



Midwifery Council of New Zealand

Application for Registration as Midwife

(This Form For Midwives Qualified and Registered **Outside** New Zealand Only)

PERSONAL DETAILS

Full Name _____ Gender: Female Male
Given/First Names _____ Family Name _____

Previous Names(s) _____ Date of Birth _____

Country of Birth _____ Ethnicity _____

Is English your first language? Yes No If no see Enclosure/Actions number 12 over the page
Have you previously applied to be registered as a midwife in New Zealand? Yes No if yes what date _____

CONTACT/ADDRESS DETAILS

Complete your address where we may contact you concerning this application and as many other contact details as appropriate. If you succeed in gaining registration in New Zealand you will need to amend this information as your situation changes.

Residential Address (This must be a physical (street) address)

Home Telephone _____ Mobile Phone _____

Email _____

Work/Business Address (if different from above – please include both street and postal address)

Work Telephone _____

Mailing Address (if different from above) Or use my – Residential Work Address

REGISTRATION AS A MIDWIFE OUTSIDE NEW ZEALAND

Authority _____
(health practitioner authority where you are currently registered as a midwife)

Address (postal and physical) _____

Telephone _____ Fax _____ Email _____

Date ____/____/____ (date when registered with this authority) (Note: Repeat this information for each other Authority where you are/have been registered as a midwife, on a separate sheet of paper.)

MIDWIFERY REGISTRATION QUALIFICATIONS

Qualification _____
(the name of the midwifery qualification you achieved to gain registration)

Provider _____ Date _____/_____/_____
(the name of the qualification provider who conferred your midwifery qualification (date of midwifery qualification)
This is the training institution e.g. university/hospital, not the regulatory authority)

Address) _____

Telephone _____ Fax _____

Email _____

ENCLOSURES / ACTIONS (Important - read notes - Please tick one box in each section as applicable)

(Note. All enclosures and documents supplied should be in English **or** be accompanied by a certified translation.)

1. I have enclosed evidence of current or past registration with a midwifery registration authority in the same country as where my initial midwifery qualification was completed.
2. I have requested that each of the health practitioner registration authorities where I am registered (including registration as a midwife or any other capacity) sends verification of current registration and good standing directly to the Midwifery Council. (Verification under this requirement will also satisfy 1 above, if from that country.)
3. I have requested that my midwifery qualification provider sends a full transcript of my pre-registration midwifery education programme directly to the Midwifery Council.
4. I have enclosed a portfolio/CV of my post registration midwifery education, employment history, and experience, a completed self-assessment against the competencies form, and any other relevant information about my professional practice and activities.
5. I have enclosed a certified copy of my birth certificate or passport, and if applicable a certified copy of my marriage certificate or other change of name instrument.
6. I have enclosed a police report (national office) from each country where I have resided for 12 months or more.
7. I have enclosed the name and contact details (address, phone number, and email address if possible) of the medical practitioner who examined me. I have asked him/her to complete the medical certificate form supplied with this application pack, and to send the form directly to Council. I understand this should disclose any condition that the medical practitioner feels could adversely affect my ability to practise as a midwife and should be considered by the Council.
8. I have enclosed the names and contact details (address, phone number, and email address if possible) of two character referees whom I have asked to complete the character reference forms supplied with this application pack, and to send those forms directly to the Council. One referee is a practising midwife and the other is another person of good standing in the community.
9. I have attached payment of New Zealand Dollars \$1,000 for the Registration fee.
10. If you have been convicted of any criminal or civil offence, other than minor traffic offences, you must provide details on a separate sheet specifying the nature of the offence, the date of conviction and the penalty, and attach it to this application, with any letter of support or other documentation that you wish the Council to consider. Note: any convictions will not necessarily prevent you from being registered as a midwife but each situation will be considered on a case-by-case basis.
 Not applicable **or** Details are attached.
11. If you have any mental or physical condition or disability that could adversely affect your ability to practise as a midwife you must provide details on a separate sheet and attach it to this application. Note: any physical or mental condition will not necessarily prevent you from being registered as a midwife but each situation will be considered by the Council on a case-by-case basis.
 Not applicable **or** Details are enclosed.
12. If English is not your first language then you must sit the International English Language Testing System Exam (IELTS) in the Academic Module, and achieve an overall pass rate of no less than 7.5, with no less than 7 in each band. You can apply for an exemption from this requirement if you can show with certainty that you are an effective communicator in English. Application for exemption will be considered on a case-by-case basis but are rarely granted.
 Not applicable **or** I have applied for an Exemption **or** I have requested my IELTS results be sent direct Council by the IELTS testing centre.

DECLARATIONS

I declare that the information that I have given in this application is true and correct in every respect.

I declare that I suffer from no physical or mental condition or disability that could adversely affect my ability to practise as a midwife, which has not been fully disclosed to the Midwifery Council in an attachment to this application.

I declare that I have no convictions of a criminal or civil nature (other than minor traffic convictions), which have not been fully disclosed to the Midwifery Council in an attachment to this application.

I declare that I am not subject to any professional disciplinary proceeding, or under any disciplinary investigation, or subject to any professional disciplinary order which has not been fully disclosed to the Midwifery Council in an attachment to this application.

I consent to the Council obtaining information concerning myself from any other organisation or person where this is relevant to this application.

I understand that personal information collected by the Midwifery Council may be made available to HealthPAC and the Health Practitioner Index. (See privacy notes for a brief explanation.)

Signed _____

Date _____

PAYMENT FORM

Fee for Application to be Registered as a Midwife In New Zealand - For Overseas Registered and Qualified Midwives Only

Enclosed is my **Bank Draft** for **\$NZ1,000.00** made payable to the **Midwifery Council**
Or

Credit Card: Please debit my (tick one) Visa MasterCard

Card Number

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Expiry Date _____ Amount **\$NZ1,000.00**

Cardholder's Name _____

Cardholder's Signature _____

Amount include goods and services tax of \$NZ111.11



CERTIFICATE OF GOOD CHARACTER

This Form to be completed by a person of good standing in the community who has known the applicant for at least two years. It should be sent directly to the Council by the referee.

Fitness Requirements for Registration as a Midwife. Before the applicant may be entered onto the New Zealand Register of Midwives in the Midwifery Scope of Practice the Midwifery Council of New Zealand must be satisfied that the applicant:-

- *Is able to communicate effectively*
- *Has no civil or criminal convictions which may adversely affect her/his ability to practise as a midwife*
- *Has no mental or physical condition which may adversely affect her/his ability to practise as a midwife*
- *Is not subject to any professional disciplinary proceeding, or under a disciplinary investigation, or subject to any professional disciplinary order*
- *Is a person of good character*

I hereby certify that I have known (enter applicant's name) _____

for _____(enter number of years).

I have read the fitness requirements for registration as a midwife set out above. To my knowledge the applicant is a fit person to be registered as a Midwife.

(If you wish you may add further comments) _____

I agree to supply additional information if requested by the Midwifery Council of New Zealand.

Signed: _____ Date: _____

Name: _____

Occupation: _____

Address: _____

Telephone – day: _____ Email Address: _____



CERTIFICATE OF GOOD CHARACTER

This Form to be completed by a registered health professional who is familiar with the applicant’s midwifery practice. This form is to be sent directly to the Council by the referee.

Fitness Requirements for Registration as a Midwife. Before the applicant may be entered onto the Register of Midwives in the Midwifery Scope of Practice the Midwifery Council of New Zealand must be satisfied that the applicant:-

- *Is able to communicate effectively*
- *Has no civil or criminal convictions which may adversely affect her/his ability to practise as a midwife*
- *Has no mental or physical condition which may adversely affect her/his ability to practise as a midwife*
- *Is not subject to any professional disciplinary proceeding, or under a disciplinary investigation, or subject to any professional disciplinary order*
- *Is a person of good character*

I give this certificate in respect of (*enter applicant's name*) _____

I have read the fitness requirements for registration as a midwife above. As far as I know the applicant, I believe that the applicant is a fit person to be registered as a Midwife.

(*If you wish you may add further comments*) _____

I agree to supply additional information if requested by the Midwifery Council of New Zealand.

Signed: _____ Date: _____

Name: _____

Occupation: _____

Address: _____

Telephone – day: _____ Email Address: _____



MEDICAL CERTIFICATE

This form to be completed by a registered Medical Practitioner. It should be sent to the Midwifery Council direct by the Medical Practitioner.

This medical certificate is given in support of an application to be entered onto the New Zealand Register of Midwives in the Midwifery Scope of Practice.

Section 16(d) of the Health Practitioners Competence Assurance Act 2003 provides that the Midwifery Council of New Zealand shall not register any person as a midwife if it is satisfied that the person is unable to perform the functions required of a midwife because of some mental or physical condition.

Applicant To Complete - I (enter applicant's name) _____

declare that I suffer from no physical or mental condition or disability that could adversely affect my ability to practise as a midwife. I consent to the Medical Practitioner releasing the results of this examination to the Midwifery Council.

(signature) _____

Medical Practitioner to complete

I have examined (enter applicant's name) _____

My examination did not indicate any condition that I feel should be brought to the Midwifery Councils attention

Or

My examination indicated the following conditions which could have an affect on the applicant's ability to practise as a midwife and I feel should be considered by the Council:

Signed: _____ Date: _____

Name: _____

Address: _____

Telephone – day: _____ Email Address: _____



Notes for Overseas Registered Midwives Seeking Registration in New Zealand

These notes are for Midwives who are qualified and registered outside of New Zealand and who wish to apply to be registered in New Zealand. They form part of the Application for Registration as a Midwife. You should read these notes in their entirety before completing the application. These notes should be retained by you. You should also retain a copy of that part of the application form that you submit to the Midwifery Council, and any associated documents, for your records.

These notes give some explanation of the registration process, give some guidance to assist you to complete the application, and explain your privacy rights.

Contents of the Application Pack

The application pack consists of:-

- The main part of the application form where you enter your details.
- A payment form.
- Two character reference forms (you may wish to copy the blanks in case you need more).
- A medical certificate form
- These notes

Please make sure that you have all these parts of the application pack. You will also need the Self Assessment Against the Competencies for Entry to the Register form.

GENERAL

The Health Practitioners Competence Assurance Act and the Midwifery Council of New Zealand

The legislation providing for the regulation of midwives in New Zealand is the Health Practitioners Competence Assurance Act 2003 (referred to in this document as the HPCAA). The HPCAA applies equally to all classes of health practitioner and came into full effect on 18 September 2004. The HPCAA establishes the Midwifery Council and vests responsibility for the regulation of midwives in the Council. Briefly the Midwifery Council is responsible for determining the Scope of Practice of a midwife, the requirements and qualifications for registration, the requirements for the issue of practising certificates and for certain disciplinary matters. In New Zealand a midwives are not related to nurses.

Other Information

Considerable information concerning regulation of the midwifery profession in New Zealand can be found at the Midwifery Council Internet site. This includes the full text of the Midwifery Scope of Practice and the Competencies for Entry to the Register of Midwives. You can also download this application pack and other forms at this site. The address is www.midwiferycouncil.org.nz, easy to remember but note that it is 'org', not 'co' or 'com' and the country code is of course 'nz'. Copies of this application pack can also be obtained by contacting the Midwifery Council. The full address details are:

Midwifery Council of New Zealand
Level 2,
69 Boulcott Street
PO Box 24448, Manners Street
Wellington 6142
NEW ZEALAND

Phone: ++64 4 499 5040, Fax: ++64 4 499 5045,
Email: info@midwiferycouncil.org.nz Website: www.midwiferycouncil.org.nz

Registration versus Practising Certificate

This application pack is concerned only with your application to be entered into the New Zealand Register of Midwives with the Midwifery Scope of Practice. It is important to understand that in New Zealand registration does not in itself confer authority to practise as a midwife. To practise in New Zealand you must hold a current Practising Certificate. If you succeed in your application to be registered you will receive an application form for a Practising Certificate with the confirmation of registration. Application for a practising certificate is a separate process.

Requirements for Registration

You must satisfy the requirements in three broad areas before the Council is able to register you as a midwife:-

- Registration Outside of New Zealand. The Midwifery Council of New Zealand will only consider applications from overseas midwives who are or were registered with a registration authority that performs a similar function to the Council and in the same country in which they completed their midwifery training.
- Qualifications and Competence. Your midwifery qualification, post registration midwifery practice, post registration midwifery education, midwifery competence portfolio, and self assessment against the New Zealand Competencies for Entry to the Register, when considered as a whole, must be deemed by the Council to be equivalent in content and competencies to the most recent New Zealand requirements for registration. (These requirements are more fully described under “Post Registration Portfolio”)
- Fitness for Registration. You must be of good character. You must not have any mental or physical condition that adversely affects your ability to practise as a midwife. You must be able to communicate effectively, and in written and spoken English.

You must meet the requirements in all of these areas. It is not sufficient to meet some of them only. The Council does not operate any reciprocal registration agreements (at the date of these notes) except with the Australian states pursuant to a government to government agreement covering all services and professions.

If you are registered and able to practise in Australia you have the wrong application form. Please use the Trans Tasman Mutual Recognition Agreement application form which can be found at <http://www.midwiferycouncil.org.nz/main/TTMRARegistered/>.

Right to Be Registered and Timing

Overseas trained midwives do not have an automatic right of registration in New Zealand. All applications are considered by the Council on an individual basis against the competencies required for registration and practise in New Zealand. Applications can normally be processed in a timely manner and most are straight forward. However a number of documents must come from third parties. Sometimes lengthy delays do occur in obtaining all of the information needed for an application. Applications cannot be determined until complete.

Each year a number of applications are declined for various reasons. Applicants may wish to explore work opportunities in New Zealand while their application is in progress. However the Council strongly advises that you do not enter into any employment arrangement or make any immigration arrangements based on a presumption that your application will be successful, or the timing of the assessment of your application. If you ignore this advice it will not contribute to your application and will not be accepted as grounds for urgent processing.

Immigration Requirements

The Midwifery Council is not qualified to give advice on immigration matters. We can say that midwifery is on the list of professions for which there is a shortage in New Zealand and where immigration is encouraged. It is likely that an overseas midwife who meets New Zealand registration requirements will also meet immigration requirements.

Certification of Documents – General Note

Some documents required in support of this application must be a certified copy or a certified translation. A copy of any document can be certified as a true copy by a solicitor, Justice of the Peace, or Notary Public. Documents will not be accepted if they are certified by any one other than these three types of person. A certified translation must be done by a qualified translator.

An unreadable signature on a document purporting to be made by a certifier will not be accepted. The certifier must print clearly his/her name, office, and contact details. The Council is likely to contact these persons, as well as any organisation that supplies any supporting documentation, to confirm the authenticity of those documents. If the certifier cannot be identified it will have to be redone.

Variation of These requirements.

The Council appreciates that considerable effort will be required to complete this process. It has not included any requirement that it does not need to assess your suitability for registration and the detection of fraudulent applications. Please read these notes carefully and contact the Council if you would like any clarification. You should not vary these requirements without the prior agreement of the Council, otherwise there could be some delay before your application is ready for consideration.

THE APPLICATION FORM

Personal Details

Most of these items are self explanatory.

Ethnicity

It is your choice which ethnic group in which you wish to classify yourself. This information is currently used to monitor the make-up of the midwifery workforce and compare it with the needs of the New Zealand population. It is also used by the Government in consideration of workforce issues.

Contact Details

Section 140 of the HPCA Act states that a person applying for registration must supply their current postal address, residential address, and (if applicable) their work address. This section also specifies that if these details change the Registrar of the Midwifery Council must be notified promptly in writing. Some of these details may not be applicable in your current situation but we must have full and current contact details and these must be kept up-to-date throughout the registration process and beyond. We will post matters to do with your application to the address that you provide.

The requirements to notify us of any change of address details continues so long as you remain on the New Zealand Register of Midwives including when you are not practising, have retired or have moved overseas. If at any time you leave midwifery practise in New Zealand and do not intend returning you can ask to be removed from the Register. You can be reinstated without difficulty if you later change your mind. Change of address forms can be obtained from the Council Internet site. A letter or Email is also acceptable.

Publication of Address Details

The Register of Midwives is a public register. It may be viewed at the Midwifery Council office and at the Council Internet site. The HPCAA provides that the Council can determine whether or not to publish the address details it holds as part of the public access to the Register. The Council has determined that it will only publish the town or city, not street address, postal addresses, or other contact details.

Transcript of Pre-Registration Midwifery Education Programme

You must ask the education provider or registration authority where you completed your midwifery qualification to send a full transcript of your programme directly to the Council. This is central to the Council's consideration of your application. A transcript must state the name of the programme completed, the commencement date, the completion date, each of the courses/units/modules completed, the theory and practical hours, and your birth numbers. You should provide any additional information needed to enable the Council to evaluate your course content, theory and clinical hours, and birth numbers.

The transcript required is of the qualification you gained in order to become registered as a midwife. If you gained any midwifery qualifications after registration you should also arrange for transcripts of these programmes to be sent to the Council. If you have any non-midwifery qualifications that you feel may support your application you may also send details of these (see below). This later information may form part of your post-registration portfolio.

Post Registration Portfolio

You must supply a portfolio of your post-registration midwifery practice experiences, post-registration education, and completed competence assessment form. This is expected to include:

- Copies of employment history or evidence of practice experiences.
- Description of practice experiences such as position descriptions, practice arrangements, caseload numbers, including a time line.
- Verification of continuing education undertaken in previous three years.
- Any additional information about your professional practice and activities.
- Self-assessment against the Competencies for Entry to the Register of Midwives and any supporting evidence as to how you meet the competencies. The self assessment form, including competencies, can be viewed and downloaded at the Midwifery Council Internet site, immediately below this application pack. (Note. You are unlikely to meet all of the competencies and criteria because some are specific to the New Zealand context. If this is the case you may still be registered. The specific competencies that are not met will be addressed in the competence programme that you will be required to complete as part of the conditions on your practice.)

It may include:

- Statements of peer support
- Statements of consumer/patient support
- Reflective practise exercises.

Your curriculum vitae (CV) must be included and will cover many of these items.

Birth Certificate/Passport – Evidence of Change of Name

The Council is required to confirm your identity with certainty and you will be registered under your full legal name. You must attach a certified copy of either your birth certificate or your passport to the application form (not both). Please do not send originals. See the note above about certification of copies.

If the name under which you are applying is different from your name on your birth certificate/passport, or on any certificate of good standing that you supply (see below), you must also attach a certified copy of evidence of your legal change of name, for example a certified copy of your marriage certificate.

Fitness for Registration – General Note

The HPCAA emphasises fitness for practice. Section 16 in particular states that the Council may not register a person as a midwife unless it is satisfied in a number of areas. Briefly the areas covered by section 16 of the Act are:-

- a) effective communication
- b) Fluency and comprehension of English
- c) criminal or civil convictions
- d) adverse mental or physical conditions
- e) existing or pending disciplinary proceedings
- f) being under investigation in respect of disciplinary matters
- g) being subject to professional disciplinary orders
- h) constituting a danger to the health or safety of the public

There are also other general or specific requirements in other sections of the HPCAA. The requirements of the application process relating to fitness discussed below follow from these statutory requirements.

Self Declaration of Mental and Physical Health

The Council is required to satisfy itself that you do not suffer from any mental or physical condition that would prevent you from performing the functions of a midwife in an adequate manner.

The Council would like to emphasise that any mental or physical condition you have will not necessarily prevent you from being registered as a midwife. All circumstances will be considered on a case-by-case basis. Registration will not be refused without discussing this with you. You will be given a reasonable opportunity to satisfy the Council of your fitness for registration.

If in doubt you should put your circumstances before the Council for its consideration. Failure to disclose any condition you have may by itself call into question your honesty and fitness to practise.

Medical Certificate

A form is included with this application pack. You should arrange for an examination by your medical practitioner for this purpose. The form must be completed by your doctor and should be sent directly to the Midwifery Council. It will indicate if the medical practitioner has any concerns about a physical or mental condition that could adversely affect your ability to practise as a midwife.

You must supply details of the doctor's name, physical address, and telephone number and/or email address with your application. This is so that the Council may contact the doctor if the form is not received within the time frame required for registration.

Character References

The character referees will be asked to comment on your character in general and specifically any mental or physical conditions, any issues with honesty, and your ability to communicate effectively.

Two forms are supplied with this application pack. One must be completed by a registered health professional who has worked with you. The second must be completed by another person of good standing in the community who has known you for at least two years. Both forms must be sent directly to the Council by the referees. You must supply contact details so that the Council may contact those persons if the forms are not received within the time frame required for registration. The Council may also wish to discuss an aspect of the reference with the referee.

Character references will not be accepted from persons living with you or relatives. A person of good standing in the community is a person in a position of responsibility and is most likely professionally qualified. Some examples are a lawyer, engineer, doctor, school teacher, police officer, minister of religion, nurse.

Self Declaration of Convictions

The Council would like to emphasise that any convictions you have will not necessarily prevent you from being registered as a midwife. Each case will be considered on its merits taking into account factors such as the nature of the offence and the circumstances surrounding it, the penalty imposed, the time passed since the conviction, and any discernable pattern of offending. Registration will not be refused without discussing this with you first. You will be given a reasonable opportunity to satisfy the Council of your fitness for registration.

If in doubt you should put your circumstance before the Council for its consideration. Failure to disclose any convictions is in itself grounds to question your honesty and fitness for registration.

Police Certificate

Police vetting is a standard requirement in New Zealand for persons responsible for the care of others, particularly those in vulnerable circumstances. The Police report(s) in support of this application must be given by the National Police Authority, not a local or state office. You must provide a current report from your country of residence and from any country where you have resided for a period of 12 months or more. The Council does not waive this requirement. Please note that if an applicant makes excuses as to why a Police report cannot be produced the Council must consider the possibility that there is something to hide and the application will not be considered further until the a valid report is received.

The New Zealand Immigration Service Internet site details the procedure to obtain an acceptable certificate in your country. This can be viewed online at <http://www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/policecertificate> (click on this link or cut and paste if required). A copy of your country requirements can also be obtained by contacting the Midwifery Council.

A Police report is also often a requirement of the New Zealand Immigration Service (NZIS) before it will grant residency. If you are required to submit a Police report to NZIS and to the Council at the same time then the Council will accept a certified copy. Please include an explanatory note in this situation and carefully read the section in these note on certification requirements. The Council is not involved with immigration matters. The NZIS will not release this document, or any other personal document, to the Midwifery Council if we ask for it. Their requirement for a Police check does vary with the nature of the visa applied for and this will not be known by the Council. The considerations the Council takes from a Police report are not the same as those taken by NZIS. The Council does not accept the fact that you have a visa of any type as proof that you have obtained a satisfactory Police clearance.

Registrations with Other Health Practitioner Authorities

You are required to provide verification of registration and of current good standing from the national authority where you are currently registered as a midwife and from each other health practitioner authority where you have been registered. This includes registration as a midwife, or in any other capacity. Verification of good standing is different from verification of registration. This requires a statement from the registration authority to the Council to the effect that you are currently registered with them, are in good standing with them, have no restrictions on your practise, are not subject to any disciplinary or competence proceedings, and are not under investigation in relation to any discipline or competence matter. Authorities will have their standard procedures and wording for the supply of this information. The fact that you can show that you were on a register at some past date, or still are on a register (e.g. your name in an online register, copy of a practising certificate, confirmation of placement in a register from the registering authority) does not satisfy this requirement.

This verification must come from the national regulatory authority for midwives in your country. (In some cases this may be a State regulatory authority.) It cannot come from a local authority or any organisation involved with your employment.

IELTS Requirement

The ability to communicate in and comprehend the English language is a specific requirement of the Act. You will appreciate that there is some risk associated with midwifery practice if communication is poor. The safety of the mother and baby may depend on effective communication with the mother and with other health service providers, in both directions. This applies in any situation, including but not limited to emergencies. If English is not your first language then you will be required to demonstrate a reasonable level of proficiency before you can be registered by sitting the Academic Module of the International English Language Testing System (IELTS).

Note - 'First language' means the language you spoke first. It does not mean your primary language or the language you now speak the most.

The IELTS is a world-wide and generally accepted system of testing proficiency in the English language. A listing of test centres can be found at the IELTS website (<http://www.ielts.org>). The individual testing centre sites (links at IELTS) give test dates. You must achieve an overall pass rate of no less than 7.5, with no less than 7 in each of the 4 bands. You should instruct the testing centre to send a copy of your results direct to the Midwifery Council.

If English is not your first language you are exempt from the requirement to sit the IELTS test if at least four years of your secondary schooling and your entire midwifery education programme was in English. You will need to provide the Council with evidence of the secondary schooling.

If English is not your first language the Council will accept applications for exemption from the requirement to sit the IELTS if you have convincing evidence of your proficiency. This is an opportunity to provide alternative evidence, not an application for exemption from the standard of proficiency required. The Council will need to be very certain of your proficiency in English before granting an exemption and does not often do so. Applications for exemption must be in writing and must set down your circumstances in detail. Your application must be supported by a letter from your Head of School. You should also include references from two other persons in a position to judge your fluency. You should include any old IELTS results you may have.

Payment

Payment of the registration fee must accompany your application. A payment form is included in this application pack. You can pay by bank draft, Visa, or Master Card. We recommend payment is made by Visa or MasterCard. If a bank draft goes missing in the post you may not be able to recover the money. Payment must be in New Zealand dollars. The current fee is \$NZ1,000. This includes Goods and Service Tax payable in New Zealand. The fee is for the assessment of your application and is not refundable if the application is unsuccessful.

ASSESSMENT AND REGISTRATION

Assessment

When your application is received in its complete form the Council will consider any issues concerning your fitness for registration and assess your qualifications, current registration status, post registration practice and education, and competence self assessment against the entry to registration requirements for all midwives in New Zealand. The Council may contact you for clarification on some items if required.

The transcript of your midwifery qualification will be assessed to see if it is equivalent or better than the New Zealand pre-registration training programmes. This assessment does not relate solely to numbers, but to put it in perspective the New Zealand currently requires 3 years full time midwifery training at degree level to achieve the competencies required for registration. Applicants who have trained in another health practitioner field such as nursing may get a small allowance for common areas of

training. If your training falls short of this but the margin is not too great the Council will examine your post registration midwifery practise to see if this can make up the difference, for example older midwives who completed hospital based training may fall in this category. This practise should be in an environment and to a standard similar to that applying in New Zealand.

If you meet the fitness, qualification, and competence requirements (with the exception of specific competencies and criteria related to New Zealand context) you will be entered onto the Register - see below.

If you do not meet the fitness requirements your application will be declined. It may be possible to reapply at a later date if your circumstances change.

If you do not meet the qualification requirements your application will also be declined. In this situation you have the option of applying to a New Zealand Midwifery education programme and could gain registration on completion of the programme. You may be able to gain some recognition for prior learning from your overseas training programme.

If the Council is unsure whether your midwifery qualification, post registration practice and education, and competence self-assessment is equivalent to the New Zealand entry to registration standards it may require you to undertake a Competence Assessment. This will consist of a clinical assessment within New Zealand at a location determined by the Council after consultation with the applicant. This assessment will be performed by an approved Assessor for a period usually between four and six weeks and in accordance with the Council's policy for Competence Assessment. During this period you will be required to work with "student" status under the supervision of a qualified midwife assessor. There may be a fee for this assessment and this may vary according to the location of the assessment programme. If you pass this assessment then your application will proceed.

The Council may at its option request the applicant to sit the National Midwifery Examination (modified by removing New Zealand specific questions) as a first step. The exam can be held at an overseas location as determined by the Council after consultation with you. Some cost could apply and must be borne by the applicant.

If your application is declined for any reason the Council will explain the reasons to you. You will have the opportunity to discuss this with the Council and make further representation if desired.

The Midwifery Council Registration Committee generally meets in the first week of each month with some variations. It does not meet in January. Your application will be put to the next Committee meeting after it is complete and has been prepared. Preparation takes about a week.

Registration

If your application is successful you will be entered onto the New Zealand Register of Midwives with the Midwifery Scope of Practice. You will receive a confirmation of registration which will specify any conditions applying and a Certificate of Registration.

It is probable that there will be a number of conditions on your Scope of Practice that reflect competencies required of midwives in New Zealand that do not have a parallel in other jurisdictions. Examples of what these may be are:-

- May not work alone as a Lead Maternity Carer; and
- May not prescribe prescription medicines; and
- Must complete a competence programme, with the following modules, within 18 months of the issue of the first practising certificate:
 - NZ Maternity System
 - Midwifery Partnership
 - Treaty of Waitangi
 - Cultural Safety
 - Pharmacology and Prescribing

You can work as a midwife in any setting while these conditions apply, including independent practise. Other conditions in substitution or addition may be imposed in a particular case. You may apply part way through a practising year for a change in scope (lifting of conditions) when you have completed an approved pharmacology and prescribing course or when all required modules of the competence programme have been completed. Alternatively you may wait until the next practising certificate issue. When all of the conditions are removed further Practising Certificates will be issued without conditions, subject to the normal ongoing competency requirements for midwives in New Zealand.

After Registration

Registration. Registration in New Zealand is effectively for life. You will remain on the Register unless you request to be removed, or are struck off for disciplinary reasons, or become deceased. However you may not practise midwifery in New Zealand without a current practising certificate. Practising certificates are normally issued annually.

Practising Certificates. A separate application and fee is necessary for your practising certificate. If your application for registration is successful an application form for your practising certificate will be sent to you with the confirmation of registration. The fees for your first practising certificate is made up of two components and depends on the quarter of the year in which you apply (the practising year ends on 31 March) as follows:

1. Process and monitoring fee - \$150.00, *plus*
2. Practising certificate fee, depending on when the application is made as follows:
 - 1 April to 30 June (full year) \$478.00
 - 1 July to 30 September (¾ year) \$358.50
 - 1 October to 31 December (½ year) \$239.00
 - 1 December to 31 March (¼ year) \$119.50

The amounts are in New Zealand dollars and include Goods and Services Tax. The fee reduces by a quarter each quarter of the practising year as indicated. The process and monitoring fee will not be payable in subsequent years.

At the time you apply for a Practising Certificate you will be asked to supply evidence of your employment as a midwife, or your engagement with another midwife or midwifery practice and confirmation that professional support will be available to you until you have completed the competence programme.

The Practising Certificate will include the conditions specified on your Scope of Practice as above.

Recertification Programme. The Midwifery Council is required by the Health Practitioners Competence Assurance Act to ensure that midwives continue to meet the competencies for practice as a midwife each year before reissuing practising certificates. To satisfy the Council all midwives must participate in the Midwifery Council Recertification Programme (continuing professional development). This has a number of elements. During the first eighteen months, newly registered overseas trained midwives are required to meet the compulsory elements of the programme but not the elective education and professional development requirements. This is in addition to completing the courses endorsed on the scope of practise that reflect elements of practise unique to New Zealand as explained above. All Newly registered midwives are also required to undertake a Midwifery Standards Review at the end of their first year of practise. The elective education and professional development elements of the Recertification Programme do not apply until the courses specified as conditions on the scope of practise have been completed. Further information and a copy of the Recertification Programme can be downloaded from our Internet site and will be supplied with your confirmation of registration.

PRIVACY

Privacy

The use and storage of the information collected by the Council about you is governed primarily by the Health Practitioners Competence Assurance Act and the New Zealand Privacy Act. The Privacy Act

stipulates that the purpose for which the personal information is being collected must be disclosed and the information can only be used for that purpose. You can ask to inspect this information at any time and correct it if necessary.

The Council collects personal information needed in order to perform its functions as set down in the HPCAA. This is to assess your suitability to be entered onto the Register of Midwives, to assess your ongoing competence and suitability for the grant of a practising certificate, and to support the Council's duties in respect of any disciplinary matters. Personal information may also be used in a summary form for analysis of workforce and other midwifery issues.

The HPCAA requires the Council to maintain a public register of all midwives. This will show your name, town of residence, qualifications, whether or not you have a current practising certificate, and any conditions on your scope of practise. A copy of the register may be viewed at the Council Internet site, or in the Council office.

The Council will provide some personal identifying information to HealthPAC, a division of the Ministry of Health. HealthPAC is responsible for the payment of government fees for maternity services (either directly to the midwife or to the employer), radiology and ultrasound, laboratory testing, and prescription medicines.

The Council will also provide some of the personal information it collects to the New Zealand Health Practitioner Index (HPI). See below for a brief description of the HPI.

The Health Practitioner Index (HPI)

A national index of health practitioners has been identified as a priority by the New Zealand Ministry of Health and it is currently working to establish this facility. The Ministry is developing the Health Practitioner Index with support from health sector groups such as the Medical Council of New Zealand, the Nursing Council of New Zealand, and the Pharmacy Council of New Zealand.

The principal purpose of the HPI is to uniquely identify health practitioners and to hold that information in a central, national database. It will eventually also hold details of some non-practitioners (for instance hospital admission clerks, medical centre practice managers), healthcare organisations, and health delivery facilities. It is hoped that the HPI will reduce the proliferation of identifiers used throughout the health sector, thus reducing administrative effort, and the risk of errors. It may form a basis for future e-commerce and electronic data sharing, for example for claiming subsidised healthcare payments, and access to patient health information.

The HPI will initially hold only information sourced from public registers, which will be provided by registration authorities. This includes practitioner name, qualifications, practising status, and scope of practice. The HPI will also obtain some non-public information such as date of birth, ethnicity, gender, and contact details. Over time, the HPI may hold more information about practitioners, but this will be only be collected and disclosed where agreed with each registration authority. As at time of writing the Midwifery Council is still considering the extent and implications of its involvement with this initiative.

More information can be found at the HPI web site - <http://www.nzhis.govt.nz/hpi/index.html>.

Flow Chart

The final page of these notes is a flow chart showing the process for the registration of an overseas qualified and registered midwife.

