

Map 7 – Renewal of Registration or Enrolment

KEY:

- Entries in black in the Maps are general commentary & contain questions & statements that require checking as to their veracity or information to be provided by Board
- Entries in blue are where there is specific reference to the issues in the statute or subordinate legislation
- Entries in violet are where there is legislation that has been assented but has not commenced at the time of writing
- Entries in green indicate where the statute & other regulatory instruments may be silent but the regulatory authority has a policy regarding the issue
- Entries in red indicate information provided during interview with the various nursing & midwifery regulatory authorities, nursing & midwifery leaders & chief nursing officers in each state & territory.
- ✓ Feed back has been received from jurisdiction

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	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
Health Professional Regulatory Regime Specific to Nursing & Midwifery	<p><i>* Health Professionals Act 2004</i></p> <p><i>Health Professionals Regulation 2004</i></p> <p><i>Health Act 1993</i></p>	<p><i>* Nurses and Midwives Act 1991</i></p> <p><i>Health Care Complaints Act 1993</i></p> <p><i>Nurses and Midwives Regulation 2003</i></p> <p><i>Nurses and Midwives Amendment (Performance Assessment) Act 2004</i></p>	<p><i>* Health Practitioners Act 2004</i></p>	<p><i>* Nursing Act 1992</i></p> <p><i>Health Practitioner Registration Boards (Administration) Act 1999</i></p> <p><i>Health Practitioners (Professional Standards) Regulation 2000</i></p> <p><i>Nursing Regulation 2005</i></p>	<p><i>* Nurses Act 1999</i></p> <p><i>Nurses Regulations 1999</i></p> <p><i>Nurses (Electoral) Regulations 1999</i></p>	<p><i>* Nursing Act 1995</i></p> <p><i>Nursing (Fees) Regulations 1998</i></p>	<p><i>* Nurses Act 1993</i></p> <p><i>Nurses Regulations 2004</i></p> <p><i>Health Professions Registration Act 2005 (HPRAct) (uncommenced)</i></p>	<p><i>* Nurses Act 1992</i></p> <p><i>Nurses Rules 1993</i></p> <p><i>Nurses Code of Practice 2000</i></p> <p><i>Nurse Practitioners Code of Practice 2004</i></p> <p><i>Nurses & Midwives Bill 2005</i></p>

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No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓
7.1	Registration or enrolment in jurisdiction required to practice	Yes Titles & practice protected Offence if not registered – ss 71 & 72.	Yes Titles protected	Yes Titles & practice protected	Yes Titles protected	Yes Titles & practice protected	Yes Titles & practice protected	Yes Titles (& ? practice) protected Yes Titles (& ? practice) protected	Yes Titles & practice protected
7.2	Period of registration or enrolment	No longer than 1 year – CI 120	Practice period is the period of 12 months commencing on the first day of the month next following the 1 st anniversary of the day of the nurse's or midwife's registration or enrolment – s 33(8).	1 year – s 49	1 year - s 74	1 year [1].	1 year – s 50	1 year – s 12 1 year – s 17	1 year or 3 years – CI 12 Nurses Rules (except NPs – Registration only available for 1 year) Duration of registration to be prescribed by regulations – CI 35.
7.3	Renewal date(s)	Annual renewal – 31 March [2].	At anniversary of original registration or enrolment in NSW.	Annual renewal - by 30 September.	Annual renewal – 1 April – 30 June [3].	Annual renewal - by 31 August [1].	Annual renewal - by 31 August – s 50(1)(a).	Annual renewal - by 31 December – s 12(1). Act says end financial year or other period fixed by Board – s 17.	A certificate of registration has effect until 31 December of the year in which the certificate was issued – CI 11 Nurses Rules Licence to Practice: Where a person's registration as a nurse is renewed, the Registrar is to issue the person with a certificate in a form approved by the Board. A certificate has effect for the period stated in the certificate – CI 15(2) Nurses Rules. By the end of their birth month – either annually or every 3 years [4]
7.4	Recognition of renewal	Practising Certificate issued – Clauses 120 & 121.	Annual practising certificate on payment of the annual practising fee issued.	Practising certificate issued – s 40	Annual licence certificate issued – s 74.	Certificate of registration or enrolment issued – CI 4 Reg.	Annual practising certificate issued – s 50(4).	Certificate of registration issued – s 18. - CI 31.	Licence to Practice CI 15(2) Nurses Rules. - CI 40.

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7.5	Failure to renew & grace period prior to removal for non-payment of fees	<p>Name removed after 2 weeks is fee not paid - no reminder – CI 124</p> <p>Late fee 1-14 April</p> <p>Removal 15 April [2].</p> <p>Board has a discretion to renew the registration after the end of the grace period – CI 128</p> <p>CI126 deals with reminder notices – even if reminder notice not received, not effect requirement to renew.</p> <p>Late fee may be determined</p> <p>CI127 - two weeks after renewal due, registration cease if not renewed.</p>	<p>Name removed if annual practising fee not paid before the commencement of the practice period – s33(3)</p> <p>If cancelled in this way the Board may restore the person's registration or enrolment on:</p> <ul style="list-style-type: none"> application in writing payment of the fee-s33(4)–usually the same as initial registration or enrolment fee- <p>Board can refuse to grant an application for restoration & treat the application as an application for registration or enrolment – s33(6)</p>	<p>Name removed (after 30 September) then have 30 days (until 30 October) to seek restoration – s 52(3)</p> <p>Restoration can occur if person:</p> <ul style="list-style-type: none"> pays the restoration fee requests their name to be restored provides Board with information it requires on the approved form – s 53 Board can refuse to grant an application for restoration – s 52(4). <p>>30 October – full new application required.</p> <p>Section 50 (2)(g) empowers the Board to remove a person's name if they fail to pay the practicing certificate fee.</p>	<p>If a nurse, or midwife who is not a nurse, fails to pay the annual licence certificate fee within the period prescribed, the council must immediately cancel the nurse's registration or enrolment or revoke the midwife's authority to practise.</p> <p>A person whose registration or enrolment is cancelled or authority to practise is revoked as above may apply to the council for re-registration, re-enrolment or re-authorisation in the form approved by the council.</p> <p>The application must be accompanied by the annual licence certificate fee and the restoration fee prescribed</p> <p>The council must reregister, re-enrol or re-authorise the applicant & issue an annual licence certificate to the applicant if it is satisfied:</p> <ul style="list-style-type: none"> The applicant is competent & fit to practice. the applicant has practised nursing or midwifery < 5 years the applicant is qualified to be registered, enrolled or authorised. <p>If the council is not</p>	<p>Name removed if annual practising fee not paid by due date.</p> <p>May apply to the Board at any time for the reinstatement.</p> <p>Application for reinstatement form</p> <p>Reinstatement fee [5]</p> <p>The Board may require an applicant to:</p> <ul style="list-style-type: none"> provide the Board with any information required by the Board for the purposes of determining the application; submit a medical report or other evidence accepMap to the Board to ensure that the applicant can practise effectively as a nurse; to obtain additional qualifications or experience specified by the Board before the Board determines the application. <p>The Board should, subject to being satisfied of the information provided above reinstate the name of a person who applies under this section if satisfied that the person:</p> <ul style="list-style-type: none"> has sufficient competence and 	<p>Name removed 30 days after the due date if practising certificate fee not paid, plus a late fee if paid in 30 days after due date – s 50(7).</p> <p>Obligation to give person a reasonable opportunity to be heard – s 51(2).</p> <p>Notice of removal must be given – s 51(3).</p> <p>On payment of practising certificate fee & restoration fee the Board must restore the person's name to the register or roll unless it is not satisfied the person meets the requirements for registration or enrolment – ss22(1) & 53(3).</p>	<p>If a person does not apply for renewal of registration before the end of the existing registration period, the Board may renew that person's registration if application is made within 3 months after the end of the registration period & the applicant pays an additional renewal fee of not more than 50% of the original fee.</p> <p>For a period of 3 months after a person's registration has expired without being renewed that person is deemed to be registered, at the end of that period, if that person has not renewed her or his registration, the Board must remove that person's name from the register. Ss 13(2) & (3).</p> <p>Board may refuse to renew the registration of an applicant on any ground that they might refuse registration, or place conditions upon their practise ie</p> <ul style="list-style-type: none"> Not of good character Is unfit – alcoholic or drug dependent Has a physical or mental impairment Has been found guilty of an offence Been involve in proceedings under health professional 	<p>If the person fails pay fee they cease to be registered & their name is removed from the register.</p> <p>A person whose name is removed from the register (in this way) may at any time pay to the Board all fees that are in arrear, & all fees that would be in arrear if the person had continued to be registered, together with the late fee, & shall then be entitled, subject to this Act, to have their name restored to the register – ss 32(2) & (3).</p> <p>If an applicant has not practised nursing < 5 years, the Board may require the applicant to complete a course or program that the Board considers to be appropriate, & by way of considering the application, take into account the course or program coordinator's statement as to whether or not the applicant has satisfactorily completed the course or program – CI 13(2) Nurses Rules.</p> <p>Name removed 5 working days after due date [7].</p> <p>Similar provisions in Clauses 36((1) & (2)</p>

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					satisfied the applicant has practised nursing or midwifery < 5 years before the application, the council may reregister, re-enrol or re-authorise the applicant subject to the conditions of practice it considers appropriate – ss 74(3) – (7).	capacity to practise in the field of nursing to the standards required by the Board <ul style="list-style-type: none"> is a fit and proper person to be registered or enrolled under this Act – s 26. 		<p>Act</p> <ul style="list-style-type: none"> Competency in English is inadequate Has had registration suspended or cancelled Inadequate professional indemnity arrangements – ss 7(2) Have not had sufficient experience < 5 years – s 14(1). <p>Similar provisions under new Act – ss 6, 18(6), (7) & (8).</p> <p>If registration is not renewed by 31 March the person's name and details are removed from the Register & placed on the inactive file. This facilitates quick access to the details should the person wish to re-register in the future. Those on the inactive file will be able to subscribe to the Board's news bulletin should they wish to be kept up to date with the Board's activities [6].</p>	Also – a person who pays fees in arrears & late fee & has their name restored is deemed to have remained registered during the period that their name was removed – CI 36(3).
7.6	Before renewal will be considered	<ul style="list-style-type: none"> Completion of renewal notice in writing – CI 126 Payment of the prescribed fee Annual declaration to be completed [2]. 	<ul style="list-style-type: none"> Payment of the prescribed fee – s33 Application for renewal required in writing – s42A 	<ul style="list-style-type: none"> Payment of practising fee Provide Board with information it requires – s 49(2). 	<ul style="list-style-type: none"> Application for renewal on required form Payment of annual licence certificate fee Proof that applicant has practised in the relevant area of nursing or midwifery < 5 years Other information 	<ul style="list-style-type: none"> Application for renewal of a registration on required form Payment of Practising Fee – s 28. 	<ul style="list-style-type: none"> Pay prescribed practising fee Give the Board any information it requires – s 50(2). 	<p>Application must be accompanied by:</p> <ul style="list-style-type: none"> the required information Fee determined by Board - s 13(1). 	<ul style="list-style-type: none"> Application for renewal of a registration on required form CI 13(1) Nurse Rules Payment of Fee – CI 14(1) & Item 3 Sched 2 Nurses Rules Information as to whether person has practised nursing < 5 years – CI 13(2)

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					that the Board requires – s 75(2) – self declaration.				Nurses Rules.
7.7	Workforce data collected	Labour Force Census – non-mandatory & explanation given about its uses & the privacy constraints around its use [2].	Nursing & Midwifery Labour Force Census– non-mandatory & explanation given about its uses & the privacy constraints around its use [8].	The AIHW data collection goes out with registration renewal.	No	The AIHW data collection goes out with registration renewal.	Nursing & Midwifery Labour Force Census– non-mandatory & explanation given about its uses & the privacy constraints around its use.	Becomes a requirement under new legislation.	The Department of Health pays for the Board to distribute the AIHS workforce data form. This is not sent out with renewal of registration forms but either with our <i>OnBoard</i> publication or as a separate mail out.
7.8	Obligations on nurses & midwives to ensure their competence ¹ & ongoing suitability to practice nursing &/or midwifery	A registered health professional must ensure that he or she remains suiMap to practice the profession in which he or she is registered – CI 129	There is no particular requirement at the time of renewal.	A person must: <ul style="list-style-type: none"> be competent to practise in the category have sufficient physical & mental capacity to practise in the category; have an adequate command of English language have adequate professional indemnity arrangements in place is of good character – s 22(1). Have practised < 5 years unless they can satisfy the Board that they are competent to practise – s 49(1)(d). 	A person must: <ul style="list-style-type: none"> Have practised nursing or midwifery < 5 years Be fit & competent to practice Have a state of health to enable them to carry out the duties as an RN or EN safely have an adequate command of English language - ss 54(1) – (3). 	A person must: <ul style="list-style-type: none"> Have practised nursing or midwifery < 5 years Meet the requirements determined by the Board to be necessary for the purposes of registration under this Act be a fit and proper person to be a registered nurse s 23(1). 	A person must: <ul style="list-style-type: none"> be eligible for registration or enrolment have sufficient physical & mental capacity have sufficient competence to practise be of good character have an adequate command of the English language – ss22(1). 	A person must: <ul style="list-style-type: none"> be fit to practice – not be an alcoholic or drug dependent person not have a criminal record not have been involved in proceedings concerning their registration have sufficient physical & mental capacity be competent in the English language no had their registration cancelled or suspended have adequate professional indemnity arrangements – s 7(2). Had sufficient experience < 5 years – s 14(1). Similar provisions under	The Act is silent on ongoing competence and ongoing suitability to practice with regard to renewal of registration. Definition of 'registration' includes 'renewal' – CI 3, therefore person must: <ul style="list-style-type: none"> be a fit & proper person to be registered Not committed an offence that renders a person unfit to practise nursing Have a sound knowledge of the English language has sufficient physical & mental capacity has sufficient skill has acquired such knowledge & has such practical experience in nursing or midwifery to enable the person to perform efficiently the

¹ Competence - "the combination of skills, knowledge, values and abilities that underpin effective &/or superior performance in a profession/occupational area. Continuing professional competence is the ability of nurses (& midwives) to demonstrate that they have maintained their competence in their current area of practice"-The Australian Nursing and Midwifery Council (ANMC).

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								new Act – s6.	duties of a nurse or midwife – CI 27(2)
7.9	RA's obligations in relation to ensuring the ongoing competence & suitability to practice nursing &/or midwifery	<p><i>Register</i> is defined as including enrolment & renewal – s3.</p> <p>A health profession board must, in writing, establish or facilitate the establishment of, programs to support, promote & assess health professionals' general & professional competence - CI 130</p> <p>Functions of the Board – s 26(2).</p>	<p>There is no power to act at the time of registration renewal. The Board is able to take action in regard to competence & fitness to practise either (1) at the time of initial application or (2) through professional discipline or impairment processes.</p>	<p>The Board must satisfy itself of the above (see 7.8) – ss 22(1) & 49(1)(d).</p> <p>For the purposes Board may take into account evidence of an applicant's recent practice or continued competence in the category of health care practice in addition to anything else the Board thinks fit – s 22(2).</p>	<p>If the council is not satisfied that the applicant has practised in the relevant area of nursing or midwifery within the previous 5 years, the council may:</p> <ul style="list-style-type: none"> refuse to grant the renewal; or grant the renewal subject to such conditions as the council considers appropriate, including conditions about education, training & experience to be undertaken or gained – s 74(7). 	<p>The Board must satisfy itself of the above (see 7.8) – s 28.</p> <p>A registered or enrolled nurse who has not practised nursing for a period of 5 years or more must not practise nursing without first obtaining the approval of the Board – s 29(1).</p>	<p>The Board must satisfy itself the nurse:</p> <ul style="list-style-type: none"> complies with the above requirements (see 7.8) has adequate professional indemnification arrangements has actively practised < 5 years – ss 50(5) & (6). 	<p>The Board must satisfy itself the nurse complies with the above requirements (see 7.8)</p>	<p>No obligations.</p>

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7.10	Policy &/or guidelines issued by RA in relation to competence, conduct & ethics	<p>Maintaining Competence & Continuing Professional Development Framework for Nurses & Midwives in the ACT (undated) [9]</p> <p>Registered Midwife Competency Assessment & Learning Plan (2006) [10]</p> <p>Registered Nurse Competency Assessment & Learning Plan (2006) [11]</p> <p>Enrolled Nurse Competency Assessment & Learning Plan (2005) [12]</p> <p>Professional Portfolio for Nurses & Midwives – Tools for Reflective Practice & Lifelong Learning (2005) [13].</p>	<p>Competencies of the Midwife (2004) [14].</p> <p>Annual Authority to Practice (1997-2005) [15].</p> <p>Performance Assessment & Performance Review – (2005) [16].</p>	<p>Competence to Practice Audit Policy (2005) [17].</p> <p>Competence to Practice Audit Policy (2005) [18].</p>	<p>Scope of Practice for Nurse & Midwives (2005) [19].</p> <p>Competence – Information Sheet No 8 (2003) [20].</p> <p>Code of Practice for Midwives Incorporating Guidelines for Midwifery Practice [21].</p>	<p>Professional Practice Standards [22].</p> <p>A Scope of Practice Decision Making Tool (2006) [23].</p> <p>Professional Standards Statement for Nurse Practitioner Practice (2002) [24].</p>	<p>Competence to Practice Policy (2004) [25].</p> <p>Standards for the Scope of Nursing Practice (2001) [26].</p> <p>The Code of Practice for Midwives in Tasmania (2003) [27].</p> <p>Scope of Nursing Practice Decision Making Framework (2006) [28].</p>	<p>Guidelines: Delegation & Supervision for registered nurses & extended scope of practice for the division 2 registered nurse (2003) (under review) [29].</p> <p>Guidelines: Determining Scope of Nursing & Midwifery Practice – discussion paper (2005) [30].</p>	<p>Scope of Nursing Practice Decision-Making Framework (2004) [31]</p> <p>Nurses Code of Practice 2000 [32].</p> <p>Nurse Practitioners Code of Practice 2004 [33].</p> <p>Scope of Enrolled Nursing Practice Policy (2005)</p> <p>Professional Portfolio (2004) [34]</p> <p>Guidelines for Demonstration of Continuing Professional Competence (2004) [35].</p>
7.11	National standards endorsed by RA in relation to competence, conduct & ethics	See Map 1 – 1.13	See Map 1 – 1.13	See Map 1 – 1.13	See Map 1 – 1.13	See Map 1 – 1.13	See Map 1 – 1.13	See Map 1 – 1.13	See Map 1 – 1.13
7.12	Recency of practice requirement at renewal	<p>Self declaration - < 5 years & no minimum period [2].</p> <p>Sched 3, 3.8(3) & Sched 4, 4.6(3).</p>	No requirements	<p>Self declaration – practised as a nurse or midwife < 5 years [36-38].</p>	<p>Self declaration:</p> <ul style="list-style-type: none"> ▪ practised as a nurse or midwife < 5 years ▪ employment < 5 years has maintained nursing competence, using nursing knowledge & skill, & equipped the person to fill a position requiring registration or enrolment as a nurse ▪ have completed an 	<p>Self declaration:</p> <ul style="list-style-type: none"> ▪ practised < 5 years [40, 41]. 	<p>Self declaration:</p> <ul style="list-style-type: none"> ▪ currently practising nursing or as a midwife, or ▪ not currently practising as a nurse or midwife & date that the person last practised [42]. 	<p>Self declaration:</p> <ul style="list-style-type: none"> ▪ currently employed or self employed in a role which nursing registration is required ▪ has practised in a role that required nursing registration for 5 years previously to the current year ▪ has completed a pre-registration or re- 	<p>Self declaration - employment details</p> <ul style="list-style-type: none"> ▪ Dates of last practice ▪ Employer name & contact details ▪ Specialty areas [7].

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					accredited courses or approved equivalent <ul style="list-style-type: none"> Practice < 5 years is relevant to application [39] 			entry nursing course since Jan 2001 [43]. Becomes a 2 year period under new legislation.	
7.13	Competency & performance requirements	Self declaration of competency in the area that they work at renewal [2]. Sched 3, 3.8(2) & Sched 4, 4.6(2). A person is suiMap to practice as a nurse or midwife if the person is generally competent – CI 114. General competence to practice – CI 115. Breach of standards if health professional demonstrates lack of competence, knowledge, skill or standard of care – CI 137. Board may use information it receives about a registered nurse or midwife’s continuing competence or professional development to take action to protect public safety or in the public interest – CI 132. The Board may review a nurse or midwife’s professional practice: <ul style="list-style-type: none"> With the person’s consent 	No requirement to give any information at renewal – only applicable in the breach ie A person is competent to practice nursing or midwifery only if they have: <ul style="list-style-type: none"> sufficient physical capacity, mental capacity, knowledge and skill to practice sufficient communication skills, including an adequate command of the English language – s 4B. Board report that they made strong representations to the DOH to have competency requirements included in the most recent review of the Act in 2004.	Self declaration of competency in the area that they practise at renewal [36-38]. A person is entitled to be registered or enrolled if the Board is satisfied the person: <ul style="list-style-type: none"> is competent to practice in the category has an adequate command of the English language – ss 22 (1)(a) & (b). 	See 7.12	Self declaration of competency in the area that they practise at renewal [40, 41].	Self declaration of maintenance of competency in the area that they practise in accordance with ANMC Competency Standards at renewal [42]. Applicant is entitled to be registered or enrolled if they satisfy the Board that they: <ul style="list-style-type: none"> have sufficient that competence to practise (among other requirements) have adequate command of the English language– ss 22(1)(b) & (d). 	Self declaration of : <ul style="list-style-type: none"> Sufficient experience as registered nurse in past 5 years to maintain competence continual assessment of knowledge, skills & professional judgement, taking action to improve the quality of practice reflecting on recent workplace performance appraisals to confirm competence to practise Promoting a positive image of nursing by quality practice [43]. A person unable to meet the competency requirements will not be able to renew therefore will be required to undertake supervised practice or re-entry education to re-register.	Self declaration of continuing to maintain knowledge & skills to demonstrate continuing professional competence in my nursing/midwifery practice [7]. From a Board Discussion Paper on the Assessment of Competence: <i>As current legislation does not authorise the Board to assess the continuing competence of registrants beyond criteria previously outlined, changes to the Act would be required prior to implementation of an assessment framework in WA</i> [44].

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		<ul style="list-style-type: none"> If review is required by the Tribunal or professional standards panel – s38(1). 							
7.14	If competency & recency of practice requirements are not met	<p>Differentiates need for:</p> <ul style="list-style-type: none"> refresher course - return to practice after 5-10 years; re-entry course – return to practice > 10 years - Scheds 3 & 4, paras 3.1 & 4.1. <p>Not clear if this is just upon initial application – s 37(5)(b) & Sched 3, 3.13 & Sched 4, 4.11.</p> <p>Board can deal with health professional according to s 26(2)(h) if not competent or if they do not meet the suitability to practice requirements.</p>	NA	<p>Everyone assessed on merits. However a 'rule of thumb' response may be if re-entry/restoration is sought:</p> <ul style="list-style-type: none"> < 5 years – a person may be allocated an advisor 5 – 8 years – required to undertake a re-entry program > 8 years – requirement to enrol in a Bachelor of Nursing, Bachelor or Grad Cert in Midwifery, Cert IV in enrolled nursing. <p>This applies to persons who been out of practice for 5 years or more.</p> <p>In theory it could be possible to receive a renewal where the nurse or midwife makes a declaration that they are not competent, even though they have practiced in the preceding 5 years. The nurse would be offered the opportunity to demonstrate competence through a competence assessment.</p>	<p>See 7.9</p> <p>An applicant who has been unsuccessful in a competence assessment program may be required to undertake an accredited pre-registration or pre-enrolment course in order to be eligible for registration or enrolment.</p> <p>An applicant for registration may be considered for enrolment [3].</p>	<p>The Board may:</p> <ul style="list-style-type: none"> require the nurse to undertake a specified course of instruction & training make its approval subject of conditions eg: <ul style="list-style-type: none"> restricting the places or times at which the nurse may provide nursing care; limiting the field of nursing in which the nurse may practise; nurse be supervised when providing nursing care by a particular person or by a person of a particular class; other conditions as the Board thinks fit – s 29(2). <p>The Board will refer a person who has not practised for >5 years to the Competency Assessment Service to have their competence assessed against the relevant standards [45].</p>	<p>Applicants who do not meet the Board's Competence to Practise Policy ie practice < 5 years are required to contact the Board for an individual assessment</p> <p>Applicants unable to meet the competence to practise requirements will be required to undertake and approved re-entry program prior to being granted an annual practising certificate.</p> <p>If unable to demonstrate competence to practise within an approved re-entry program may be required by the Board to undertake a full education program for registration, enrolment or authorisation to practise as a midwife.</p> <p>In special circumstances, the Board may allow an individual to undertake a period of supervised practice where there is no immediate availability to a re-entry program or where a re-entry program is not considered necessary [25].</p>	<p>If person cannot demonstrate recency of practice <5 years when applying for renewal, restoration or re-registration, they may be required to complete an approved period of supervised practice or a re-entry program [46].</p>	<p>Recency of Practice is clear under CI 13(2) Nurses Rules but silent on continuing competence.</p> <p>The Board is to cancel the registration of & direct the registrar to remove from the register the name of a nurse or midwife in relation to that type of registration if the Board is satisfied that the nurse:</p> <ul style="list-style-type: none"> has not practised nursing of that type or midwifery in the preceding period of 5 years; & has not maintained current knowledge and skills in nursing or midwifery at an approved level - CI 42.
7.15	Recognition of	Registrants are required to remain competent in	NA	?	At Audit: Pathology	Competencies are the same for all nurses &	Competence to Practice Policy [25].	The Board recognises, for purposes of renewal	Board recognises currency of practice for

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No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓
	competencies for nurses & midwives working in non-traditional nursing & midwifery roles	the areas in which they are working. This includes clinical, education, management and research. You do not have to be employed as a nurse or midwife to maintain registration.			<p>employment: If only employment in the last five years has been in a pathology service, an individual submission that includes a certified copy of duty statement or position description & a medical certificate from a doctor.</p> <p>Ambulance officers: Nurses employed as ambulance officers should provide documents according to options 2 below [47].</p>	midwives.		<p>of registration, nursing experience gained in the areas of nursing management, nursing education, nursing research and clinical nursing over the last five years.</p> <p>Those registrants who are working in other occupations, experience in these positions can not be recognised as experience in nursing.</p> <p>For registrants working in nursing related positions the Board requires further information from the employer. The correspondence must indicate that the person is employed in a nursing position and that it is a requirement that the person be registered for that position [6].</p>	any position where the Job description requires a person to be a nurse or midwife.
7.16	Audit of currency of practice & competency	Yes	No Board report that they made strong representations to the DOH to have audit included in the most recent review of the Act in 2004.	Yes	Yes	No	Yes	<p>A person may be asked to demonstrate recency of practice - [43].</p> <p>Currently no routine audit process though ad hoc auditing is conducted.</p> <p>Currently there is a CPD program beign developed (Feb 2006).</p>	Yes
7.16.1	Audit Process	Random audit of 5% of registrants each year [9].	NA	<ul style="list-style-type: none"> 7.5% of eligible nurses & midwives each year (approx 250) semi random 	<ul style="list-style-type: none"> Random audit of annual licence renewals [48]. 20 % audited 	NA	<ul style="list-style-type: none"> Random audit of applications for renewal of annual practising certificate Aim is to select 5% of nurses & midwives 	NA	<p>Random audit of 5% of registrants each year [35].</p> <ul style="list-style-type: none"> A month to submit evidence Consequences of no

Map 7 – Renewal of Registration or Enrolment										
No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓	
				<ul style="list-style-type: none"> 1 – 30 November each year [17, 18]. <p>Aim to audit every nurse & midwife once every 5 years.</p> <p>Semi random in that nurses who have been audited in the preceding 5 years or those who have a current conduct matter before the Board are excluded from the sample.</p>				each year <ul style="list-style-type: none"> 25% audited over 5 years 		response still being developed. No response is being flagged on Board's system & when the nurse comes to renew they are asked to submit their evidence. But if a nurse challenges us, we would have to renew their registration regardless.
7.16.2	Mandatory or voluntary	Mandatory	NA	?	Mandatory	NA	Mandatory	NA	See 7.16.1	
7.16.3	Options to demonstrate maintaining competence & ongoing professional development	<ul style="list-style-type: none"> Professional Development & Evaluation Plan signed off by employer, or Recent workplace competency assessment program signed off by employer, or Assessment against ANMC Competencies, or Professional Portfolio [9]. 	NA	<p>Option 1: A statement from current employer as to the nurse or midwife's competence in their current practice context</p> <p>Option 2: (If not working or have no direct supervisor) A portfolio of evidence that demonstrates the person's ongoing competence in their area of practise.</p>	<p>Option 1 Return the Audit response form - Confirmation of fitness and competence to practice eg director of nursing, clinical nurse consultant, peer. All items on the form must be completed. Also, if practice took place outside Queensland, evidence is required of a current licence in that place during practice eg a certified copy of annual licence certificate, issued by the appropriate authority for the relevant period.</p> <p>Option 2 Provide an individual submission & a medical certificate - An individual submission is a set of written statements that shows how current</p>	Board has a competency assessment service which it has contracted out.	<p>If currently practising:</p> <ul style="list-style-type: none"> A satisfactory workplace performance appraisal undertaken within the preceding twelve months, confirming the applicant's ability to meet the ANC ACMI Competencies; or A declaration, made by the applicant's employer or immediate supervisor, attesting to the applicant's demonstration of the ANC Competencies in their practice; or A personal professional portfolio, which may include evidence of peer review processes or other documentary evidence related to activities undertaken 	NA	Evidence to support continuing professional competence may include any or all of the following: <ul style="list-style-type: none"> Evidence of completion of professional development activities A recent satisfactory performance appraisal with a statement of competence from the nursing employer(if employed) Evidence of peer review Any other evidence of continuing professional competence in current position. A professional portfolio is designed to enable a nurse to keep a record of their professional 	

Map 7 – Renewal of Registration or Enrolment

No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓
					<p>nursing or midwifery practice demonstrates the ANMC's competency standards - should provide examples of how each ANMC competence standard applies in practice eg:</p> <ul style="list-style-type: none"> ▪ A comprehensive case study of current nursing practice cross-referenced to the relevant competency standards. ▪ A professional portfolio that includes professional development activities. <p>Option 3 Provide evidence of successful completion of an accredited nursing or midwifery program & a medical certificate. A certified copy of successful completion of an accredited pre-registration, pre-enrolment, midwifery, mental health nursing or re-entry nursing course < 5 years is sufficient. The medical certificate, issued by a doctor, should confirm that the person's state of health enables them to practice nursing without endangering patients [47].</p>		<p>within the preceding 12 months, which the applicant believes, demonstrates their maintenance of competence.</p> <p>If not currently practising:</p> <ul style="list-style-type: none"> ▪ A satisfactory workplace performance appraisal from the nurses immediate past employer, confirming the applicant's ability to meet the ANC Competencies; or ▪ A statement, made by the applicant's immediate past employer or immediate past supervisor, attesting to the applicants demonstration of the ANC ACMI Competencies in their practice; or ▪ Evidence of completion of an accredited pre-registration, pre-enrolment, post-graduate clinical award, or re-entry program within the preceding 5 years; or ▪ A personal professional portfolio, which may include evidence of peer review processes or other documentary evidence related to activities undertaken 		<p>development, professional experiences and qualifications throughout their professional career.</p> <p>Sections of the portfolio concern the following:</p> <ul style="list-style-type: none"> ▪ Section1- Qualifications & Experience ▪ Section 2- Professional Development ▪ Section 3- Individual Performance & Development Review ▪ Section 4- Reflective Practice [35].

Map 7 – Renewal of Registration or Enrolment									
No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓
							within the preceding 12 months, which the applicant believes, demonstrates their maintenance of competence [25].		
7.16.4	Exemptions from audit	<ul style="list-style-type: none"> Graduated in ACT < 2 years Completed re-entry or refresher course in ACT < 2 years Audited < 5 years Under investigation by Health & Community Services Complaints Commission (HCSCC) or Board Professional Standards Committee [9]. 	NA	<ul style="list-style-type: none"> Those who have participated in a previous audit conducted by the Board in the preceding 5 years. Nurses & midwives who have conditional registration as a result of a conduct matter. Nurses & midwives who have conditional registration as a result of an impairment. Nurses & midwives who are currently under investigation [18]. 	No	NA	<ul style="list-style-type: none"> Those who have participated in a previous audit conducted by the Board in the preceding 5 years. Nurses & midwives who are the subject of a current undertaking to the Board. <ul style="list-style-type: none"> Nurses & midwives who are currently under investigation Those who have completed a pre-registration, pre-enrolment or re-entry to practise program in the year immediately preceding selection for audit [49]. 	NA	Request for exemption needs to be made in writing to CEO.
7.16.5	Audit process evaluated	<ul style="list-style-type: none"> Begins June 06 Trial in 05 	NA	Formal evaluation after the first Audit cycle. Now the process reviewed on annual basis as a quality improvement mechanism.	No	NA	Yes [49, 50]	NA	An evaluation report is developed at the conclusion of each audit.
7.17	Ongoing professional development requirements	<p>Power under legislation to require at least 30 hours in 3 year period - Scheds 3 & 4, paras 3.8 & 4.6</p> <p>But currently not required to be established.</p> <p>In 2006, the Board will be conducting a random audit of 5% registrants.</p>	NA	Applicant is required to declare that they practice in accordance with the ANMC Competency Standards. The domain of critical thinking & analysis requires the nurse or midwife to participate in ongoing professional development of self & others.	Self declaration on application - continues to improve knowledge, skills and judgement to ensure that practice is safe & competent [39].	No	No	Self declaration on application – undertaking professional development activities in last 12 months that were aimed at enhancing nursing practice [43].	No specific requirements at renewal

Map 7 – Renewal of Registration or Enrolment									
No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓
		Each registrant selected for audit will need to provide written evidence that they have completed 30 hours of continuing professional development over the previous three years.							
7.18	Adequate written & spoken English to practice nursing	No requirements at renewal See Map 3 – 3.18 General requirement re English – s 37(1)(b).	No requirements at renewal See Map 3 – 3.18	Self declaration on application - if no – Board to be contacted [36-38]. See Map 3 – 3.18	No requirements at renewal See Map 3 – 3.18	No requirements at renewal See Map 3 – 3.18 Only required for overseas applicants for registration.	No requirements at renewal See Map 3 – 3.18	No requirements at renewal See Map 3 – 3.18	No requirements at renewal See Map 3 – 3.18
7.19	Commitment to follow codes of conduct & ethics & adhere to competency standards	Self declaration at renewal [2].	No requirements at renewal	Self declaration on application – if no – Board to be contacted [36-38].	Self declaration on application – Code of Ethics for Nurses in Australia [39].	Self declaration on application – Code of Ethics & Code of Conduct [40, 41].	Self declaration on application – Code of Ethics & Code of Conduct [42].	ANMC & ACMI Codes are provided as guides for assessment of competency for renewal [43].	No requirements at renewal
7.20	Refused registration or enrolment in another jurisdiction	Self declaration on application - full details to be provided if yes [2].	Self declaration on application - full details to be provided if yes [8].	No	No	No	No Not asked at renewal Advised contemporaneously through Notice to Employers & NRA.	No	No
7.21	Any conditions or restrictions placed upon practice in any other jurisdiction	Self declaration on renewal [2].	Self declaration on renewal [8].	No	No	No	No Not asked at renewal Advised contemporaneously through Notice to Employers & NRA.	No	Self declaration on application re any finding of unethical conduct as a nurse or midwife, or been subject to any disciplinary process for nurses or midwives - if yes – <i>Fitness to Practice Certificate</i> to be completed [7]. See Map 3 – 3.15
7.22	Information re registration or	No	Registered/enrolled under a health professional Act in any	Self declaration - no knowledge of any outstanding matter	No	No	No	No	No

Map 7 – Renewal of Registration or Enrolment									
No	Key Elements	ACT ✓	NSW ✓	NT ✓	QLD ✓	SA ✓	TAS ✓	VIC ✓	WA ✓
	enrolment in any other jurisdiction at time of renewal requested		jurisdiction (other than as a nurse in NSW? [8].	relating to registration in any state, territory or country [36-38].					
7.23	Mental & physical health requirements	Self declaration on application - full details to be provided if yes [2]. See Map 3 – 3.15. CI 115(1)(a)	Self declaration on application - full details to be provided if yes [8]. See Map 3 – 3.15	Self declaration on application - if yes – Board to be contacted [36-38]. See Map 3 – 3.15	Self declaration on application [39]. See Map 3 – 3.15	Self declaration on application [40, 41]. See Map 3 – 3.15	Self declaration on application See Map 3 – 3.15	No See Map 3 – 3.15	Self declaration on application - if yes – <i>Fitness to Practice Certificate</i> to be completed [7]. See Map 3 – 3.15
7.24	Addiction to alcohol, other drug or substance that may affect ability to practice	Self declaration on renewal [2]. See Map 3 – 3.16. CI 115(1)(b) & CI 142.	No specific information requested on renewal – See Map 3 – 3.16.	No specific information requested on application See Map 3 – 3.16.	No specific information requested on application See Map 3 – 3.16	No specific information requested on application See Map 3 – 3.16	No specific information requested on application. Covered by 7.23 See Map 3 – 3.16	No See Map 3 – 3.16	Self declaration on application - if yes – <i>Fitness to Practice Certificate</i> to be completed [7]. See Map 3 – 3.15
7.25	Criminal convictions &/or record	Self declaration on application - full details to be provided if yes [2]. See Map 3 – 3.19 Requirement to tell Board of proceedings at any time – CI 140.	Self declaration on application - full details to be provided if yes [8]. See Map 3 – 3.19	Self declaration on application - if yes – Board to be contacted [36-38]. See Map 3 – 3.19	Elf declaration on form See Map 3 – 3.19	Self declaration on application [40, 41]. See Map 3 – 3.19	Self declaration on application [42]. See Map 3 – 3.19	Self declaration on application [43]. See Map 3 – 3.19	Self declaration on application - if yes – <i>Fitness to Practice Certificate</i> to be completed [7]. See Map 3 – 3.15
7.26	Professional indemnity requirements	Self declaration - if self employed will disclose professional indemnity status to clients [2]. Section 37(1)(d).	No	Self declaration that the applicant will have professional indemnity arrangements in place if I practise in NT [51-54]. See Map 3 – 3.29	No	No	Required to be established on application See Map 3 – 3.29	Not required to be established on application See Map 3 – 3.29	Not required to be established on application See Map 3 – 3.29
7.27	Any self-declarations are made according to the jurisdiction's oath instrument	No	No	No	No	No	No	No	No
7.28	Annual (or other period) renewal fees	\$80.00	\$50.00	\$50.00	\$85.00 Application fee if late - \$45.00	\$115.00 Reinstatement fee - \$70.00	\$120.00 Late fee - \$55.00	\$80.00 Late fee - \$120.00	\$90.00 – 1 year \$245.00 – 3 years Late fee \$27.00

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