

# SESLHD POLICY COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Nursing and Midwifery Registration
<b>TYPE OF DOCUMENT</b>	Policy
<b>DOCUMENT NUMBER</b>	SESLHDPD/030
<b>DATE OF PUBLICATION</b>	October 2024
<b>RISK RATING</b>	Medium
<b>LEVEL OF EVIDENCE</b>	NSQHS - Standard 1: Clinical Governance - Clinical performance and effectiveness
<b>REVIEW DATE</b>	October 2027
<b>FORMER REFERENCE(S)</b>	SESIAHS PD 153
<b>EXECUTIVE SPONSOR</b>	Director of Nursing and Midwifery, SESLHD
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<b>FUNCTIONAL GROUP(S)</b>	Child, Youth and Family HR Consulting Nursing and Midwifery Women and Babies Health
<b>KEY TERMS</b>	Registration, AHPRA, Nursing, Midwifery
<b>SUMMARY</b>	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

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### 1. POLICY STATEMENT

The Australian Health Practitioner Regulation Agency (AHPRA) works with the Nursing and Midwifery Board of Australia (NMBA) to help protect the public by regulating Australia's registered health practitioners.

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 the employer will check the employee's registration by referring to the AHPRA website ([ahpra.gov.au](http://ahpra.gov.au)) or by contacting AHPRA directly.

If the employee has not renewed their registration by the due date or within the one-month grace period, their name will be removed from the register. This is a breach of their employment contract and will be referred to the DON/M / Service Nurse Manager for management.

All SESLHD facilities and services are to have a process of managing registrations for nursing and midwifery staff, including internal auditing of compliance.

Staff with conditional registration will be managed in line with the facility/service 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, including Agency staff.

### 4. RESPONSIBILITIES

**Each Nurse and Midwife** is responsible for ensuring their professional registration is current and that documented evidence is provided to their N/MUM or Nurse/Midwife/Manager on an annual basis. This includes during periods of extended leave, for example long service leave, maternity leave and workers compensation.

**Each N/MUM or Nurse/Midwife Manager** is responsible for confirming the current professional registration for all Nurses and/or Midwives that report to them. This includes reviewing registrations of candidates for any conditions/ notations. The Manager is also

responsible for confirming and/or updating the renewed registration details in StaffLink ([SARA Knowledge Article: KB0017675](#)).

**Workforce Nurse Managers** will prepare weekly site/service reports from third week in May each year on registration currency. Report will be generated from StaffLink and distributed to all N/MUM or Nurse/Midwife Manager to track compliance.

**Nursing & Midwifery Development & Design Nurse Manager** will prepare weekly LHD reports from third week in May each year on registration currency. Report will include all agency/casual staff and be distributed to the site Workforce Nurse Managers to support local tracking.

**Each DON/M** has the overall responsibility for ensuring that all Nurses and Midwives employed within their site/ service have current registration.

**People & Culture** will support line managers in the review of professional registrations of candidates for conditions/ notations.

## 5. DEFINITIONS

There are several terms that may appear on the profile of a health practitioner appearing on the AHPRA Register of Practitioners. Definitions are available here: [Australian Health Practitioner Regulation Agency - Glossary \(ahpra.gov.au\)](https://www.ahpra.gov.au/Glossary)

## 6. PROCEDURE

New starters present evidence of current registration upon commencement of employment (typically as part of the recruitment process). Registration details will be entered into StaffLink as part of the onboarding process.

Current staff are required to maintain registration renewal each year.

Annual registration compliance is attended automatically between StaffLink and AHPRA. This is monitored with the [NSWH Professional Registration Report](#).

### Automatic Data Validation Fail

When there is a mismatch in data between AHPRA and StaffLink (e.g. employees' name not matching between these systems), this will be reported as 'Not Found' and the automatic update will fail. In this situation, the N/MUM or Nurse/Midwife Manager will be required to confirm current professional registration and [manually update the details in StaffLink](#).

When there is a mismatch in name, the N/MUM or Nurse/Midwife Manager is required to request an update to these details by completing the [IF081 AHPRA Other Name Template](#) and submit via the SARA [HR General Enquiry](#) form.

It is the responsibility of the Nurse/ Midwife to confirm personal details that appear on their AHPRA Register of Practitioners profile. They must work with AHPRA to have any corrections made.

## **7. FAILURE TO RENEW REGISTRATION**

The Health Practitioner Regulation National Law (NSW) provides for a one-month grace period for renewals. This means registrants have until one month after their registration expiry date to apply for renewal and can practise within the scope of their registration and consistent with any conditions or undertakings that apply.

If an employee has not renewed their registration by the due date or within the one-month grace period, their name will be removed from the register. This is a breach of their employment contract and will be referred to the DON/M / Service Nurse Manager for management.

## **8. REGISTRATION SUSPENSION, REMOVAL OR CONDITIONS**

SESLHD receives weekly advice from the Health Professional Councils Authority identifying registered health professionals with a principal place of practice in NSW where action was taken in the past week by a NSW Tribunal, Council or Panel under the Health Practitioner National Law to suspend or remove (cancel or de-register) the practitioner from the register or impose conditions that restricts or impacts on their practice.

This report is checked against StaffLink to verify if any current SESLHD employees are included. Affiliated services are required to conduct their own checks as their staff do not appear in StaffLink.

Where current staff are identified, advice is sent to the relevant DON/M for local follow-up.

## **9. DOCUMENTATION**

Registration details are to be maintained in StaffLink.

## **10. REFERENCES**

[National Practitioner Regulation National Law Act 2009 \(NSW\)](#)  
[Nurses and Midwives Act 1991 \(NSW\)](#)  
[Australian Health Practitioner Regulation Agency \(AHPRA\)](#)  
[Nursing and Midwifery Board of Australia](#)

**11. VERSION AND APPROVAL HISTORY**

<b>Date</b>	<b>Version No</b>	<b>Version and approval notes</b>
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.
16 October 2024	10.0	Update by Norbert Pereira, Nurse Manager – Nursing & Midwifery Workforce Development & Design. Approved by SESLHD Patient Safety and Quality Committee.