds one or more diplomas obtained in Québec or elsewhere;

(3) type of courses taken and course content;

(4) training periods served, and other ongoing or refresher training activities; and

(5) type and total length of clinical experience.

DIVISION IV PROCEDURE FOR GRANTING EQUIVALENCES

7. A person who, for the purpose of obtaining a permit from the Order, requires a diploma equivalence or training equivalence shall

(1) apply therefor in writing to the secretary of the Order and enclose with the application the processing fee prescribed by the Bureau of the Order under paragraph 8 of section 86.0.1 of the Professional Code;

(2) provide the secretary of the Order with

(a) a true copy of every diploma held;

(b) a true copy of her act of birth or, failing that, a photocopy of her passport or her certificate of Canadian citizenship, certified as true by the authority that issued it and, where applicable, official proof that she is legally admitted to Canada for permanent settlement;

(c) where applicable, official proof that she is legally authorized to practise nursing outside Québec;

(d) where applicable, a document attesting to her clinical experience;

(e) where applicable, any information pertaining to the factors that the Bureau of the Order may take into consideration for the purposes of section 6; and

(3) have each educational establishment which conferred a diploma in respect of which she is applying for an equivalence, or the competent authority, draw up a document attesting to her education, describing the program taken, particularly the courses in theory and laboratory and clinical experience, and indicating the number of hours for each, and ensure that each establishment or the competent authority, as the case may be, sends the document directly to the secretary of the Order.

Where a document submitted in support of an equivalence application is written in a language other than

French or English, the applicant shall provide a translation in French or English, certified in a sworn statement by the person who did the translation.

8. The secretary of the Order shall forward the documents prescribed in section 7 to the admissions branch of the Order, which shall examine the equivalence application and make the appropriate recommendation to the Bureau of the Order.

For the purposes of making an appropriate recommendation, the admissions branch may require that a person applying for an equivalence pass an examination or serve a period of training or both.

9. At the first meeting of the Bureau of the Order following submission of the recommendation by the admissions branch, the Bureau shall decide that it will

- (1) grant a diploma equivalence or training equivalence;
- (2) grant a partial training equivalence; or
- (3) deny a diploma equivalence or training equivalence and, therefore, reject the application.

Within 15 days following its decision, the Bureau of the Order shall inform the person concerned, in writing, by registered or certified mail.

Where the Bureau of the Order decides to grant a partial training equivalence, it shall indicate at the same time, in writing, the program of studies or additional training which, given the person's level of knowledge and skills at the time of the application, must be successfully completed for a full training equivalence to be granted.

Where the Bureau of the Order decides to deny a diploma equivalence or training equivalence, it shall indicate at the same time, in writing, the programs in nursing that lead to a diploma meeting permit requirements or, depending on the nature of the diploma cited in support of the equivalence application, shall indicate, in writing, the program of studies or additional training which, given the person's level of knowledge and skills at the time of the application, must be successfully completed for a training equivalence to be granted.

The Bureau of the Order shall deny a training equivalence in all instances where the person would have to successfully complete more than 799 hours of a program of studies or additional training, including theory and practice.

10. A person in respect of whom the Bureau of the Order grants only a partial training equivalence or denies a diploma equivalence or a training equivalence may apply to the Bureau for a hearing. She must ensure that the secretary of the Order receives an application in writing within 30 days following the date on which the decision of the Bureau is mailed.

Within 45 days following the date of receipt of an application for a hearing, the Bureau shall hear the person and revise its decision if necessary.

The secretary of the Order shall convene the person applying for a hearing, by means of a notice in writing sent by registered or certified mail not less than 10 days before the date of the hearing.

Where the Bureau revises its decision by granting a partial training equivalence, it shall inform the person concerned, in writing, of the program of studies or additional training which, given the person's level of knowledge and skills at the time of the application, must be successfully completed for a full equivalence to be granted.

The Bureau's decision is final and shall be sent to the person in writing within 30 days following the date of the hearing.

11. This Regulation replaces the Regulation respecting the standards for equivalence of diplomas for the issue of a permit by the Ordre des infirmières et infirmiers du Québec, approved by Order in Council 820-95 dated 14 June 1995.

Where the admissions branch of the Order submits its recommendation in respect of an equivalence application before the date of coming into force of this Regulation, the application in question shall be assessed in reference to the Regulation replaced by this Regulation.

12. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.