



NATIONAL COUNCIL OF NURSES AND MIDWIVES, RWANDA

Policy and Procedure № 002/RG/2019

Title: Registration Policy

Authority: This policy has been approved by the National Council of Nurses and Midwives in accordance with the Law **№25/2008 of 25th July 2008** and the Ministerial Order **20/22 of 7th March 2011** on registration.

Part I– Student Indexing

Statement: In order to be indexed, all nursing and midwifery students must complete approved courses and meet NCNM standards for entering in nursing and midwifery programs. By providing student information to NCNM, teaching institutions assist in ensuring that only students of approved courses obtained admission.

Requirements

1. The students have completed a combination of science subjects including Biology and Chemistry with two acceptable principle passes and at least subsidiary passes in Physics, Mathematics or Geography.
2. The students are properly enrolled in the program
3. The student completed an application form
4. The students are not guilty of any professional misconduct (where applicable) and do not suffer from any physical or mental impairment which would prevent them from practising Nursing/Midwifery safely.
5. A student wishing to pursue their studies outside the country must index themselves with the National Council upon admission to the higher learning institution.
6. The teaching institution or a student must submit proof of payment of the appropriate indexing fee as specified by NCNM.
7. The upgrading student completed the initial two years of clinical practice in a recognised health facility as a nurse or midwife.

Procedure

1. The institution must submit lists and indexing forms to the NCNM office in person or by registered post within 30 working days after the commencement of the academic year and 30 days of the completion of the program.
2. Any complaint of professional misconduct which the institution does not have the power to solve must be referred to the NCNM within 30 days of the complaint.
3. Any student who, in the opinion of the institution has or acquires a physical or mental impairment which prevents them from practicing safely should be

reported to the NCNM within 30 days in which the institution became aware of the impairment.

4. An employed nurse/ midwife must submit a study leave or recommendation letter from the employer and signed by the authorised person.

Outcomes

Where the NCNM is satisfied that new candidates applying for indexing have completed an approved course and met all other requirements then indexing will be granted.

In certain circumstances the NCNM will refuse indexing. The applicant will be notified of the decision through the institution. If the applicant disagrees with this decision of the NCNM they may appeal in accordance with article 22 of the Law number 25/2008 of 25/087/2008 establishing the NCNM and determining its organization, functioning and Competence.

Part II - Initial Registration

Statement: All nurses and midwives, both associate and registered, must register with the NCNM in order to practice nursing and midwifery in Rwanda.

Requirements

1. The applicant establishes his/her identity.
2. The applicant holds an approved educational qualification.
3. The applicant is of good character.
4. The applicant does not have any physical or mental impairment which prevents them from practising nursing safely.
5. The applicant speaks one or more of the official languages of Rwanda.
6. The applicant has had an index number as a student
7. The applicant lived in another country and studied in an accredited institution

Evidence

The applicant must submit the following documents:

1. Copy of identity card or passport and/visa
2. Transcripts from nursing/midwifery school and secondary school transcripts/reports for S.4, S.5 and S.6.
3. Complete online application form
4. Four recent coloured passport size photos (3 cm by 3cm) with a white colour background
5. Submit bank slip as proof of payment for registration, licensure and certification including fines for late application according to required categories of payment.
6. Criminal clearance record.

7. Notarized diploma(s)/degree(s) (high school and above).
8. Equivalence for foreign diploma(s)/degree(s).
9. Copy of license to practice (from outside the country).
10. Invitation letter/ approval (work permit) for foreign applicant who wants to work as a volunteer in Rwanda.

Procedure

The applicant must submit all forms and documentation to the NCNM office in person or by registered post/e-mail.

The applicant must submit original documents. Original documents will be returned once the application is processed. If the applicant is unable to provide original documents justification must be provided or the application will not proceed.

The applicant must also provide notarized copies of diploma(s)/degree(s), equivalence and other documents (as required). Certified copies will be retained by the NCNM.

Where the documents are not in one of the official languages of Rwanda the applicant is responsible for having them translated by a competent authority before submitting them to the NCNM.

The NCNM will verify the applicant's qualifications.

The NCNM will acknowledge receipt of documents submitted by recording them and giving the applicant an application number as may be necessary.

The NCNM will respond to the applicant within 30 days of receipt of application.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the applicant will be granted registration.

The NCNM will then admit the nurse or midwife to the register and issue a certificate of registration and a renewable licensing card.

In certain circumstances the NCNM will refuse registration. The applicant will be notified of this decision. If the applicant disagrees with this decision of the NCNM they may appeal in accordance with article 22 of the Law.

Part III- Temporary Registration

Statement: All nurses and midwives, both associate and registered, must register with the NCNM in order to practice nursing and midwifery in Rwanda. In exceptional circumstances the NCNM may grant temporary registration for no longer than six months. Exceptional circumstances include a natural disaster, emergency situation or volunteers working for Aid programs.

Requirements for temporary registration

1. The applicant establishes his/her identity.
2. The applicant holds an approved educational qualification.

3. The applicant is of good character.
4. The applicant holds a current, unconditional licence to practice as a nurse from another country.
5. The applicant speaks one or more of the official languages of Rwanda.
6. The applicant has practised nursing or midwifery in the last three years.

Evidence

The applicant must submit the following documents.

1. Identity card or passport and/or Visa
2. Transcripts from nursing/midwifery school, diploma and/or degrees
3. Verification of registration and good standing from regulatory authority of current licensure.
4. Letter from sponsoring organisation.

The applicant must also:

Complete the application form

1. Submit two recent passport size photos in white colour background
2. The applicant must submit a bank slip as proof of payment for registration according to required categories of payment.

Procedure

The applicant must submit all forms and documentation to the NCNM office in person or by registered post.

The applicant must submit original documents. Original documents will be returned once the application is processed. If the applicant is unable to provide original documents justification must be provided or the application will not proceed.

The applicant must also provide two certified copies of each document. Certified copies will be retained by the NCNM.

The applicant must arrange for the verification or certificate of good standing to be sent directly from the other regulatory authority to the NCNM. Under no circumstances will the NCNM accept a verification or certificate of good standing from an applicant.

Where the documents are not in one of the official languages of Rwanda the applicant is responsible for having them translated by a competent authority before submitting them to the NCNM.

If the NCNM does not respond to the applicant within 30 days of receipt of application the applicant is presumed admitted.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the applicant will be granted temporary registration.

The NCNM will issue a temporary license to the applicant.

In certain circumstances the NCNM will refuse registration. The applicant will be notified of this decision. If the applicant disagrees with this decision of the Board they may appeal in accordance with article 22 of the Law.

Part IV - Renewal of Licence

Statement: All nurses and midwives, both associate and registered, must register with the NCNM in order to practice nursing and midwifery in Rwanda. The practising licence issued by the NCNM lasts three years and then must be renewed.

Requirements for renewal of License

1. Complete an application form for renewal of license.
2. The applicant has practised nursing or midwifery (for a minimum of 2 years) within the last three years.
3. The applicant has completed the requisite amount of Continuing Professional Development (**CPD**) stipulated by the NCNM.
4. The registrant is not under disciplinary investigation or sanction

Evidence

The applicant must submit the following documents.

1. A letter from employer attesting to recency of practice and competence.
2. Evidence of **CPD** as per NCNM policy.
3. Complete the license renewal application form
4. Submit bank slip as proof of payment for renewal of license including fines for late renewal according to required categories of payment.

Procedure

The applicant must submit all forms and documentation to the NCNM office in person or by registered post.

The applicant must submit original license. Original license will be returned once it has been renewed. If the applicant is unable to provide original license justification must be provided or the license will not be renewed.

Where the documents are not in one of the official languages of Rwanda the applicant is responsible for having them translated by a competent authority before submitting them to the NCNM.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the nurse or midwife's license will be renewed.

The NCNM will issue a renewed licence within two weeks to the applicant.

In certain circumstances the NCNM will refuse renewal of licensure. The applicant will be notified of this decision. If the applicant disagrees with this decision of the NCNM they may appeal in accordance with article 22 of the Law.

Part V - Reinstatement to the register after suspending practice for a period of time.

Statement: A nurse or midwife, who has not been practicing for a period of one year and above, reinstated to practice after meeting some requirements in order to practice nursing and midwifery in Rwanda.

Requirements:

Category 1: A Nurse or Midwife who has been suspended from the register for a period of 1 year.

1. The applicant will present him/herself at NCNM.
2. The applicant will fill out a reinstatement into register form.
3. The applicant will receive a recommendation letter from NCNM for a clinical placement in a recognized health care facility.
4. The applicant will bring a signed logbook as evidence of completion of a not less than **one month** of clinical placement.
5. The nurse or Midwife will receive a recommendation stating that he/she has completed the required clinical placement before starting practicing Nursing /Midwifery in Rwanda.

Category 2: A Nurse or Midwife who has been suspended for a period of 2 to 3 years.

1. The applicant will present him/herself at NCNM.
2. The applicant will fill out a reinstatement into practice form.
3. The applicant will receive a recommendation letter from NCNM for a clinical placement.
4. The applicant will complete the required clinical placement in order to be reinstated into practice.
5. The applicant will bring a signed logbook as evidence of completion of a **three months** clinical placement.
6. The Nurse or Midwife will receive a recommendation stating that he/she has completed the required clinical placement before being reinstated into practice as a Nurse/Midwife in Rwanda.

Evidence

The applicant must submit the following documents:

1. Signed Logbook as proof of completion of required clinical placement.
2. Letter of recommendation from a recognized Health Care Facility where the clinical practice was completed.

Procedure

1. The applicant will present him/herself to NCNM requesting to be reinstated into practice.
2. The applicant will be given a letter of recommendation as well as a logbook by NCNM to be used in the clinical placement in a recognized Health Care Facility.
3. The applicant will complete the required clinical placement.
4. The applicant will bring back to NCNM a signed logbook and letter of recommendation from a recognized Health Care Facility stating that he/she has completed the required clinical placement.
5. NCNM will give to application a letter of recommendation stating that they have completed the clinical practice required to be reinstated to practice.

Outcomes

Applicant will be reinstated.

Approved by the Board on: 7/03/2019