

75/311.

THIS COPY
 REPLACES BURDAU NO. 1

HEALTH COMMISSION OF N.S.W.
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File No: Miscellaneous Boards.

Circular No: 75/311

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G. 311
 H. 139
 I. 205
 J. 171
 K. 99

(Distributed in accordance with Circular Lists G.H.I.J.K.)

Registration of Hospital Professional Personnel

THIS CIRCULAR REPLACES HEALTH COMMISSION CIRCULAR 75/238, ISSUED
 ON 5 JULY 1975.

1. At a recent meeting of a Professional Registration Board, concern was expressed in relation to the number of persons in that profession, who have not renewed their registration for the year 1975, but were known to be active in their profession in this State.

2. For your information, personnel in the following professions are required to renew their registration annually, by the date so specified.

| | | | |
|-----|---------------------------|---|-------------------|
| 2.1 | Chiropody | - | 30 June |
| 2.2 | Dental | - | 31 December |
| 2.3 | Medical | - | 30 September |
| 2.4 | Nursing and Nursing Aides | - | * See Paragraph 3 |
| 2.5 | Optometry | - | 31 December |
| 2.6 | Optical Dispensing | - | 30 June |
| 2.7 | Pharmacy | - | 31 December |
| 2.8 | Physiotherapy | - | 31 December |

3. Because of the number of registered nurses and enrolled nursing aides, in New South Wales, it has become necessary for the Nurses' Registration Board to stagger retention fees. Listed hereunder is a schedule for your information, regarding dates necessary for nurses and nursing aides to retain their name on the register or roll.

| | | | |
|-----|-----------|---|--------------|
| 3.1 | AAA - BBA | - | 30 June |
| | BBB - CBA | - | 31 July |
| | CBB - DBA | - | 31 August |
| | DBB - FZY | - | 30 September |
| | FZZ - HFE | - | 31 October |
| | HFF - KFE | - | 30 November |
| | KFF - MAP | - | 31 December |
| | MAQ - NJI | - | 31 January |
| | NJJ - RFE | - | 28 February |
| | RFF - SMY | - | 31 March |
| | SMZ - UZY | - | 30 April |
| | UZZ - ZZZ | - | 31 May |

3.2 e.g. Sister Joan Mary COLES, required date of retention 31 August.

3.3 e.g. Enrolled Nursing Aide, Mary Jane BROWN, required date of retention 31 July.

4. It is the responsibility of each hospital to ensure that all professional personnel working at that hospital, whether salaried or in an honorary capacity (including recent graduates) produce evidence of full or provisional registration

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prior to the commencement of duty, and that regular checks be made to see that each person does, in fact, hold current registration. In addition, new graduates in physiotherapy may be employed after producing a Certificate of Conditional Registration, providing the hospital of employment is classified by the Board as being an "Approved" hospital.

5. Where an applicant for employment for a professional position cannot produce evidence of qualifications and current registration, hospitals should take immediate steps to ascertain that such a person is qualified and registered, prior to employment.

6. In regard to the renewal of registration for all professions the various registration authorities upon receipt of the renewal card and payment of the prescribed fee will issue a portion of that renewal card together with a cash imprint thereon.

H.C. EAGLETON,
Secretary.