

SESLHD POLICY COVER SHEET



Health
South Eastern Sydney
Local Health District

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Director, Nursing and Midwifery Services
AUTHOR	Sharon White Nurse Manager – Nursing & Midwifery Workforce Development & Design Sharon.white2@health.nsw.gov.au
POSITION RESPONSIBLE FOR THE DOCUMENT	Nurse Manager – Nursing & Midwifery Workforce Development & Design Norbert.pereira@health.nsw.gov.au
FUNCTIONAL GROUP(S)	Nursing and Midwifery
KEY TERMS	Registration, AHPRA, Nursing, Midwifery
SUMMARY	The purpose of this policy is to inform staff and Managers of the policy, procedures and conditions of employment in relation to registration and to ensure the management of registration complies with audit and accreditation requirements

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY
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1. POLICY STATEMENT

All Registered Nurses, Registered Midwives, Nurse Practitioners and Enrolled Nurses employed within South Eastern Sydney Local Health District (SESLHD) will provide evidence of current registration upon commencement of employment and annually (upon renewal) as a condition of employment.

In the event of failure or inability to present the proof of registration on the due date then:

- The employer will check the employee's registration by referring to the AHPRA website or by contacting AHPRA directly to check registration.
The National Law provides for a one month grace period for renewals. This means that registrants have until one month after their registration expiry date to apply for renewal.
- If the employee has not renewed their registration by the due date or within the one month late period, they will have their name removed from the register and the employee will be placed on 'leave without pay' until evidence of registration is provided by the employee to the employer.

It is a requirement that Nursing and Midwifery staff is employed and practice under the same name that appears on their current registration.

All Local Health District Facilities/Services are to have:

- Local policies / procedures in place outlining the process in the management of registrations for nursing and midwifery staff
- The policy / procedure must identify internal auditing requirements and assign responsibilities for compliance.

Staff with conditional registration will be managed in line with the facility's/service's process to monitor and manage staff with conditional registration.

2. AIMS

To inform SESLHD Nursing and Midwifery staff of the requirements for maintaining currency of Registration.

3. TARGET AUDIENCE

All Nurses and Midwives employed by SESLHD.

4. RESPONSIBILITIES

Directors of Nursing & Midwifery Services, Nurse Managers - Nursing & Midwifery Workforce, Nurse Managers, Midwifery Managers, Nursing Unit Managers, Midwifery Unit Managers, Workforce Services, Nurse Practitioners, Registered Nurses, Registered Midwives, Enrolled Nurses

5. DEFINITIONS

The NMBA or an adjudication body can impose a condition on the registration of a practitioner or student, or on an endorsement of registration. A condition aims to restrict a practitioner’s practice in some way, to protect the public.

Division:

A division is defined as part of a health profession. A practitioner can be registered in more than one division within a profession.

The corresponding professions and divisions are:

National Board	Profession	Division
Nursing and Midwifery Board of Australia	Nurse	Registered nurse (Division 1) Enrolled nurse (Division 2)
Nursing and Midwifery Board of Australia	Midwife	

Endorsement:

An endorsement of registration recognises that a person has additional qualifications or expertise in particular areas.

Endorsement subtype:

A registration may include more than one subtype of endorsement.

Grace Period:

The National Law provides for a one month grace period for renewals. This means that registrants have until one month after their registration expiry date to apply for renewal. Once the registrant has applied for renewal of registration, the registration remains in force until a decision is made.

If a registrant has not made an application for renewal within the grace period, then AHPRA will regard their registration as lapsed, and remove them from the register

Notation:

This records a limitation on the practice of a registrant and is used by the NMBA to describe and explain the scope of a practitioner’s practice by noting the limitations on that practice. The notation does not change the practitioner’s scope of practice but may reflect the requirements of a registration standard.

Registered:

The practitioner is registered to practise, having met the eligibility and qualification requirement for registration.

The Nursing and Midwifery Board in conjunction with the national agency - Australian Health Practitioner Regulation Agency (AHPRA) maintain the public registers for all registered Health Practitioners.

Under the national scheme there is a register for Nurses and a separate register for Midwives.

Within the registers the nursing profession is further categorised into divisions.

Registration standards:

Registration standards define the requirements that applicants, registrants or students need to meet to be registered.

The Nursing and Midwifery Board of Australia has developed the following registration standards:

Core registration standards

With the exception of registered students and non-practicing registrants, these standards apply to applicants for registration and currently registered nurses and midwives.

- [Criminal history registration standard](#)
- [English language skills registration standard](#)
- [Registration standard: Continuing professional development](#)
- [Registration standard: Recency of practice](#)
- [Registration standard: Professional indemnity insurance arrangements](#)

Endorsement

- [Registration standard: Endorsement as a nurse practitioner](#)
- [Registration standard for endorsement for scheduled medicines for midwives](#)
- [Registration standard for endorsement for scheduled medicines registered nurses \(rural and isolated practice\)](#)

The individual Nurse and/or Midwife are responsible for satisfying the above standards.

Student Registrations:

Any student enrolled in a National Board-approved program of study or clinical training in nursing or midwifery is required to be registered for the duration of their program of study or clinical training.

6. DOCUMENTATION

Registration details are to be maintained in the corporate payroll system

7. REFERENCES

- National Practitioner Regulation National Law Act 2009
- Nurses and Midwives Act 1991
- Australian Health Practitioner Regulation Agency (AHPRA) website
- Nursing and Midwifery Board of Australia

8. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
March 2008	0	Sharon White, Manager Nursing and Midwifery Workforce in conjunction with the Nursing workforce managers. Approved by the executive sponsor Kim Olsen, Director Nursing and Midwifery and Area Executive Team, 25 March 2008.
November 2010	1	Mary Sou Sou, A/Nurse Manager Executive Development
February 2011	1	Approved by Combined Clinical Council
March 2012	2	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Leadership, Kim Olesen, Director Nursing and Midwifery
March 2013	3	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design, Kim Olesen, Director Nursing and Midwifery
June 2014	4	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design, Kim Olesen, Director Nursing and Midwifery
August 2015	4	Re-formatted by District Policy Officer. Approved by Executive Sponsor, Kim Olesen, Director of Nursing and Midwifery.
August 2016	5	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design, Kim Olesen, Director Nursing and Midwifery
February 2018	6	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design, Kim Olesen, Director Nursing and Midwifery
March 2018	6	Processed by Executive Services prior to publishing
June 2019	7	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design, Kim Olesen, Director Nursing and Midwifery
September 2020	8	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design, Kim Olesen, Director Nursing and Midwifery
September 2022	9	Sharon White, Nurse Manager – Nursing & Midwifery Workforce Development & Design. Approved by Executive Sponsor, Kate Hackett, Director Nursing and Midwifery.