

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

REGISTRATION NO: RN/RM \_\_\_\_\_ OR ENROLMENT NO: EN \_\_\_\_\_

I wish to advise that with the commencement of the Nurses and Midwives Act new requirements apply from 1 August 2004 and as a result all nurses must complete a declaration. Please complete, sign and return the following declaration as required by section 42A of the Act. By signing this declaration you are sincerely declaring that the information being provided is true and correct. You must read the explanatory notes attached before continuing. Failure to complete the form is a contravention of section 4(2)(b) of the Nurses and Midwives Act and will be reported to the Board.

1. Have you been convicted of any offence, except an excluded offence (see notes)? Yes/No
2. Has a criminal finding for a sex/violence offence been made against you? Yes/No
3. Has a criminal finding been made against you for an offence committed in the course of the practice or purported practice of nursing or midwifery? Yes/No
4. Are any criminal proceedings pending against you for a sex/violence offence alleged to have been committed in the course of practice or purported practice of nursing or midwifery? Yes/No
5. Are any criminal proceedings pending against you for a sex/violence offence alleged to have been committed against a minor or to involve child pornography? (whether or not in the course of practice) Yes/No
6. Have you suffered any significant illnesses (physical or mental) that may reasonably be thought likely to detrimentally affect your physical or mental capacity to practice nursing or midwifery? Yes/No
7. Has your registration as a nurse or midwife or enrolment as a nurse been suspended or cancelled, or had any conditions imposed on it, in any other jurisdiction? Yes/No
8. Has any registration or enrolment held by you under a health registration Act been suspended or cancelled, or had any conditions imposed upon it? Yes/No
9. Were you registered or enrolled under a health registration Act in any jurisdiction other than as a nurse or midwife in NSW at the time of this notice? Yes/No
10. Have you been refused registration or enrolment as a nurse or midwife in any other jurisdiction? Yes/No

**If you have answered YES to any of the above questions please provide a separate sheet with further details.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed please return to:

**Nurses and Midwives Board of New South Wales  
PO Box K599  
Haymarket NSW 1238 Australia**

## NOTES CONCERNING THIS DOCUMENT AND BOARD PROCEDURES

To register or enrol your personal information is required by the Board. Personal information on the Public Register or Roll may be provided to or accessed by any interested party to determine the registration or enrolment status of individuals.

### EXPLANATORY NOTES FOR THE ANNUAL RETURN DECLARATION

- The return period for the declaration overleaf is the period of 12 months ending 2 months before your registration or enrolment expiry date (e.g. if your registration or enrolment expires on 31<sup>st</sup> August the declaration covers the 12 month period prior to the 30<sup>th</sup> June). Matters prior to this period should have previously been notified and are not required to be disclosed to the Board again (note: if such matters have not previously been notified to the Board please contact the Registrar as the Board must be made aware of them).
- **Criminal convictions, findings and offences:**
  - All criminal convictions, findings and charges in this State or elsewhere, with the exception of parking tickets and minor traffic offences must be notified giving details of the date and nature of the offence.
  - The following more serious traffic offences must also be disclosed:
    - a) furious or reckless driving, or driving in a manner dangerous to the public
    - b) negligent driving, with a fine greater than \$200, or imprisonment
    - c) refusing to produce license, to state name and address, or stating a false name and address
    - d) driving under the influence of alcohol or any other drug
    - e) driving whilst unlicensed
    - f) failing to stop after an accident
    - g) presence of prescribed concentration of alcohol
    - h) menacing driving
    - i) any offence leading to disqualification from driving.
- A ‘**criminal finding**’ is defined as:
  - a) a finding that an offence has been proved without proceeding to a conviction.
  - b) a finding that an offence has been proved and the discharging of, or the making of an order releasing, the offender conditionally on entering into a good behaviour bond for a specified period or on other conditions determined by the court.
- A ‘**sex or violence offence**’ is defined as an offence involving sexual activity, acts of indecency, child pornography, physical violence or the threat of physical violence.
- A **sex/violence criminal finding** is defined as a criminal finding for a sex or violence offence.
- **Question 7** refers to nursing or midwifery registration in any jurisdiction in Australia or overseas.
- **Question 8** refers to any registration that the nurse or midwife has held/holds under a health registration Act in any jurisdiction. For example a registered nurse may also be a registered psychologist and in this case this question would relate to the psychologist registration.

### **EVIDENCE OF CURRENT REGISTRATION OR ENROLMENT**

The authority to practise issued after payment is evidence of current registration or enrolment and should be available for inspection.

### **CHANGE OF NAME**

If you wish to practise under a different name please forward with this notice documentary evidence to support the change (photocopy certified by a Justice of the Peace with the wording “I have sighted the original of this document and certify that this is a true copy of that original.” Please include the JP’s phone number or address). At the same time your authority to practise should be submitted for amendment.

### **AUTHORISATION TO ANOTHER TO TRANSACT BUSINESS**

A letter of authority should be given to anyone (even a close relative such as a spouse) nominated to transact business on your behalf at this office personally. This authority should be current, include expiry date, specify the business to be transacted, signed by the person nominated and countersigned by you.

### **SUPPRESSION OF PERSONAL INFORMATION**

Section 58 of the Privacy and Personal Information Act 1998 provides the opportunity for nurses and midwives to request that personal information held about them on the Register or Roll of nurses (a) either be removed from or not placed on the Register or Roll as publicly available or (b) not disclosed to the public.

If a nurse or midwife wishes to request the suppression of their personal information, a written request must be submitted to the Board clearly stating the reason for the request and the possible repercussions to themselves or any other person if this information is not suppressed.

The Board will generally only suppress this information if the safety or well being of any person would be affected by not suppressing this information AND the public interest in maintaining access to the information does not outweigh any individual interest in suppressing the information.