

Annual Renewal Process 2009

This will be the last renewal process of Annual Practising Certificates undertaken by the Nurses Board of South Australia (**nbsa**).

When the new *Nursing and Midwifery Practice Act (2008)* is implemented on 4 August this year, the renewal process will become the responsibility of the new Nursing and Midwifery Board of South Australia (**nmbSA**).

The timing is such that the Annual Renewal application forms will be sent out by **nbsa**, but the Annual Practising Certificates (APCs) will then be issued by the **nmbSA**. The Annual Renewal forms will request additional information this year, in line with the requirements of the new Act. Practising midwives will now be included on a separate register to nurses. This will require completion of an additional Annual Renewal application form if one is both a nurse and a midwife and wishes to renew both practising certificates.

It is imperative that all Nurses and Midwives post their completed Annual Renewal application form and payment in the reply paid envelope to **nbsa** by **Monday 3 August 2009**.

This will ensure **nbsa** staff are able to:

- contact nurses or midwives to obtain information that is omitted on their application and then promptly process their application;
- review and if required, take appropriate action to address issues that are identified from the nurse's or midwife's responses to the self declaration regarding physical and mental health, competence, conduct, criminal record and/or the education of the nurse or midwife;
- effectively manage the annual renewal process for 30,700+ nurses and midwives and ensure the processing of all applications is efficient and accurate.

Please note that **nbsa** staff will not accept applications presented to the reception counter of **nbsa** premises.

It is important to understand that the date of 3 August 2009 is not the date of expiry of the nurse's or midwife's current Annual Practising Certificate (APC). All current APCs expire on 31 August 2009 but the changeover of administration requires all paperwork to be submitted for processing earlier this year.

A new APC will be issued and sent in the post to each nurse and midwife by the **nmbSA** during the **week commencing Tuesday 4 August 2009**. If you submit your Annual Renewal form substantially earlier than the deadline you will receive written notification of receipt of your application and payment, however the APC will still be sent in August.

Registration and enrolment status can be checked by logging onto the **nbsa** website at www.nursesboard.sa.gov.au and linking onto 'online register/roll'. The website will be updated daily. However, the online public register may be closed for the period 1 July to 4 August 2009 during the transition period from **nbsa** to **nmbSA**. **nbsa** is currently determining a contingency plan to provide continuity of this service.

More detailed information will be made available in the information sheet enclosed with the Annual Renewal application form. Nurses and midwives are encouraged to carefully read the information.

Payment of Annual Renewal Fee

As this Bulletin goes to print, the Board will determine the Annual Renewal fee for 2009. All nurses and midwives will be notified of this fee in the information sheet attached to the Annual Renewal application form that will be posted by **nbsa**.

Payment of the Annual Renewal fee can be made by money order, personal or bank cheque or by completing credit card details.

Annual Renewal applications not received in time by nbsa

Nurses and midwives who do not post a completed Annual Renewal Application form with payment will be automatically removed from the register or roll by the Nursing and Midwifery Board of South Australia (**nmbSA**) at midnight when their APC expires on Monday 31 August 2009.

nmbSA will then post out a reminder letter with an Application for Reinstatement form to these nurse and midwives. Please note that the nurse or midwife will not be able to simply apply to renew the APC after this time and the previously sent **nbsa** Annual Renewal form cannot be used.

A nurse or midwife must not work until they have been reinstated to the register or roll. Under section section 42 (1) and section 43 (1) of new Act, nurses and midwives who practise without a current APC are guilty of an offence. The penalty for this offence is a maximum of \$50 000 or imprisonment for 6 months.

To ensure your Annual Renewal Form is sent to the correct postal address, it is important that you notify your change of address to nbsa by Monday 8 June 2009



Reinstatement to the register or roll from Tuesday 1 September 2009

A completed *Application for Reinstatement form* can be returned by post or presented in person at the **nmbSA** office from 9.00am on Tuesday 1 September 2009.

The nurse or midwife will be required to provide payment for both a reinstatement fee and the Annual Renewal fee.

An *Application for Reinstatement form* can be obtained from 1 September 2009 by:

- downloading the form from the **nmbSA** website;
- contacting **nmbSA** and requesting the form be sent via email or facsimile;
- attending **nmbSA** premises during business hours.

For up to date information

Visit www.nursesboard.sa.gov.au and view the **What's New** section on the homepage (until 3 August 2009).

Thereafter visit our new website www.nmbsa.sa.gov.au

If required, please contact

Email registrations@nbsa.sa.gov.au (before 4 August 2009)

Email registrations@nmbsa.sa.gov.au (from 4 August 2009)

Telephone (08) 8366 5566

Key dates to remember

Monday 8 June	Last day to notify nbsa of change of address
Monday 29 June	nbsa post out Annual Renewal application form(s) to all nurses and midwives
Monday 3 August	Last day for nbsa to receive nurse's or midwife's application form for Annual Renewal
Tuesday 4 August	Processed Annual Practising Certificates (APCs) will be mailed out to coincide with the implementation of the new Act
Monday 31 August	Current APC expires. Automatic removal of nurses and midwives from the Register at midnight if APC has not been renewed
Tuesday 1 September	Opportunity for reinstatement for registration or enrolment by nurses or midwives who did not renew their APC