



لهبائا جهور وراوت باصي بروني

NURSING BOARD FOR BRUNEI

"Protecting the Health and Well Being of the Public"

Guidelines to Renewal of PC

1. Please read the Standard of Registration for Nurses and Assistant Nurses in Brunei Darussalam before you proceed with the application.
2. Fill up Form B (Application for Renewal of Practising Certificate).
3. Complete the provided CPD log and be verified by respective Heads or other authorized CPD committees. Attach the completed CPD log together with Form B.
4. Renewal fee of \$25.00 is to be paid upon submission of Form B.
5. Application process will only commence upon receipt of clause 2 & 3.
6. Individual applicant will be notified by the Board on the outcome of the application.

Standard of Registration: 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 Standard of Practice on CPD for further information.

Standard of Registration: 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.

Roles and Responsibilities of Individual Nurse / Assistant Nurse

- Responsible for identifying individual CPD needs, planning how those needs should be addressed and undertaking CPD that will support individual professional development and practice.
- Remain competent and up to date in all areas of practice.
- Reflect on what have been learnt and act on the lessons learnt.
- Reflect regularly on the *Code of Professional Conduct for Registered Nurses and Midwives in Brunei Darussalam; Code of Ethics for Registered Nurses and Midwives in Brunei Darussalam; Core Competency Standards for Registered Nurses and Midwives in Brunei Darussalam.*