

Information re Applying for Palliative Care Nursing Certification

If you are considering applying to write the Hospice Palliative Care Nursing (HPCN) Certification examination you will need to visit the Canadian Nurses Association Website to find out information, to download the application form and to download the HPCN Competencies on which the exam will be based.

To get to the CNA website follow the instructions below:

1. Go to the CNA website www.cna-nurses.ca
2. Scroll down to **Certification** on the side bar (a new page will come up)
3. Scroll down to **About Certification** on the new side bar
4. Read the contents of this page and under the “**Choose your nursing specialty**” click on **hospice palliative care** (This will bring up the nursing competencies on which the exam will be based. These competencies are the topics that should be studied when preparing for the exam. Make yourself a copy of these competencies.
5. Click the back button on the top of your screen and you will be brought back to the page containing the Choose your nursing specialty.
6. Scroll down to the section that contains four options. Go to “**Frequently asked questions**” and click on same. Either read the entire section or make your self a copy.
7. Go to the same section and click on the **2004 Application Guide**. Read this section or make yourself a copy.
8. Go back to the same section and click on the **General Application Form** and make yourself a copy. This is the form you fill out and send to CNA along with the annual fee.

After completing the above you should have all the information and forms you need. If at any time you are experiencing difficulty you can contact CNA at 1-800-450-5206

To calculate your hours to see if you qualify

Requirement of CNA is that you have 3900 hours of work in palliative care over the last five years in order to qualify to write the specialty exam.

1. **If you work full time in palliative care** you can claim 1950 hours for each full time year worked. In 2 years you have enough hours (1950 hours X2 years =3900 hours)
2. **If you do not work full time in palliative care** you still may be able to qualify. You need to calculate the number of hours you have worked with end-of-life patients over the last 5 years. To do this, follow the instructions below:
 - Calculate the number of hours you work (1950 for FT)
 - Estimate the percentage of time you spend caring for end-of-life patients (Example you decide that 40% of your patients are palliative)

- Multiply $1950 \times .40$ (40%) to calculate the number of hours you care for palliative patients $1950 \times .40 = 780$ hours/year.
- If you have consistently cared for 40% end-of-life patients over the last 5 years you know that you have:
 - Year 1- 780 hours
 - Year 2- 780 hours
 - Year 3- 780 hours
 - Year 4- 780 hours
 - Year 5- 780 hours
 - Total = 3900 hours Therefore you know you meet the qualifications

***If in any of the previous five years you work more or less than 40% then multiply 1950 by the new percentage to calculate the hours for that year. (Example in year 1 you care for 60% palliative care, year 2 you care for 50%, Year 3,4, &5 you care for 40% then your calculation would be:

- Year 1- 1170 hours ($1950 \times .60$)
- Year 2- 975 hours ($1950 \times .50$)
- Year 3- 780 hours ($1950 \times .40$)
- Year 4- 780 hours ($1950 \times .40$)
- Year 5- 780 hours ($1950 \times .40$)
- Total = 4485 (you meet the qualifications)

3. If you work part time you need to calculate the number of hours you work and then use the same process as above. (Example you work .8 then you multiply $1950 \times .8 = 1560$) 1560 is substituted instead of the 1950 in the examples above. Generally if you work .8 at least 50% of your patients need to be end-of-life in order to qualify.

If you calculate your hours and you do not have 3900 hours over the past 5 years you do not qualify to write the exam.

If you meet the qualifications proceed to the completion of the application form and forward it to CNA along with the fee of \$488.75.

Completing the application:

On page 2 of the application you need to:

- check off Option A in the top section
- ask your supervisor to sign to verify your hours and say how your practice setting will enable you to use the certification (an example is provided on the form)

On page 3 of the application you:

- State your employer and the address
- You calculate your hours X the number of years
- You state what your focus is (example: care of end-of-life patients and families or palliative care education for staff, palliative care research etc) again an example is given on the form.