Certification of Registration of Nurses and Midwives with the Nursing and Midwifery Board of Ireland. 16 January 2017

Policy Statement

It is the policy of the HSE to require nurses and midwives to certify annually, by way of the Patient Safety Assurance Certificate (PSAC), Appendix 1:

- That they are appropriately registered in the relevant division/s of the register maintained by the Nursing and Midwifery Board of Ireland
- That they will advise the HSE without delay if there is any change in their registration status by way of restrictions or conditions placed on their practice or through erasure from the register or any other change to their status
- The name under which they are registered with The Nursing and Midwifery Board of Ireland and the Personal Identification Number (PIN).
- That they have advised the Nursing and Midwifery Board of Ireland of their particulars as required by the Nurses and Midwifery Board of Ireland (reference Section 46 (2), (a), (b) of the Nurses and Midwives Act 2011.)

It is the policy of the HSE to suspend from employment any nurse or midwife who does not provide the PSAC annually to their head of discipline or service manager.

It is the policy of the HSE to manage any nurse or midwife who is removed from the register of nurses or midwives maintained by the Nursing and Midwifery Board of Ireland in accordance with HSE HR Circular 012/12 Policy on Erasures and Sanctions issued by Regulatory Authorities against HSE employees.

The HSE reserves the right to report to An Garda Siochana, in support of sections 39 and 44 of the Nurses and Midwives Act 2011 any employee of the HSE who presents themselves as a nurse or midwife to the HSE or practices as a nurse or midwife in the HSE without the appropriate registration in the relevant division/s of the register maintained by the Nursing and Midwifery Board of Ireland.

Roles and Responsibilities

The individual nurse or midwife is, as a condition of their employment, personally responsible and accountable for maintaining appropriate registration in the relevant Division/s of the register maintained by The Nursing and Midwifery Board of Ireland.

The individual nurse or midwife is personally responsible for completing the Patient Safety Assurance Certificate by the 10th March annually.
The Director of Nursing/Midwifery or Service Manager with responsibility for nurses or midwives is responsible for:

Requesting each nurse and midwife to complete the PSAC by 10th March annually.

Advising each nurse or midwife that failure to provide the proof of registration and to complete the PSAC by the appointed date may result in suspension from employment and investigation under the HSE’s Disciplinary Procedure.

Storing a copy of proof of registration and the completed PSAC in the local site.

Validating the registered name, the PIN number and registration in the Division/s of the register supplied on the PSAC using the website of the Nurses and Midwifery Board of Ireland.

Ensuring that the information contained in the completed PSAC is entered into the SAP HR system, or other relevant staff record systems, using the local personal administration procedures for amending employee information.

Advising the relevant National Director, in the case of corporate employees, of the names of the nurses and midwives who fail to complete the PSAC by the 10th March annually.

Advising any nurse or midwife who fails to provide proof of registration and complete the PSAC by the appointed date, that they may, on the grounds of patient safety, be suspended from employment pending further investigation of their registration status.

Hospital/Hospital Group or CHO HR Manager or National Director shall:

Establish a process within their Service that will ensure that the required information is recorded on the SAP HR system or other staff record system (HSE South) by the 28th April annually.

Ensure that a failure to provide proof of registration or to complete a PSAC is managed in compliance with this policy and is investigated using the HSE’s Disciplinary Procedure.

Each National Director is responsible for ensuring that this Policy and Procedure is implemented in their Directorate. Each National Director is also responsible for identifying and implementing the necessary systems and processes within their Directorate in support of this policy and procedure.

The Office of Nursing and Midwifery Services Director shall:

Send by e-mail this notice to each Director of Nursing/Midwifery for the information of nurses and midwives in their services.

Have this policy and the PSAC form published on the Office of Nursing and Midwifery Services section on the HSE’s intranet and website.

Appendix 1: The Patient Safety Assurance Certificate
Appendix 1
Patient Safety Assurance Certificate for Nurses and Midwives

Statement to be completed by the 10th March annually

I __________________________ Employee Number ______________

D.O.B. ___________

Birth name (if different from above) ________________________________

employed by the HSE in (service and location)

_________________________________________________________________

in the capacity of

_________________________________________________________________

(title and grade)

am appropriately registered for the current year in the following division (s) of the active register maintained by The Nursing and Midwifery Board of Ireland.

a) ___________________________ b) ___________________________

c) ___________________________ d) ___________________________

My registered name with The Nursing and Midwifery Board of Ireland is ___________________________

I confirm that I will advise the Health Service Executive without delay should there be any change in my registration status with The Nursing and Midwifery Board of Ireland during the year. I understand that change in status means non-registration, any restriction, conditions, censure, admonishment or removal from the register under Part V of the Nurses Act 1985.

I confirm that I will advise the regulatory authority of any change in my professional or personal information (reference Section 46 (2), (a), (b) of the Nurses and Midwives Act 2011.

I make this statement so as to provide assurance to patients, service users and fellow employees.

I also acknowledge that should I practice as a nurse or midwife without appropriate registration that I may be prosecuted under section 39 and 44 of the Nurses and Midwives Act 2011.

PIN: _______________

Signed: __________________________ Date: __________________________

Print name: _______________________________ Validated by: _______________________________

Title: ______________________________ Date: __________________________

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