

POLICY FOR RENEWAL OF NURSING REGISTRATION CERTIFICATE OF ALL NURSING PROFESSIONALS IN *{mention state}*

1. SHORT TITLE AND COMMENCEMENT

- a. The government of *{mention state}* is committed to ensuring high quality clinical services in the state. Nursing professionals play a pivotal role in providing high quality of care, and the pandemic only reiterated this. With specific focus on promoting accountability and professionalism in the nursing profession while safeguarding the health and well-being of the population served by nurses in the state, *{mention government}* is bringing into effect this policy for renewal of registration of registered nurses.
- b. The policy aims to ensure ongoing competence and adherence to regulatory standards among registered nurses. This initiative aims to enhance professional development, maintain quality care standards, and uphold the credibility of nursing practice throughout *{mention state}*.
- c. This policy will come into effect immediately from the day of notification.

2. OBJECTIVE AND INTRODUCTION

- a. Currently, the registration certificates of nurses in *{mention state}* are valid for their lifetime and do not expire throughout their professional tenure. As such, there is no live count of active nurses available within the state.
- b. This policy is aimed at ensuring ongoing competence and adherence to regulatory standards among registered nurses through renewal of Nursing Registration certificates of all nurses in *{mention state}*.
- c. As a part of this policy, all nurses registered with *{mention state nursing council}* will need to renew their registration certificate.
- d. The policy emphasizes the importance of renewing nursing registration certificates to facilitate compliance with regulatory standards set by the Indian Nursing Council, fostering a culture of accountability and professionalism among nursing professionals in *{mention state}*, and reinforcing the commitment to maintaining high ethical and professional standards in patient care delivery.
- e. By ensuring that nurses maintain up-to-date registration certificates, the policy aims to enhance trust and confidence in the nursing profession among patients, healthcare providers, and the general public in *{mention state}*. This contributes to the overall credibility and reputation of the nursing profession.

3. DEFINITIONS

In this policy, unless the context otherwise requires-

- a. ***{mention state nursing council abbreviation}*** means the ***{mention state nursing council}***
- b. 'RN & RM' means a Registered Nurse and Registered Midwife (RN & RM) who is registered in a State Nurse and Midwives Registration Council.
- c. 'RANM' means a Registered Auxiliary Nurse Midwife who is registered in a State Nurse and Midwives Registration Council.
- d. 'RLHV' means a Registered Lady Health Visitor who is registered in a State Nurse and Midwives Registration Council.

4. ELIGIBLE NURSES FOR RENEWAL OF NURSING REGISTRATION CERTIFICATES (AS PER INC'S GUIDELINES)¹

- a. All 'RN & RM'- registered under ***{mention state nursing council}*** as Registered Nurse and Registered Midwife
- b. All 'RANM'- registered under ***{mention state nursing council}*** as Registered Auxiliary Nurse Midwife
- c. All 'RLHV'- registered under ***{mention state nursing council}*** as Registered Lady Health Visitor

5. PROCESS FOR RENEWAL OF NURSING REGISTRATION CERTIFICATE

- a. Nursing Registration certificates held by all RN/RM/RANM/RLHV registered with ***{mention state nursing council}*** before 1st January 2021 shall be renewed through a fee-based online application mechanism starting from 1st January, 2025.
- b. For all nurses registered with ***{mention state nursing council}*** after 1st January, 2021, ***{mention state nursing council}*** may opt for a fee-based registration renewal mechanism, or a Continuing Nursing Education (CNE) credits based registration renewal mechanism as recommended by the Indian Nursing Council (INC). For these nurses, renewal of registration will be applicable from 1st January 2026 onwards.
- c. All nursing registration certificates (including renewed registration certificates) issued after the notification of this policy will be valid for a period of 5 years from the date of issue of the registration certificate.
- d. Comprehensive instructions and guidelines for the entire process (including fee, documents, timelines) will be notified by ***{mention state nursing council}*** from time to time.

6. FREQUENCY FOR RENEWAL OF NURSING REGISTRATION CERTIFICATE

¹ Indian Nursing Council

- a. Validity of the renewed nursing registration certificate will be up to 5 years from the date of renewal or date of issue (if issued first time). A nurse should renew their nursing registration certificate before the expiry date.
- b. Nurses can undergo the renewal process for their nursing registration certificate any time after 4th year and before the end of 5th year from the date of issue of their registration certificate.

7. CONSEQUENCES FOR NON-COMPLIANCE

- a. Failure to renew the nursing registration certificate within the designated timeframe may result in the immediate suspension of practice privileges. Nurses will be prohibited from providing patient care or practicing nursing in any capacity until the registration is renewed by **{mention state nursing council}**.
- b. Nurses with expired registration certificates may become ineligible for employment in any healthcare facility or institute that requires active registration as a condition of employment. This restriction may hinder career opportunities and professional advancement.
- c. Non-compliance with the renewal requirements may incur fines or penalties by **{mention state nursing council}**, which could escalate for repeated offenses or prolonged non-compliance. These fines serve as a deterrent and encourage timely adherence to the policy.
- d. Nurses who fail to renew their registration within the specified period may be required to fulfill additional requirements for renewal of their registration certificate, such as, undergoing reevaluation of their competence, or submitting a formal application for renewal of their registration certificate.
- e. In cases of severe or repeated non-compliance, **{mention state nursing council}** may publicly notify stakeholders, including healthcare institutions, professional associations, and the general public, about the nurse's status of non-compliance with renewal requirements.

8. GRIEVANCE REDRESSAL

- a. A Query Redressal System (QRS), an online web-enabled system for grievance redressal will be established by **{mention state nursing council}**. QRS will enable the submission of queries/grievances by the Registered Nurse(s), with a facility for speedy and appropriate redressal of the queries/grievances. A Unique Registration Number will be generated for tracking the status of the queries/grievances.
- b. The Registered Nurse(s) are advised to use the online facility for a speedy response.
- c. The email query shall be addressed only if it is not anonymous and contains the name, registration number, and contact number of the sender. An email containing vague queries shall not be entertained. Queries shall not be entertained from a person claiming to be representatives, associates, or officiates of the applicant candidate. The following shall not be revealed by **{mention state nursing council}** by phone or email:
 - i. Internal documentation/status

- ii. Internal decision-making process of ***{mention state nursing council}***. Any claim/counterclaim thereof
- iii. Dates and venues of internal meetings or names of the staff/officers dealing with it
- iv. Any information which cannot be revealed in the opinion of ***{mention state nursing council}***

9. CONFIDENTIALITY

- a. The members of ***{mention state nursing council}*** involved in the nursing registration renewal process shall maintain strict confidentiality of the information gathered regarding the nursing professionals from various documents uploaded by them and any other related information that might have been gathered during the entire process of registration renewal.

10. AMENDMENTS

- a. ***{mention state nursing council}*** may at any time amend the policies and procedures related to renewal of nursing registration certificate and shall publish this on the ***{mention state nursing council}*** website and inform the nurses regarding such amendments from time to time.