



لهبائڭا جوروراوت باڭي بروني

NURSING BOARD FOR BRUNEI

STANDARD OF REGISTRATION

**For Nurses and Assistant Nurses
in Brunei Darussalam**



Introduction

The Nursing Board for Brunei (NBB) is established for the purpose of providing the registration of nurses. This is done by making sure that only those nurses who meet the requirements set by NBB are allowed to practise as a registered nurse in Brunei Darussalam. (Nurses Registration Act, Chapter 140, Laws of Brunei Darussalam).

The **Nurses Registration Regulations, 2014 section 2A** specifies that ***“No person shall practise nursing in Brunei Darussalam unless he or she is registered in the Register”***. Towards fulfilling the statutory obligations as stipulated in the Nurses Registration Act, Cap 140 a registration system for nurses is established by the Board to ensure that the public are receiving safe and ethical care from qualified registered nurses.

This Registration Standards are not restricted to nurses with the provision of direct clinical care alone. It includes nurses of all levels and areas of practise including those encompassing clinical, management, administration, education and/or research domains as described by the International Council of Nurses (ICN, 2002) in its definition of nursing:-

“Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disabled and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education are also key nursing roles.” (ICN, 2002)

The Board considers every application for registration carefully and assesses it against the requirements for registration determined by the Board in this standards. Registration of a nurse with the Board could either be by means of an examination or endorsement. Decision made by the Board is FINAL.

Scope of Nursing Practice

A **registered nurse** is a person who:

- ✓ has undergone and successfully completed an approved nursing training in an approved nursing institution(s)
- ✓ has fulfill the necessary requirements to be registered to practise nursing and use the title 'registered nurse'

A **registered assistant nurse** is a person who:

- ✓ has undergone and successfully completed an approved assistant nurse training in an approved nursing or healthcare institution(s)
- ✓ has fulfill the necessary requirements to be registered to practise assistant nursing and use the title 'registered assistant nurse'

This definition provides the basis for the definition of the scope of nursing practice. Scope of nursing practice refers to the activities that registered nurses are trained, educated and authorized to perform. These activities are established based on the definition of nursing sets by International Council of Nurses (ICN, 2002) and the definition of nursing practice sets by NBB.

The scope of nursing practice is the range of roles, functions, responsibilities and activities which a registered nurse or registered assistant nurse is educated, competent and has authority to perform. In this context, nursing practice includes any role, whether remunerated or not, in which the individual nurse uses his/her skills and knowledge.

The nursing practice is not restricted to the provision of direct clinical care only. It also includes working in a **direct non-clinical** relationship with clients, working in **management, administration, education, research, advisory, regulatory or policy development roles**, and any other roles that impact on safe, effective delivery of services in the profession and/or use of their professional skills.

Nursing practice is underpinned by values stipulated in *the Code of Ethics; the Code of Professional Conduct; and Core Competency Standards for registered nurses and midwives in Brunei Darussalam*, that guide the way nursing care is provided.

The scope of practice for an individual nurse and assistant nurse is dynamic and that it changes with career progression. A number of factors influenced the change including, but are not limited to:

- ✓ Educational preparation, professional practice and competence
- ✓ Practice setting
- ✓ Collaborative practice
- ✓ Patient safety, needs and care outcomes, etc.

Note: A registered nurse and registered assistant nurse provide care only within their scopes of practice.

Application for Registration

NBB will consider every application for registration carefully and will only assess applications upon receipt of fees and all required documents.

Local Trained

An applicant who wishes to apply for registration as a **nurse** is required to have successfully completed pre-registration / basic nursing training programme of not less than three (3) years full-time course duration or equivalent from an approved local institution.

An applicant who wishes to apply for registration as an **assistant nurse** is required to have successfully completed pre-registration / basic nursing training programme of not less than two (2) years full-time course duration or equivalent from an approved local institution.

Documents to be submitted during application:

1. Certified True Copy of identity card
2. Certified True Copy of passport
3. A copy of passport size photograph
4. Letter of employment
5. Certified True Copy of basic nursing / midwifery certificate
6. Certified True Copy of basic nursing / midwifery transcript
7. Certified True Copy of Medical Fitness Report

Foreign Trained

An applicant who wishes to apply for registration as a nurse is required to have successfully completed pre-registration / basic nursing training programme of not less than three (3) years full-time course duration or equivalent from an approved institution.

An applicant who wishes to apply for registration as an assistant nurse is required to have successfully completed pre-registration / basic nursing training programme of not less than two (2) years full-time course duration or equivalent from an approved institution.

Documents to be submitted during application:

1. Certified True Copy of identity card
2. Certified True Copy of passport
3. A copy of passport size photograph
4. Letter of employment
5. Certified True Copy of basic nursing / midwifery certificate
6. Certified True Copy of basic nursing / midwifery transcript
7. Certified True Copy of Medical Fitness Report
8. Certified True Copy of valid registration from country of origin / previous country of practise.
9. Certified True Copy of valid practising certificate from country of origin / previous country of practise.
10. Certified True Copy of police clearance certificate from country of origin / previous country of practise.
11. Letter of good standing from Nursing Regulatory Authority (NRA) of country of origin.
12. Previous employment testimonial (if any)
13. Evidence of satisfactory continuing professional development (CPD)

Types of Registration

- ✓ Registered Nurse (RN)
- ✓ Registered Assistant Nurse (RAN)
- ✓ Temporary Permit to Practice (Fee exempted)

NOTE:

Registration type is dependent on the position assigned to the nurse. An applicant who is eligible as a registered nurse may be registered as assistant nurse as per designation being offered.

Applicable Fees

The following NBB fees for registration are applicable:

1. Registration fee of BND 75.00 (non-refundable) to be paid on submission of complete application. Each successful applicant will receive a registration badge and a certificate of registration (CoR).
2. Replacement of CoR fee of BND 25.00
3. Replacement of registration badge fee of BND 25.00

Removal of Name from the Register

NBB may remove the name of any nurse from the Register if the registrant:

- ✓ is deceased;
- ✓ *has ceased to practice;
- ✓ has been convicted of an offence, guilty of misconduct or negligence and suffered from ill-health that renders him/her unfit to practice.

NOTE:

*Ceased to practice include but are not only limited to – resignation, retirement, change of profession, suspension, end of contract, etc.

Nurses are required to inform NBB in writing within 14 days for cessation of practice.
[Regulation 10(1)]

Suspension of Registration

NBB may instead of remove the name of any nurse from the Register, **suspend** the registration for a period not exceeding 12 months. [Regulation 12]

Practising Certificate (PC)

NBB issues practising certificates to nurses in the Register. Pursuant to Regulation 8, Nurses Registration Regulations, 2014, specifies that anyone who is practising nursing in Brunei Darussalam must be registered with the NBB and hold a valid practising certificate (PC).

It is an offence to practice nursing without a valid PC and if found, will be reported or referred to the Boards Management Office (BMO), Ministry of Health for violation of the Law.

An applicant who has not practised nursing for a continuous period of 5 years are required to undergo **Return-to-Practice** programme in an institution approved by the Board before being issued with a PC.

Applicable Fees

The following NBB fees for Practising Certificate are applicable:

1. Practising certificate fee of BND 25.00 to be paid (together with registration fee) on submission of complete application. Each successful applicant will receive a practising certificate / license (PC).
2. Annual PC renewal fee of BND 25.00
3. Fee for late renewal of PC:
 - a. 30 days or more - BND 10.00
 - b. 60 days or more - BND 12.00
 - c. BND 2.00 for every subsequent day during which the default continues
4. Replacement of PC fee of BND 25.00

NOTE:

Nurses are required to inform NBB of any changes in particulars within 14 days of the change. [Regulation 10(1)]

Renewal of PC

1. PC must be renewed yearly. It is the **responsibility** of the **individual nurse** to apply and pay for the yearly renewal of PC. The expiry date for all PCs issued by NBB is **31st December** of each year.
2. PC must be renewed **30 days** in advance from the date of expiry [Regulation 8(4)]. NBB fee for late renewal of PC shall apply if application is not received on/by **30th November** of each year.
3. NBB may cancel, suspend or remove a registrant's name from the Register if PC is not renewed for a period of **12 months** without a valid reason.
4. All nurses must meet NBB minimum requirements when renewing PC:
 - ✓ Achieved the minimum Continuing Professional Development (CPD) points
 - 20 CPD points (Registered Nurse)
 - 15 CPD points (Registered Assistant Nurse)
 - ✓ Achieved a satisfactory grade or above in the Performance Appraisal System or its equivalent (if applicable)
5. NBB may refuse to renew the PC if a registrant fails to comply with any condition which may be imposed by NBB [Regulation 8(6)]. Standard of registration, codes or guidelines may be used in disciplinary proceedings against any applicant as evidence of what constitutes appropriate practice or conduct for RN and RAN.

NOTE:

- All applications must be accompanied with a copy of the above-mentioned requirements for evidence.
- Please see the section on CPD for further information.

Continuing Professional Development (CPD)

- ✓ CPD is the means by which members of the professions maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities needed throughout their professional lives.
- ✓ CPD must be directly relevant to the nurse's context of practice and appropriate to their area and scope of practice.
- ✓ A CPD point is a unit of credit recognizing nurses' participation in nursing specific professional development programs.
- ✓ CPD points are credited according to Qualifying Period. Each qualifying period is from 1st August of the current year to 31st July of the following year. If an applicant has been registered for a period of less than 12 months prior to renewal of PC, the following pro rata CPD points apply:

Months registration has been held	Pro rata CPD points to be completed	
	RN	RAN
0 to 3 months	5	4
3 to 6 months	10	8
6 to 9 months	15	12
9 to 12 months	20	15

- ✓ Full time educators cannot claim CPD points for presentations / lectures that are part of their job expectations. Similarly, a nurse researcher cannot claim CPD points for research works (presentation and publication).
- ✓ The CPD activities awarded include, but are not limited to attendances at lectures, short courses, seminars, conferences, workshops, participation in or facilitation of research events including publication, oral and poster presentation etc.
- ✓ CPD points are only required for renewal of PC.

- ✓ All CPD activities are to be recorded in the record log provided by NBB and submitted during application of PC renewal.

- ✓ Nurses who are doing formal courses such as in-service trainings that lead to nursing academic qualification are exempted from CPD requirement. (Bachelor / Advanced Diploma / Graduate Diploma / Master / Doctorate etc.). However, upon completion of the course, proof of academic report must be submitted during application of PC or renewal.