



ACT Health

Annual Renewal of Health Professional Registration – Nurses & Midwives

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Policy Statement

Registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives who are employed in public health services in the ACT must maintain their registration through the Nursing and Midwifery Board of Australia (NMBA) (<https://www.nursingmidwiferyboard.gov.au/registration-and-endorsement.aspx>).

Purpose

The purpose of this policy is to guarantee that all registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives employed by ACT public health services are practising with current registration that meets legislative and regulatory requirements set down by the NMBA. This will help to ensure that registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives have relevant knowledge, skills and competence which is integral to the provision of quality and safe health care in the ACT.

Scope

This policy pertains to registered nurses, enrolled nurses, midwives, nurse practitioners and endorsed midwives who practice within ACT Health, Canberra Health Services (CHS) and Calvary Public Bruce (CPB) and are regulated by the *Health Practitioner Regulation National Law (ACT) 2020*. This includes nurses and midwives whose primary role is not a nursing or midwifery role, but nevertheless are eligible to be employed in secondary nursing or midwifery roles such as casual out of hours or weekend positions.

ACT Health, CHS and CPB may need to develop their own Standard Operating Procedures (SOP) to implement the policy at a local level depending on each organisation's method for recording, tracking and reporting the status of nurses' and midwives' registration.

Roles and Responsibilities

Position	Responsibility
All registered nurses, enrolled nurses, advanced nurse practitioners, midwives and endorsed midwives employed in ACT public health services.	Responsible and accountable for maintaining their registration with the NMBA and promptly informing their employer of any changes to their registration status.

All registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives employed in ACT public health services.

Required to renew their registration on or before 31 May each year as required by the NMBA.

ACT Health, CHS and CPB

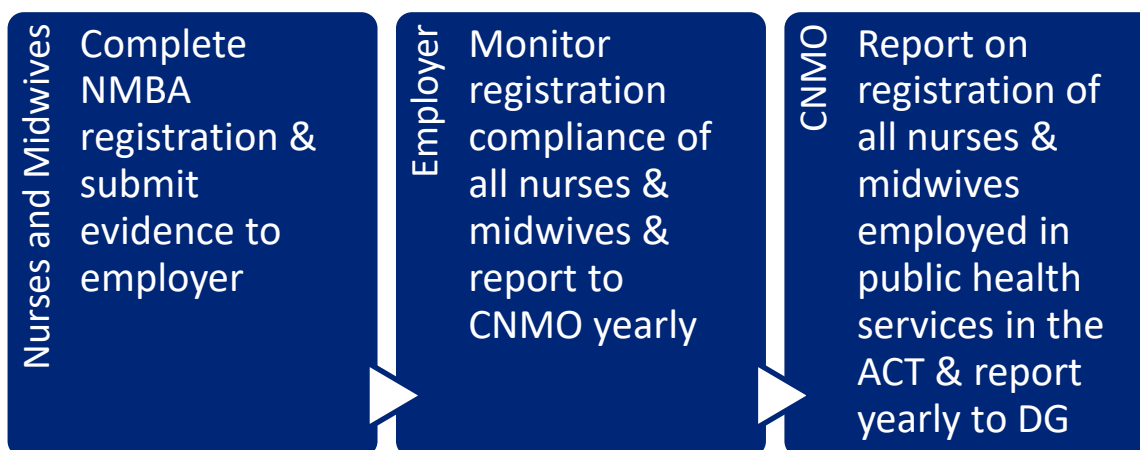
Responsible for ensuring all employed registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives have current registration and practice according to any conditions placed on them by the NMBA.

ACT Health, CHS and CPB

Responsible for reporting to the ACT Health Chief Nursing and Midwifery Officer (CNMO) (Appendix 1) within six weeks of the registration renewal date (including the one month's "grace" period allowed by the NMBA) to indicate all registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives employed in the organisations who hold current registration, drawing attention to any conditions applied to practice.

CNMO

Responsible for reporting annually to the ACT Health Director General within six weeks of the registration renewal date (including the one month's "grace" period allowed by the NMBA) to indicate all registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives employed in ACT Health, CHS and CPB hold current registration, drawing attention to any conditions applied to practice.



Requirements

Records Management

Each organisation is responsible for maintaining records of the registration of all nurses and midwives employed in nursing and midwifery roles, as well as any conditions or undertakings placed on registration. Records must be managed in accordance with the *Territory Records Act 2002* and ACT Health policy and procedures.

Evaluation

Outcome Measures	Method	Responsibility
Registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives comply with regulatory and legislative requirements regarding registration	Tracking and reporting the submission of current registration document/s to employer at time of annual registration and during the year if there has been any change to registration status	Manager/employer
Employers have up-to-date records that demonstrate all registered nurses, enrolled nurses, nurse	Yearly reporting to CNMO at time of registration Periodic reporting to CNMO as required	CNMO

practitioners, midwives and
endorsed midwives
comply with regulatory and
legislative requirements
regarding registration

References and Related Documents

Legislation

- *Health Practitioner Regulation National Law (ACT) 2020*
https://www.legislation.act.gov.au/a/db_39269/current/pdf/db_39269.pdf

Supporting Documents

- ACTHD Recency of practice policy
- NMBA Registration standard: Continuing professional development (2016)
- NMBA Registration standard: Recency of practice (2016)
- NMBA Registration standard: Professional indemnity insurance (2016)
- NMBA Registered nurse standards for practice (2016)
- NMBA Enrolled nurse standards for practice (2016)
- NMBA Midwife standards for practice (2018)
- NMBA Nurse practitioner standards for practice (Advanced copy2021)
- NMBA Enrolled nurse standards for practice (2016)
- The ICN code of ethics for nurses (2012)
- The ICM code of ethics for midwives (2014)
- NMBA Code conduct for midwives (2018)
- NMBA Code of conduct for nurses (2018)
- Framework for assessing standards for practice for registered nurses, enrolled nurses and midwives (2015)

Version Control

Version	Date	Comments
1.0	April 2021	New policy

Disclaimer: *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*

Appendix One. Annual Renewal Registration – Nurses and Midwives: Template for Reporting Compliance

The ACT Health Directorate (ACTHD) Nursing and Midwifery Office (NMO) is seeking your assistance to ensure all registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives employed in publicly funded health services in the ACT have renewed their registration by the end of May as required by the Nursing and Midwifery Board of Australia.

Under the current *Annual Renewal Registration Policy – Nurses and Midwives* the ACT Chief Nursing and Midwifery Officer is required to notify the ACTHD Director General that all nursing and midwifery professionals in the organisation hold current registration. *This notification does not detract from your responsibility for providing the same notice to your General Manager or CEO.*

It is requested that the following Template is used to provide confirmation to the NMO that all registered nurses, enrolled nurses, nurse practitioners, midwives and endorsed midwives with registration or non-practicing registration currently employed in the ACTHD, Calvary Public Hospital Bruce, and Canberra Health Services have renewed their registration.

In any cases where a registered nurse, enrolled nurse, nurse practitioner, midwife or endorsed midwife has not renewed their registration (registration compliance variations) could you please outline whether a plan is in place to ensure their renewal, or if other arrangements have been made for their registration renewal.

Please complete the following template and return to the NMO no later than six weeks following 30 May: nmo@act.gov.au

Discipline	Numbers employed & registered for 2021	Numbers not-registered for 2021	Comments - Registration compliance variations
Registered nurses (RN)			
Enrolled nurses (EN)			
Nurse practitioners (NP)			
Midwives (M)			
Endorsed midwives (EM)			
New graduate registered nurses undertaking transition to practice			
New graduate enrolled nurses undertaking transition to practice			
New graduate midwives undertaking transition to practice			
Registered nurses undertaking Masters of Midwifery (UC)			