

APPLICATION PACK FOR LICENSING OF FOREIGN TRAINED NURSES

BACKGROUND INFORMATION

Prologue

Pursuant to the mandate of the Nursing and Midwifery Council of Ghana as enshrined in the Health Professions Regulatory Bodies Act, 2013 (Act 857). The object of the council is to secure in the public interest the highest standards of training and practice of nursing and midwifery.

The vision of the Council is to ensure the availability of qualified nursing and midwifery professionals who would give competent, safe, prompt and efficient service for client delight.

Functions

- Establish standards and provide guidelines for the development of curricula for the training of nurse assistants, nurses and midwives
- Register and maintain a register of practitioners
- Exercise disciplinary powers over practitioners
- Prescribe and maintain professional standards and conduct for practitioners
- In collaboration with appropriate government agencies, ensure that nursing and midwifery institutions are accredited
- Determine and implement post-registration, continuing education and continuing professional development programs for practitioners
- Conduct licensing examination for registration of nurses and midwives
- Ensure that the education and training of nurses and midwives and other nursing practitioners are carried out at approved educational institutions for efficient nursing and midwifery practice.
- Advise the Minister on matters relating to the practice of nursing and midwifery
- Monitor and inspect training institutions and health facilities in collaboration with the Health Facilities Regulatory Agency

Perform any other functions that are ancillary to the object of the Council.

Governing Board

1. The governing body of the Council is a Board consisting of
 - A chairperson who is a registered nurse or midwife of not less than ten years standing as a practitioner,
 - One representative of registered nurses nominated by the professional associations,
 - One registered midwife nominated by the professional associations,
 - One representative from a nursing school of the universities nominated by the universities from among themselves,

- One representative of the Attorney –General not below the level of Principal State Attorney,
 - One representative of the Ministry of Health not below the rank of a Director,
 - One representative of nurses and midwives’ professionals within security agencies,
 - Two other persons who are not health professionals, and
 - The Registrar of the Council
2. The members of the Board shall be appointed by the President in accordance with article 70 of the Constitution
 3. The Board shall ensure the proper and effective performance of the functions of the Council.

Administration

The Council is governed by 11- member Board and assisted by subcommittee such as:

- Professional and Disciplinary
- Education and Examination
- Finance and General Purposes

The management of the Council is made up of the Registrar, the Deputy Registrar and other members of the Management Team.

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PREFACE

One of the responsibilities of the Council is prescribing the conditions of registration of nurse assistants, nurses and midwives in granting of certificates and badges to nurse assistants, nurses and midwives.

The under listed sections of the HPRB Act 2013, (Act 857), outlines the registration details as follows;

Qualification for registration

Section 58. (1) A person does not qualify to practice as a nurse, midwife or nurse assistant unless that person;

- (a) Holds a certificate from an institution recognized by the Council, and
 - (b) Passes a licentiate or professional examination conducted by the Council
- (2) A person shall not be registered to practice as a nurse, midwife or nurse assistant unless that person fulfills requirements determined by the Board.
- (3) A person registered by the Board shall pay the prescribed fee.
- (4) Despite subsection (1), the Board may register a person to practice as a nurse, midwife or nurse assistant on terms and conditions determined by the board.

(5) A person who has obtained a higher degree or additional qualification is entitled to have the higher degree or additional qualification inserted in the register in addition to the qualification previously registered.

Registration of foreign trained practitioners

Section 59. (1) A foreign trained nurse, midwife or nurse assistant who has

- (a) Obtained a recognized trained primary qualification,
 - (b) Passed or is exempted from the prescribed examination, shall undergo a period of training in an approved hospital or institution with provisional registration as determined by the Board before being registered under this Part.
- (2) A foreign trained nurse, midwife or nurse assistant who satisfies the requirements of subsection 1 (a) and (b) and has already completed training outside the country shall undergo a period of internship training in an approved hospital or institution as determined by the board.
- (3) The Board may exempt a foreign trained nurse, midwife or nurse assistant from internship.

Types of registers

Section 60 (1) The Board shall have three categories of register for the registration of the practitioners, namely

- (a) A permanent register for practitioners who intend to practice permanently in the country;
- (b) A temporary register for practitioners who intend to practice for a period of not more than three months; and
- (c) A professional register for newly qualified and foreign trained practitioners who have passed the prescribed examination.

(2) The Registrar shall keep the registers.

What is the Purpose of this Licensing Examination?

The N&MC upholds its mandate by regulating the licensing and practice of individuals who provide nursing/midwifery service to the public. Passing a licensing examination meets the criteria for licensure. Licensure is both a legal and professional requirement that assures the public that a nurse assistant/ nurse/midwife is a valid practitioner and possesses appropriate job

related skills. A license issued by the state indicates that the holder of the license has been adjudged (tested) to be a safe practitioner in professional nursing/midwifery.

Who is qualified to take this Examination?

It is open to only practitioners whose applications have been processed by the Council and credentials are adjudged to be satisfactory. The examination is structured for foreign trained nurses/midwives. To register for this examination applicants must first meet requirements set by the N&MC. The applicant is requested to present the following to the Council for scrutiny.

Requirements for Examination and Registration:

1. Transcript of training.
2. Three (3) passport size photographs.
3. A copy of birth certificate.
4. Photocopies of Professional Certificates (original copy to be presented for inspection).
5. Marriage certificate where applicable.
6. Two (2) testimonials from place of work where you have practiced for at least one year.
7. Copy of last appointment letter for practice.
8. Verification of registration from the original Council/Board.
9. Copy of certificate of Proficiency *in English* from approved school of languages.

When the foreign trained nurse assistant/nurses/midwives meet eligibility requirements, they are registered to participate in a written examination, by paying the prescribed examination fee which is reviewable from time to time. The examination is organized twice a year that is, June and December. After the written examination, successful candidates will;

1. Undergo a three-month practical orientation in a Teaching, Regional or any of the Accredited Hospitals by the Nursing and Midwifery Council.
2. Complete registration forms and pay a licensing fee of US \$150 to the Council.
3. Then be registered to practice based on satisfactory performance during the practical orientation.

NB: Documents which are in Languages other than English should be translated into English with a copy of the document in the original language attached to it.

What Type of Test Item is Used?

The items are paper and pen type. All items are objective test namely multiple choice, matching and fill in the blank. Some test items relate to a described client situation. Whether a test is related to a client situation or not, each test question consists of two parts.

1. The stem: This presents a problem and is stated as an incomplete sentence, a question, and fill in the blank or matching.
2. The options: The options present four alternatives from which a candidate is required to select the correct or best answer. The other three options are incorrect answers and are called distracters.

EXAMINATION STRUCTURE

Nursing Paper I (Medical, Surgical and Paediatrics Nursing)

Nursing Paper II (Psychiatric, Public Health and Obstetric Nursing).

Each examination paper comprises 100 questions. The time allotted for each paper is 1½ hours (90 minutes). Paper I will be taken in the morning between the hours of 10a.m. - 12 noon. Paper II will be taken in the afternoon between the hours of 2p.m - 4:00p.m. No additional time will be given. Once the examination booklet is collected it will not be returned to you.

ASSESSMENT OF EXAMINATION SCRIPTS

Assessment of the N&MC's Qualifying Examination is done by Assessors. One mark is given for each correct answer. If a candidate does not answer a question or if he/she selects or ticks more than one answer for a question no mark will be given for that question. To determine a candidate's score, the total number of correct responses is calculated and marks awarded over percentage, that is, 1 - 100 with 50% as the pass mark.

RELEASE OF EXAMINATION RESULTS

Two weeks after the N&MC Qualifying Examination the Council will contact you by mail. The letter from N&MC will inform you if you passed or failed the Examination. If you pass, you will proceed to do three (3) months practical attachment. On the other hand, if you fail you will re-sit the paper in which you failed, before you are permitted to do the practical attachment.

GENERAL NURSING

The under listed diseases are to be studied or revised under the following headings: causes, predisposing factors, mode of infection, pathophysiology, investigations, clinical features, complications, treatment, nursing management (using the Nursing process) and prevention.

UNIT I -

1. Tuberculosis
2. Typhoid
3. Cholera

COMMUNICABLE DISEASES

13. Yaws
14. Leprosy
15. Buruli ulcer

4. Meningitis
5. HIV/Aids
6. Tetanus
7. Malaria
8. Yellow fever
9. Onchocerciasis
10. Poliomyelitis

11. Amoebic/bacillary dysentery
12. Elephantiasis

16. Scabies
17. Hepatitis
18. Chicken pox
19. Influenza
20. Rabies
21. Schistosomiasis
22. Worm infestations
23. Common cold
24. Mumps

UNIT II

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SYSTEMIC CONDITIONS

1. Cardiovascular System

a. Diseases of the Heart

- Ischaemic heart disease
- Hypertension
- Heart failure
- Stroke (CVA) 1

Diseases of the Blood

- Anaemias
- Haemophilia
- Sickle-cell disease
- G6PD deficiency
- Leukemia

b. Diseases of the Lymphatic System

- Elephantiasis
- Lymphomas

2. Endocrine System/metabolic disorders

- Goiter, thyrotoxicosis
- Diabetes
- Obesity
- Pancreatitis

3. Respiratory System

- Pneumonia

- Pulmonary embolism

- Bronchial asthma

- Tonsillitis

4. Digestive System

- Appendicitis

- Peptic/ulcer

- Haemorrhoids

- Cancer of the rectum & colon

- Intestinal obstruction

- Hernia

- Cirrhosis of the liver

- Cholecystitis and Acute abdomen in general

5. Urinary System

- Urinary Tract Infection

- Nephrotic syndrome

- Pyelonephritis

- Renal failure

- Cystitis

- Retention of urine

- Nephritis

- Bladder tumor

- Cancer of the prostate

- Prostatic enlargement

6. Musculo-skeletal system

- Gout

- Arthritis

- Fractures

7. Reproductive System

- Orchitis
- Cervical cancer
- Breast cancer

8. Nervous System

- Unconsciousness
- Head injury
- Paralysis
- Epilepsy and Brain tumours

9. Others

- Cataract
- Glaucoma
- Conjunctivitis
- Otitis media

UNIT III -

PAEDIATRICS

- Marasmus
- Kwashiorkor
- Diarrhoea
- Pemphigus
- Hirschsprung's disease
- Intussusception
- Pyloric Stenosis
- Cleft Lip/Palate
- Hydrocephalus
- Burkitt's Tumour
- Hypospadias/epispadias
- Worm infestation
- Gastroenteritis
- Cerebral malaria

UNIT IV

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ADVANCED NURSING Medical - Surgical Emergencies

- Shock

- b. Unconsciousness
- c. Convulsions
- d. Heart attack
- e. Acute asthmatic attack
- f. Poisoning (kerosene, food, water, chemicals)
- g. Burns
- h. Bleeding
- i. Bites & Stings (dog, snake, insects)
- j. Foreign Bodies (beads, stone, coins)

Others

- a. Peri-operative care (pre, intra, post)
- b. Syncope
- c. Diabetic/insulin coma
- d. Choking
- e. Asphyxia and Infection prevention

SOME RECOMMENDED TEXTBOOKS (USE THE MOST RECENT EDITIONS)

1. EDWARDS, C.R.W, et al. Principles and Practice of Medicine, Edinburgh: Churchill Livingstone
2. GELDER, M, et al. Oxford Textbook of Psychiatry. London: ELBS with Oxford University press
3. HOVARD, C. AND BROWN, R Tropical Disease. London: Macmillan
4. JOHNSON, B.S., et al. Psychiatric - Mental Health Nursing Adaptation and Growth. Philadelphia: J.B. Lippincot Company
5. KING, M., et al. Primary Child Care. Great Britain: Oxford University press
6. MANSON-BAHR, P.E.C., BELL, D.R., Manson's Tropical Disease. London: ELBS
7. PEARCE, E., A general textbook of Nursing. London: The English language book society and Faber and Faber
8. SUZANNE, C.S., AND BRENDA, G.B., Brunner and Suddarth's Textbook of Medical-Surgical Nursing. Philadelphia: J.B. Lippincott Company
9. USMAN, D.S., et al. Foundations of Nursing and First aid. Singapore:Longman Singapore publishers
10. VELASCO-WHETSELL, M., et al. Pediatric Nursing. New York: McGrawHill