

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

Why is posting the employer’s contact information of an authorized prescriber important for public safety? ...	2
Will providing this information be required of all nurses in Nova Scotia?	2
When is this change expected to be introduced as a requirement?	2
Where can I find the new by-law?	2
What employer contact information will be shared?	2
Where will the employer contact information be available to view?.....	2
What’s the process to make sure employer contact information is updated regularly?	2
Did NSCN consult with authorized prescribers on this change?.....	2
What feedback did NSCN take into consideration from authorized prescribers based on the consultation?.....	3
I am an authorized prescriber. Will NSCN update my employer contact information for me?	3
What if I forget to change my employer’s telephone number with NSCN?	3
Is this a requirement in other provinces or just something NSCN is putting in place in Nova Scotia?	3
What if I have concerns regarding the publishing of my employer contact information?	3

First published April 2025 as Authorized Prescriber Employer Contact Information Requirement Q&A

Copyright © Nova Scotia College of Nursing, Bedford Nova Scotia. Commercial or for-profit redistribution of this document in part or in whole is prohibited except with the written consent of NSCN. This document may be reproduced in part or in whole for personal or educational use without permission, provided that:

- Due diligence is exercised in ensuring the accuracy of the materials reproduced;
- NSCN is identified as the source; and
- The reproduction is not represented as an official version of the materials reproduced, nor as having been made in affiliation with, or with the endorsement of, NSCN

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

Why is posting the employer's contact information of an authorized prescriber important for public safety?

Including the employer's contact information under "[Search for a Nurse](#)" provides the public, health care facilities and or other professionals with the contact information they need to communicate with the authorized prescriber (AP). This can prevent delays in client care and treatment. Search for a Nurse is NSCN's public nurse directory which provides information on nurses registered and licensed in Nova Scotia.

Will providing this information be required of all nurses in Nova Scotia?

No. This change pertains only to authorized prescribers (APs), which include nurse practitioners (NPs) and registered nurse prescribers (RN-APs).

When is this change expected to be introduced as a requirement?

The NSCN Board approved the proposed by-laws on February 20, 2025, which come into effect June 2, 2025.

Where can I find the new by-law?

The new by-law will be posted to the NSCN website [here](#) on June 2, 2025.

What employer contact information will be shared?

The AP can decide which of the following employer contact information is shared:

- Phone number
- Email address
- Fax number

They should choose the contact information which is most easily accessed.

Where will the employer contact information be available to view?

The employer contact information for APs will be available on NSCN's Search for a Nurse directory.

What's the process to make sure employer contact information is updated regularly?

Every year at renewal, nurses are required to ensure their employer information is up to date. Additionally, any time employer contact information changes throughout the year, authorized prescribers are required to update their information via the [registrant portal](#) on the NSCN website within 30 days.

Did NSCN consult with authorized prescribers on this change?

Yes. NSCN held a live webinar on October 17, 2024, where participants had the opportunity to ask questions and provide feedback. There was also an online survey and consultation that all APs were invited to participate in to share feedback on the proposed by-laws.

What feedback did NSCN take into consideration from authorized prescribers based on the consultation?

Consultation feedback was carefully reviewed and assessed by NSCN staff. Based on the review, the following changes were made to the proposed by-laws:

- Fax number and email address were added to employment or practice-related contact information, addressing the concerns of the potential additional workload for administrative support if only a phone number was published.
- APs will have the ability to choose which type of employer or practice-related contact information will be publicly available on Search for a Nurse.

I am an authorized prescriber. Will NSCN update my employer contact information for me?

No, NSCN will not update employer contact information. APs are required to update this information via the registrant portal.

Before the by-laws come into effect on June 2, 2025, NSCN will contact APs through newsletters, practice support tools and webinar to advise on where and how to update their employer contact information in the registrant portal to ensure the information is up to date prior to being published publicly on Search for a Nurse.

What if I forget to change my employer's contact information with NSCN?

The proposed by-law states that APs must provide NSCN with updated employment contact information within 30 days of a change. NSCN recognizes this is a change in process and will send out reminders prior to June 1, 2025 to assist APs with the transition. As self-regulated professionals all nurses including APs are accountable to ensure their employer information is up to date.

Is this a requirement in other jurisdictions or just something NSCN is putting in place in Nova Scotia?

It is not unique to Nova Scotia. Several other nursing regulators across Canada, as well as other regulated health professions in Nova Scotia share employer contact information of registrants.

What if I have concerns regarding the publishing of my employer contact information?

The publication of employer contact information is a requirement under NSCN By-laws, effective June 2, 2025. If you have specific concerns regarding your specific context or situation, please reach out to an NSCN Practice Consultant at practice@nscn.ca.

For further information on anything contained within this Q&A, please contact an NSCN Practice Consultant at practice@nscn.ca.