



# CAYMAN ISLANDS NURSING AND MIDWIFERY COUNCIL

Health Practice Act and Regulations (2021 Revision)

## **GUIDELINES FOR APPLICATION FOR RENEWAL OF PRACTICING LICENCE**

1. The deadline for the renewal of practising licences is as follows:

### **Principal List**

The deadline for the application for the renewal of a practising licence on the Principal List is at least **28 days** before the expiration of the current practising license. Registration does not expire; however, a practising licence is required to practice.

**Renewal** – Upon renewal, a practising license certificate is issued for a period of two years, and expires on the anniversary of the licensee's date of birth.

### **Institutional List**

The registration and practising licence for nurses and midwives registered on the Institutional list expires two years after the date of issue. The deadline for renewal of the registration and practising licence on the Institutional List is **60 days** prior to the expiration of the registration and practising licence certificate.

**Renewal** – Upon renewal, a registration and practising license certificate is issued for or a period of two years and expires two years after the date of issue.

### **Provisional List**

The registration and practising licence certificate for nurses and midwives registered on the Provisional list expires two after the date of issue. The deadline for the renewal of the registration and practising licence on the Provisional List is **60 days** prior to the expiration of the registration and practising licence certificate. **Renewal** – Upon renewal, a registration and practising license certificate is issued for a period of two years while the practitioner is working towards a relevant qualification recognized by the Council.

2. **Continuing Nursing Education (CNE)** is assessed by the Council prior to renewal of registration every two (2) years. One CNE is equivalent to 1 hour of nursing education.

The CNEs are to be completed within the two-year practising license period; not in the weeks or days immediately preceding the renewal deadline in order to demonstrate to the Council that one is keeping abreast and up to date in the area of practice. CNEs may not be accepted if the majority of continuing education hours submitted with the application are completed in the two preceding the deadline.

Nurses and Midwives are required to have the following Mandatory CNEs:

ACLS/BLS/CPR/NALS/NRP/PALS must be kept current (**LIVE**)

1 CNE - Prevention of Blood and Body Fluid Exposure

1 CNE - Disaster Preparedness

1 CNE - Prevention of Medication Errors

**NB. Online BLS is not accepted.**

3. Other CNE requirements (which include Mandatory CNEs):

Clinical Nurse Specialists, Midwives, Nurse Anaesthetists, Nurse Practitioners and Public Health Nurses are required to have **40 hours** (including mandatory, general and at least 10 related to your advanced practice area).

Nurses with post-basic qualification (e.g. mental health/OR/critical care/etc.) are required to have **35 hours** (includes mandatory, general and at least 5 related to your post-basic qualification area).

General RNs and RNAs are required to have **25 hours** (including mandatory, general and at least 5 related to your practice area).

4. Nurses and midwives pursuing a formal academic programme/course in nursing may submit proof of successful completion in lieu of CNE requirements. This does not include the mandatory CNE requirements.

5. Applications for renewal of a practising licence must be accompanied by the original CNE Certificate(s) along with one copy of each. Copies will be authenticated by the administrative secretary at the Health Practice Commission and the originals will be returned to the applicant.

**OR**

Applications with copies of continuing education certificates may be emailed to [hpbusers@gov.ky](mailto:hpbusers@gov.ky) (In cases of National Emergency or as notified by the Department of Health Regulatory Services).

6. **Document Requirements for Renewal**

The following documents are required for the maintenance of your practising license:

- The Original and fully completed Health Practitioners Renewal of Practising Licence Application form (HPA-Form B).
- Registry Maintenance Administrative Form (RMAF)
- Continuing Education Summary form with the continuing education listed.

- Original continuing education certificates. Should you opt to keep the originals, you must present the originals and one copy of each certificate. Copies will be authenticated by the administrative secretary at the Health Practice Commission and the originals will be returned to you.
- A copy of current malpractice insurance, liability insurance, and health insurance. Pursuant to Section 27A (4) of the HPA:

*A practising license shall not be issued to a registered practitioner unless the Council is satisfied that the registered practitioner has adequate malpractice insurance, liability insurance, other relevant insurance or indemnity cover obtained from an authorized insurer and approved by the Commission.*

7. Incomplete applications received by mail will be returned by ordinary mail.
8. The Council accepts no responsibility for the loss of any documents that may occur in the mailing process.
9. **The required fees must be attached in order to process applications.      Renewal Fees:**
  - \$1000.00 for the renewal of a practising licence on the Principal List to be submitted with applications every two years
  - Practitioners registered on the institutional list are requested to pay a fee of \$1200.00 paid upon renewal request.

#### **Late Fee:**

Pursuant to Schedule 2, Section 6 (5) of the Health Practice (Amendment) Regulations, 2020, a late fee of \$100.00 will be applied where renewal of a practising license is not made **at least 28 days** before the date of expiry of the practising license for practitioners on the Principal list and **at least 60 days** for practitioners on the Institutional and Provisional list.

#### **10. Offences**

Practising without a valid licence is a contravention of Section 27A (1) of the HPA, which states, “A registered practitioner shall only practice as a practitioner while in possession of a valid practising license, issued by the Council in the prescribed form on payment of the prescribed fee to the registrar.” Further, Section 27A (7) states,

*A person who:*

- (a) Practices in contravention of subsection (1); or*
- (b) being a registered practitioner, practices without having adequate malpractice insurance, liability insurance, other relevant insurance or indemnity cover approved by the Commission, commits an offence and is liable on summary conviction to a fine of twenty-five thousand dollars*

#### **11. Practicing Licenses**

The Council will issue the renewed practising license as soon as possible following its approval, however, in accordance with section 27A subsection (2B) of the Health Practice Act, (2021 Revision),

*Where an application for the renewal of a practising licence is made before the expiry of the practising licence but has not been dealt with by the relevant Council at the time the practising licence is due to expire, the practising licence continues in force until the application for renewal is dealt with; and any renewal in such a case shall be taken to have commenced from the day on which the practising licence would have expired but for the renewal.*

#### **Privacy Statement**

The Cayman Islands Nursing and Midwifery Council is the regulatory body for nursing and midwifery in the Cayman Islands and operates under the Department of Health Regulatory Services. We are required by law to keep a register of qualified nursing and midwifery professionals who are licenced to practice. We handle and process the personal data of individuals in order to facilitate applications for registration and renewal of practising licences to fulfil legal statutory obligations required by law. The information provided by applicants informs the decision-making of the Council, enabling admission to the maintenance of accurate professional registers. All information provided is kept confidential and is only shared if the nurse or midwife gives written permission to do so, except in the case of a criminal investigation. We may also process personal data in order to comply with audit requirements and other legal obligations; to obtain legal advice; to establish, exercise or defend legal rights; and to produce statistics or reports that do not identify any individual.