

Applications to join the New Zealand register

Internationally qualified nurses applying for registration in New Zealand must meet the following criteria:

Criterion 1

The applicant is to establish her/his identity

Criterion 2

The applicant is required to complete an English Language Assessment (ELA) **before** applying for New Zealand registration (except applicants with Australian registration)

Criterion 3

The applicant is assessed as meeting New Zealand educational standards

Criterion 4

The applicant demonstrates that (s)he is fit for registration

All of the required documentation (except the Transcript Request Form and Verification Request Form) must be supplied with your application, otherwise your application will be returned to you. Applications are not processed until all documents have been received.

All documents must be either original or certified as a true copy of the original by a solicitor, justice of the peace, notary public or other person authorised to make a statutory declaration.

Criterion 1 (*Section 17 2 (b) (ii) of the Health Practitioners Competence Assurance Act 2003*)

The applicant is to establish her/his identity

Evidence required to satisfy criterion 1:

- Evidence of your initial registration in your home country (registration certificate) and of your current registration status, from the relevant regulatory authority, or in the absence of a regulatory system, from the highest nursing authority or professional body under which you have practised.
- A certified copy of your current passport details page showing a clear photograph.
- A certified copy of a change of name or marriage certificate if your name does not match all qualifications.

Criterion 2 (Section 16 (9) and (10) of the Health Practitioners Competence Assurance Act 2003)

The applicant is required to complete an English Language Assessment (ELA) **before** applying for New Zealand registration (except applicants with Australian registration)

Evidence to satisfy criterion 2:

- You must forward original documentary evidence of an English Language Assessment to the Nursing Council with your application. We will verify this with the relevant testing authority.
 - You must achieve a score of seven (7) in all areas of the International English Language Testing System (IELTS) (Academic Test); **or**
 - You must achieve a B pass in all areas of the Occupational English Test (OET)
 - The IELTS scores of 7 in each band do not need to be achieved in a single sitting of the test. You may choose to sit the test more than once and gain the necessary scores over a series of tests. The total of seven in each band must be achieved within 12 months of first sitting the test.
 - You can take the test either onshore or offshore. (We **strongly recommend** you complete this test before emigrating to New Zealand).
 - The English Language Assessment must be less than two years old at the time of application.

Criterion 3 (Section 15 1 (b) and (c) of the Health Practitioners Competence Assurance Act 2003)

The applicant is assessed as meeting New Zealand educational standards.

Evidence to satisfy criterion 3:

- You must provide verified documentary evidence that your qualifications and/or qualifications and experience meet the educational standards for nursing in New Zealand (these are described below). There are four registered scopes of practice and some nurses will have conditions included in their scope (go to <http://www.nursingcouncil.org.nz/index.cfm/1,22,0,0,html/Scopes-of-Practice> for scopes of practice).
- Your training institution must complete the Transcript Request Form and return it directly to the Nursing Council of New Zealand
 - If your training institution uses credits rather than hours, it must tell us how many hours make up a theory credit and how many hours make up a practice credit. **Without this important information we will not be able to process your application.**
 - You must provide original or certified copies of transcript or theoretical content of courses, including total hours and credits for each subject **and**

- You must provide original or certified copies of detailed curriculum/course outlines or descriptors (including teaching content) for each theoretical and practice course.
- The documentation will need to indicate in which papers the fundamentals for practice were learned (these include: nursing assessment; professional nursing practice; health promotion; nursing decision making). **It should also indicate which theory papers teach the content that prepares you for the clinical placements you undertook.**
- The documentation will need to indicate where or in which papers the science for practice is located (these include: bioscience; social and behavioural science; pharmacology; pathophysiology; genetics and disease states).
- The documentation will need to indicate where or in which papers the art of practice is located (these include: therapeutic communication skills; research and evidence based practice; organisational and supervisory skills and leadership).

These documents will help us ensure you meet the educational standards outlined below.

Educational Standards for registered nurse scope of practice:

The scope and content of the curriculum includes theory and related practice experiences to enable students to achieve the expected outcomes of the programme. Your nursing qualification must be deemed to be equivalent to Level Seven as determined by New Zealand Qualifications Authority (<http://www.nzqa.govt.nz>).

The theoretical component of the degree or diploma provides a minimum of three years' full time nursing or nursing related study which includes a minimum of 1100 clinical or practice hours. The remaining theoretical component of the degree must include the following content:

- professional nursing practice
- bioscience, social and behavioural science
- health systems and policy
- nursing assessment and practice decision making
- therapeutic communication skills
- pharmacology
- pathophysiology, genetics and disease states
- health promotion
- ethics and law
- research and evidence based practice
- organisational and supervisor skills and leadership
- information technology

Practice content must include:

- primary health care which includes:
 - maternal and infant health
 - child, adolescent and family health
 - adult health
 - elderly health
- medical and surgical nursing
- disability, mental health recovery and rehabilitational/continuing care
- mental health nursing

Each practice experience has well-formulated learning outcomes which relate to the competencies for the registered nurse scope of practice (for further information please go to: <http://www.nursingcouncil.org.nz/download/134/standardsrn.pdf>). Practice experience is supervised and assessed by an appropriately qualified registered nurse.

In each clinical paper at least one practice placement should be long enough to achieve consolidated learning.

Curriculum content that is specific to practice in the New Zealand environment (including the Treaty of Waitangi, cultural safety and Maori health content) may be addressed separately by the requirement that the applicant completes a competence assessment programme in an organisation approved by the Council. These programmes have specific teaching content related to the health care context of New Zealand.

Competence

Competence will be assessed through:

- your educational equivalence, and/or
- a Council approved competence assessment programme or individualised competence assessment programme.

Criterion 4 (*Section 16 of the Health Practitioners Competence Assurance Act 2003*)

The applicant demonstrates that (s)he is fit for registration

Evidence to satisfy criterion 4:

- You must produce documentary evidence of fitness to practise in the form of a letter of good standing. This must be supplied directly to the Nursing Council of New Zealand from the relevant regulatory authority, or in the absence of a regulatory system, from the highest nursing authority or professional body under which you have practised (this may be covered in your verification provided as evidence of criterion 1).
- You must provide a statutory declaration (on the application form) that you do not have a mental or physical condition including impairment caused by alcohol and/or drug abuse, that would mean that you would be unable to practise as a nurse
- You must provide a statutory declaration (on the application form) that you are not the subject of an investigation into professional matters, professional disciplinary proceedings, an order of a professional disciplinary tribunal, educational institution or a registration authority in New Zealand or any other country.
- You must provide the original of a police certificate, (less than six months old when received by the Nursing Council), as evidence that you do not have convictions that are punishable by three (3) months imprisonment or more. This must be from the national or federal police force of the country of your (most recent) residence, not the state or regional police.
- If you do have a court conviction you should provide any explanation or documentation you would like the Council to consider in deciding whether your registration will be successful.
- You must provide a statutory declaration (on the application form) that your registration will not endanger the health and safety of members of the public.

Additional information required

You must also send the following documents with your application form.

- Current curriculum vitae
- Three references - two professional and one character reference

Professional references

- The original of two professional references on letterhead and including the workplace contact details, from the senior nurse who is your current employer, and from a nursing supervisor, to confirm your employment and your ability to deliver safe and effective practice.

- The references need to be signed and dated, the referee should indicate her/his role and must make reference to post-registration experience.
- They should also include the contact details of the referee.
- We do not accept references from nursing agencies.

Character reference

- The original of one character reference from a person who has known you for at least two years. This person does not need to be a nurse, and must not be a family member.
- The reference needs to be signed and dated and should include the contact details of the referee.

Warning

It is an offence to knowingly make a false declaration regarding fitness to practise or good character, or to make an incorrect or misleading statement about any convictions.

Where fraudulent documentation is submitted with the application for registration and proved to be false, the application will be declined and the appropriate authorities will be notified.

If the applicant obtained registration by making a false or misleading representation or declaration or was not entitled to be registered the Council may order the cancellation of the applicant's registration.

Fees for registration

If you decide to apply for registration, having determined that you meet the Nursing Council criteria, you are required to pay a processing fee of \$420.00 (non refundable), a charge of \$15.00 for *Guidelines for Cultural Safety, The Treaty of Waitangi and Maori Health in Nursing Education and Practice* (non refundable) and a registration fee of \$50.00 (refundable if registration is not successful). The **total** fee of \$485.00 must accompany your completed application for registration.

The application process

Verification request form

You must send this request form to your registration authority or licensing board. They will:

- give details of your registration or licence to practise
- confirm that it is current
- sign the supporting declaration of good health and good character.

Application form

You must fill this in yourself. Please check your personal details on this form to ensure they are correct. Please remember to sign and date your application form. If you do not sign and date it, we are unable to process it.

Once your application and fee have been received, we will give you a personal reference number. You should quote this number whenever you contact us.

You must send the completed application form, the relevant supporting documents and your application fee together.

The assessment process

Once we have all of the required documents, we consider each completed assessment individually. We cannot tell you what the Council's decision will be until the completion of this assessment.

We check your application form and documents against the criteria. In some instances, we may request further information.

Once we have received and checked all the necessary information, you can expect to receive an assessment within four weeks. Please ensure we have your current contact details.

Unsuccessful applications

If you do not meet the New Zealand criteria for registration, your application will be declined and you will not be accepted for registration. If this is the case, we will provide you with reasons for this decision.

What if I disagree with your decision?

You may disagree with this decision and want to discuss the outcome or provide further information. If this is the case, you should write to or e-mail the Registration Manager at overseas@nursingcouncil.org.nz explaining why you disagree with the decision and setting out any concerns or questions you may have.

Review/Appeal of the decision to decline registration

If you disagree with the decision not to register you or to register you in a different scope of practice or to include conditions in your scope of practice, you may provide a written and/or oral submission to the Registration Committee of the Nursing Council.

If the Registration Committee declines your registration you will be notified in writing with the reasons for that decision. This letter will also inform you of any other rights of review and/or appeal and will include guidance on how to request these.

Application for a practising certificate

Once you have been accepted for registration in New Zealand, you are required to apply for an **annual practising certificate**. As part of this process you will be asked to declare that you meet the Nursing Council competencies for your scope of practice and provide evidence of recent practice and employment hours.

For further information about Competencies please go to:

<http://www.nursingcouncil.org.nz/download/98/rn-comp.pdf>

For further information about Annual Practising Certificates please go to:

<http://www.nursingcouncil.org.nz/index.cfm/1,21,0,0,html/Registration-amp-Practising-Certificates>

We look forward to receiving your application for nursing registration in New Zealand.