

Registering as a nurse or midwife in the United Kingdom

For applicants from countries outside the European
Economic Area

Note: If you trained as a nurse or midwife outside the European Economic Area (EEA), this booklet is for you.

If you are an European Union (EU) National and were trained in an EU country then you should apply for registration through the EU registration route.

Warning: It is a criminal offence in the United Kingdom (UK) to pose as a nurse or midwife or to provide false or misleading information. If at any point in the application process we discover that your application is fraudulent, we will not continue with your application and you may be liable for prosecution. If, after registration, we discover that any part of your application was fraudulent, we will remove you from the Register. In addition, you will then be liable for prosecution.

Applying to register as a nurse or midwife in the UK can be complex, but we hope this booklet has been set out in a way you can easily understand. If you have any questions, do not hesitate to contact our Registration Centre on +44 207 333 9333.

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Introduction

About the NMC

The Nursing and Midwifery Council (NMC) regulates nurses and midwives in England, Wales, Scotland, Northern Ireland and the Islands. This means that we set standards for nurses and midwives to meet in their working lives. Nurses and midwives have a code of conduct that they must stick to, that states how they must work and behave.

To protect the public, we set standards for education, to make sure nurses and midwives have the right skills and qualities when they start work. We set standards for education throughout nurses' and midwives' careers, after they initially qualify. We keep a register of all nurses and midwives in the UK who have met these standards and have been admitted to our register.

Our governance

The NMC is governed by the Council. The Council ensures that the NMC complies with the Nursing and Midwifery Order 2001 and the Charities Act 1993.

Membership of the Council comprises of lay and registrant members appointed by the Privy Council, including one member from each of the four UK countries.

Registering to practise as a nurse or midwife in UK

If you want to work as a nurse or a midwife in the UK you must register with the NMC. The NMC Register consists of three parts:

- Nurses.
- Midwives.
- Specialist community public health nurses.

The nurse's part of the Register is divided into four fields of practice:

- Adult nursing.
- Mental health nursing.
- Learning disabilities nursing.
- Children's nursing.

You can apply to be on the nurses or midwives parts of the Register, as long as you meet our standards.

If you are a nurse it is likely that you have trained as a general nurse. As a result, you should apply for registration with us as an adult nurse.

If you want to register on more than one part of the Register, you should apply for each part at the same time.

Once registered with the NMC, you can work in the National Health Service (NHS) or private health. As a regulator, we are unable to help you find a job or give you references from any of the information you give us.

To work as a nurse or midwife in the UK, you must meet immigration conditions. Immigration in the UK is handled by UK Borders Agency, so you should contact them for information. We cannot help you with your work permit application.

All nurses and midwives registered with the NMC are required to practise in accordance with our rules and standards, including *The code: Standards of conduct, performance and ethics for nurses and midwives* (NMC, 2008), and to renew your registration annually.

Your responsibilities as a registered nurse or midwife in the UK

Before you apply, we think it is important for you to understand the responsibilities of a registered nurse or midwife in the UK.

Becoming a nurse

In the UK, all those wanting to become a registered nurse must complete a pre-registration nursing programme. The NMC sets standards for the length and content of these programmes, which take place in approved education institutions (usually universities). Only nurses who have:

- Successfully completed an approved programme (or hold a qualification that is of a comparable standard to an approved programme completed in the UK), and
- Met the NMC requirements of good health and good character can apply to join the Register as a nurse.

For those trained outside the European Union, to enter the register applicants must have successfully completed a qualification that is of a comparable standard to nursing qualifications awarded in the UK. As part of the registration process we will assess the duration and content of their nursing training programme(s).

The requirements for the duration and content of your nursing training programmes will depend on which part of the Register you wish to join.

Requirements for renewal of registration as a nurse with the NMC

Registration must be renewed annually and every three years, evidence of continued professional development must be provided. This standard requires the applicant to demonstrate 450 hours of registered practice activity and undertake a minimum of 35 hours of learning activity relevant to their practice during the three years prior to the renewal of registration. This continuing professional development is known as PREP (Post-registration education and practice) and is the professional standard set by the NMC.

Whatever the terms of nursing employment, every registrant must provide evidence of continued professional development in order to sustain registration as a nurse with the NMC.

Responsibility and sphere of practice

Registered nurses may work in a variety of health related settings including the National Health Service, private hospitals and nursing homes or in the community. In any circumstance the nurse is accountable for his or her own practice. This responsibility cannot be delegated elsewhere as the nurse is recognised as an autonomous practitioner. However, each nurse must ensure that their sphere of practice is competent and evidence based, by targeting required learning and experience to maintain their expertise, whatever the circumstances of employment.

Practising as a midwife in the UK

Registration on the midwifery part of the NMC register only provides evidence of qualification. Therefore registration alone does not permit registered midwives to practise their profession.

In order to practise, each midwife must have a named supervisor of midwives (SoM) and must notify the local supervising authority (LSA) annually, of their intention to practise. The NMC sends each midwife a personalised Intention to Practise (ItP) form every year. This form enables the local supervising authority to check and monitor that each midwife is eligible to practise.

Completion and submission of the annual ItP form to the local supervising authority is a legal requirement of every midwife who works in the UK.

Supervision of midwives

The UK is the only place in the world where supervision of midwives occurs. Supervision of midwives has been in place since the start of the profession in 1902 and is a statutory requirement protected by law. The function of supervision of midwives is to protect the public by providing professional advice and guidance to practising midwives and to service providers.

Each midwife has a named supervisor of midwives who is appointed by the local supervising authority's midwifery officer. Supervision of midwives is based within strategic health authorities or health boards, and overseen by the NMC. Women and families, employer organisations and midwives can talk directly to supervisors of midwives about any concerns they have about the safety of care as practised by a midwife.

The Local Supervising Authority's Midwifery Officer (LSAMO) can put in place mechanisms to supervise further education and practice developments for a midwife, or suspend a midwife from practice when the safety of women or babies is at risk. The midwife could then be referred to the NMC for investigation, and that might result in removal from the register. This important process supports the self-regulation of the profession.

Mandatory requirements for nurses and midwives applying to join the Register

To enter the register, all nurses and midwives will be required to demonstrate that they meet the following requirements:

Language requirement

English is the main language that is spoken and written in the UK and applicants must be able to show that they can communicate clearly and effectively. They must complete the academic version of the International English Language Testing System (IELTS) and achieve an overall average score of seven (out of a possible nine) and at least seven in each of the academic areas of the test (listening, reading, writing and speaking). This is a mandatory requirement and we will not accept lower scores. There are no exceptions.

We will independently verify the scores with the IELTS organisation. Please note that we consider an IELTS test result to have a validity of no more than two years. We will only accept IELTS test results that are no more than two years old at the time that the application for registration is submitted.

Practice Requirements

At the time of the application, the applicant must have been practising as a registered nurse or midwife for at least 12 months (full-time or the part-time equivalent) after qualifying. Also, if the applicant has been qualified for longer than this, they must have also practised for at least 450 hours in the previous three years. The NMC defines 'practising' as working in some capacity by virtue of your registration as a nurse or midwife. Practice can include administrative, supervisory, teaching, research and managerial roles as well as providing direct patient care. In addition, this can include volunteer work as long as any practice is registered.

If the applicant is a nurse and has not practised in more than five years prior to their application with us, they will have to undertake a longer version of the Overseas Nurses Programme (see pages 17 and 22 for further information).

If they are midwife but they have not practised midwifery in the five years prior to their application with us, they must do a return to midwifery practice course in their home country (see page 13 for further information)

If you have not been practising as a registered nurse for at least 12 months, then you cannot apply to register with the NMC until you have completed this. This is a mandatory requirement, for which there are no exceptions.

Registration requirements

When you apply you must hold a current registration or licence without restriction with a relevant Licensing Authority/Registration Body in the country in which you qualified or have been practising.

Education Requirements

You must have successfully completed at least 10 years of school education before starting a post-secondary education nursing or midwifery training programme, leading to registration in your home country as a first level registered nurse or midwife.

Special advice for refugees and asylum seekers

If you are a refugee or asylum seeker, you should contact us for advice before you make an application. If you want to apply for registration, you must fill in the application form in full. If you can not fill in any part of the form, send it to us with a supporting letter saying why. However, you will at the very least need to send us photocopies of:

- Your nursing or midwifery diplomas and registration certificates.
- Your transcript of training broken down into theoretical and clinical hours of study.
- Employment references confirming your good health and good character.
- Verification from the relevant licensing Authority/Registration body.

If you cannot provide any of these documents, we may not be able to assess your application, because we need as much information as possible about your training and experience. Agencies who support asylum seekers and refugees may be able to help you to get the information you need to apply for registration with us.

Please keep copies of all documents that you send to us, as we cannot return them to you.

If you decide to apply for registration, you must send us, with your application form:

- A copy of your immigration letter.
- A copy of your UK home office letter confirming your status.
- A letter from social security.
- A UK home office pin card.

If you can provide these documents, you will not need to pay the application fee.

Specific requirements for nurses applying to join the Register

We will not accept your application if you are a second level nurse or the equivalent, for example an enrolled nurse, a licensed practical nurse, a vocational nurse, a state certified nurse, a nursery nurse, a nurse midwife technician, a nurse aid.

Furthermore, we do not accept medical qualifications as a basis for registration. If you have trained as a doctor or a medical technician in your home country, you will not be eligible for registration with the NMC, even if this qualification allows you to carry out the duties of a nurse in your home country.

Your training programme must have been entirely focused on nursing.

Adult (general) nursing

Applicants must have completed a full time programme at post secondary level leading to registration as a general nurse.

The duration of the programme must be a minimum of 4,600 hours. At least half of the programme (2,300 hours) must be in clinical or practical training and at least one third (or 1,533 hours) must be theoretical training.

The programme must have included theoretical and practical instruction in:

- General and specialist medicine.
- General and specialist surgery.
- Childcare and paediatrics.
- Maternity (obstetric) care.
- Mental health and psychiatry.
- Care of the elderly.
- Community/primary care nursing.

Mental health nursing

The applicant must have completed:

- A 12 month post-registration mental health training programme, in addition to a general nursing programme comprising of 4,600 hours, or
- A three year pre-registration mental health nursing training programme.

Either route must have included theoretical and practical instruction in:

- Mental health nursing in a range of care settings, including acute and enduring/chronic illness.
- Care for children and young people who have mental health problems.
- Specialist mental healthcare (for example: substance abuse, challenging behaviour and care in secure and locked environments).
- Care for elderly adults who have mental health problems.
- Continuing care and rehabilitation.
- Community care.

Learning Disabilities

The applicant must have completed either:

- A 12 month post-registration learning disabilities training programme, in addition to a general nursing programme comprising of 4,600 hours, or
- A three year pre-registration learning disabilities nursing training programme.

Either route must have included theoretical and practical instruction in:

- Learning disability nursing in a range of care environments, including residential and day-care settings.
- Learning disability nursing in a range of environments to support people who have complex needs and mental health problems.
- Care for people of all ages (from childhood to old age) who have learning disabilities.
- Working with families and carers to support people who have learning disabilities.
- Continuing care and rehabilitation.

Children's nursing

The applicant must have completed either:

- A 12 month post-registration children's nursing training programme, in addition to a general nursing programme comprising of 4,600 hours, or
- A three year pre-registration children's nursing training programme.

Either route must have included theoretical and practical instruction in:

- Care for children in a range of care settings, including specialist medicine and surgery.
- Care for children in emergency, neonatal and high-dependency environments.
- Care for children at home, in school and in the community.
- Working with families and carers to care for sick children of all ages.

Additional Information

If applicants have completed a 12 month programme post-registration in mental health, learning disabilities or children's nursing, we can only consider them for registration if they have also undertaken training for at least three years in general nursing that meets the standards set out above.

If the applicant did comprehensive or general nurse training in their home country, they will only be able to apply for registration in the UK as an adult nurse. If they did mental health, learning disabilities or children's nursing as a joint course with general nursing, it is very unlikely that it will meet our standards.

We may consider some postgraduate programmes as 'specialist', so applicant's cannot use them as a basis for applying for registration. For example, applicant's could not use courses in paediatric oncology, neonatology or paediatric critical care for registration as a children's nurse. Similarly, a certificate in postgraduate forensic psychiatry may not be suitable for registration as a mental health nurse. If you have taken this type of programme, you should check with us before you apply.

If applicants have completed a specialist branch of training and wish to be considered for registration as a general adult nurse, you must have completed a training course of at least 18 months in adult nursing that covers the areas listed on page 10.

Specific requirements for midwives applying to join the Register

We will not accept your application if the education and training you undertook was not specific to the role of the midwife, allowing you to meet the specific requirements of midwifery practice. Combined nursing, child health and midwifery courses are not acceptable.

Applicants must have completed a three year (5000 hours) full time course or if they are already a registered nurse in the UK, an 18 month (2500 hours) course focused entirely on midwifery, with a balance of half practical/clinical training and half theoretical training. The calculation we use will be based on the hours of theoretical study and clinically supervised learning.

This must include theoretical and practical instruction in:

- Advising pregnant women, involving 100 pre-natal examinations carrying out 40 deliveries.
- Taking part in breech deliveries either as clinical practice or simulation.
- Performing episiotomy and suturing of episiotomy or tears.
- Supervising and caring for 40 women who are at risk in pregnancy, labour or the post-natal period.
- Supervising and caring for 100 post-natal women and healthy new-born babies.
- Observation and care for new-born babies who need special care, (this may include neonatology).
- Caring for women who have pathological conditions relating to gynaecology or obstetrics.
- An introduction to medicine and surgery.
- Experience as a midwife working in a primary or community care setting.

Post-qualification experience

The applicant must meet the following requirements prior to submission of their application. The NMC will require further evidence of their experience as a midwife and indication of good health and character.

Applicants must have completed a minimum of one year (full-time or part time equivalent) in midwifery practice following their registration in the country in which they trained. If they have not practised midwifery in the five years prior to their application to us, they must do a return to midwifery practice in their home country. This return to practice must be for a minimum of 12 weeks (450 hours) full time or equivalent part time hours and references will be required from employers to assure us that return to competence in midwifery practice was achieved by the end of the return to practice period.

Continued professional development

They must provide evidence of continued professional development (35 hours over each period of three years) since the original registration as a midwife.

Applicants must demonstrate evidence of good health and good character by the provision of two references signed by either senior midwifery managers or a midwifery tutor if their recent experience has been in education.

How to apply for registration as a nurse or midwife

You can request an application for registration on the NMC's website, www.nmc-uk.org. All applicants are encouraged to use this route. If you do not have access to the internet you can request an application in writing to the address on the back of this booklet or by phone on +44 207 333 9333.

When you request an application you will be asked a series of questions to check whether you meet the requirements set out on pages 10 - 14. You will be required to give supporting evidence at subsequent stages of the application process. If you do not meet these requirements; you will be advised to reapply when you can meet these requirements.

If you meet the requirements we will send you an application pack for the first stage of the registration process. We will also give you a personal reference number (PRN). You will need this every time you contact the NMC, in order for us to access your application details.

The registration process involves four stages. You will be required to complete our application forms and provide supporting information. The instruction sheets accompanying the application forms and this booklet give you detailed information to help you complete the forms and tell you what information we need. In addition, you will also be required to attend a face to face identity check at our offices in London, at the final stage of the application process.

Before deciding to apply, you should consider if you meet the general and specific requirement described in the previous sections. Once you have submitted your application fee, the NMC will not refund this sum should your application fail to meet the required standards.

For further information about the registration process, go to page 16

The registration process and the information required

Stage one: Initial application

For us to begin processing your application you will have to:

- Pay an administration fee of £140, this fee is non-refundable.
- Return a fully completed application request form – on this form you will be required to provide details of your International English Language Testing System (IELTS) candidate number and test scores.
- Send us photocopies of the following supporting information (please note, these no longer need to be certified):
 - Passport (we will need a copy of the pages containing your photograph, signature and personal details).
 - Birth certificate.
 - Registration certificate from the licensing authority/registration body in the country in which you qualified and any other countries where you have practised as a nurse/midwife.
 - Marriage, civil partnership or deed poll certificate as evidence of your change in name if your name has changed or differs on any of documents listed above.

For further information about stage one of the registration process, go to page 18

Stage two: Full application

When we have received and assessed all of the requested stage one documentation and the required fee we will send you a stage two application pack. You have six months to return the following documents to us:

- A fully completed full application form.
- Two employment references (to be provided directly to us from your selected referees).
- A fully completed original transcript of training form (to be provided by the training institution where you attained your approved nursing/midwifery training programme).

- Fully completed original licensing authority/registration body verification of registration form(s) from all the countries you have practised as a nurse/midwife.

For further information about stage two of the registration process, go to pages 18 and 19

Stage three: the Overseas Nurses Programme and the Adaptation to Midwifery Programme

If your stage two application is successful and meets our minimum standards, you will have to complete an education and/or clinical practice placement before you can be entered onto the Register. If you are a nurse you will have to undertake the Overseas Nurses Programme. If you are a midwife you will be required to undertake the Adaptation to Midwifery Programme. These courses are run by selected universities in the UK.

For more information about the Overseas Nurses Programme and the Adaptation to Midwifery Programme, go to pages 22 and 23

Final Stage: Identity Check

On successful completion of the Overseas Nurses Programme we will send you a final confirmation letter and require you to:

- Complete a self declaration of good character form.
- Pay a fee of £133.

Once you have sent back your declaration form and paid your registration fee for the year then you will be invited in for an identity check. You will need to bring with you the original documents of the copies you supplied in stage one, in addition any recent versions of the documents:

- Passport.
- Birth certificate.
- Registration certificate from the licensing authority/registration body in the country in which you qualified and any others in which you have practised as a nurse or midwife.
- Marriage, civil partnership or deed poll certificate as evidence of your change in name if your name has changed or differs on any of documents listed above.

Only once you have attended an Identity appointment and satisfied the requirements of the check will you be entered on to the NMC Register as a nurse or midwife and will be provided with your PIN.

General information about stages one and two of the registration process

Completing the application forms

All sections of the application forms must be completed. You should provide responses in as much detail as possible. This will minimise the amount of follow up queries we ask of you and speed up the processing of your application.

You must complete the application forms in English. No one else may fill in the form for you. Each application form should be signed and dated by you. If you apply with the assistance of an agency make sure that this agency is reputable and be aware that you remain responsible for the information you supply on the application form.

You must send the original application form; we will not accept photocopies of these forms.

Translations

If you submit documents to us which are not written in English, you must also provide us with an English translation. The translation must be:

- Produced by a qualified translator.
- Attached to the original copy of the document.

The translator should confirm in English writing that the translation is an exact translation of the original document. The translator should also provide their contact details (telephone, address and/or email address).

Application processing times

You must return the completed application forms and supporting documentation within six months of receipt of each application pack (that is, you have six months to return your stage one application information and six months to return your stage two application information). If you have difficulty in meeting the first deadline we will offer you an extension, however, we only offer a maximum of one extension.

If you do not meet this timescale, we will close your application and retain your administration fee.

If your application has been closed and you want to reapply, you will need to start the application process again, pay another fee and provide new copies of documentation.

Specific requirements in relation to the supporting information to accompany stage two of the application process

Declaration of Good Character – Verification of registration

As part of stage one, the application request form, asks applicants to provide details of their registration/ license for the Licensing Authority/Registration Body of each country where they have practised or have held registration or licence.

At stage two we will require verification of registration for each of the Licensing Authorities/Registration Bodies they have listed in their stage one application request form. We will provide applicant's with "verification of registration" forms which will need to be completed by the relevant Licensing Authorities/Registration Bodies.

Health declaration

As part of the stage two application form applicants will be required to provide a declaration of good health. This must be completed by a registered medical practitioner or the occupational health department at their current employer. This individual must not be a member of your family and should have undertaken an examination of the applicant in the last six months. The declaration must be no more than three months old at the time of the application. If expired, we will not be able to process the application until the applicant provides a more current declaration of good health.

Employer references

As part of the stage one application form, the applicant will be asked to provide details of their post qualification work experience and the countries in which they have practised. At stage two, they will be required to provide two employment references. The applicant must provide:

- One reference for at least a three month period of employment from your most recent employer (within the last three years).
- One reference for at least a 12 month continuous period of employment (within the last five years).

Both references must be completed and signed by either a senior nurse, another senior clinician (such as a registered medical practitioner) or the applicant's line manager.

If the two references are from the same employer, two different individuals must complete the references.

References should not be provided by an individual who is related to you by birth, marriage or a similar relationship to marriage.

Transcript of training form

The training institution in which the applicant completed their nursing/midwifery training programme will need to verify their qualification as part of the registration process. To do this we will require the training institution to:

- Provide a transcript of training for your training programme.
- Complete a form detailing the hours and content of the programme.

For more information about on the specific requirements for nursing and midwifery training programmes, go to page 10 - 14.

How we assess your application

We will check your application forms and supporting documents against the relevant standards, depending on the part of the register you are applying for. If we need any more information, we will ask for it at that stage.

We cannot give you a decision until we have received all of the information that we need. The more information you can give us, the quicker we will be able to make a decision. We will assess your application on its merits so we cannot tell you what our decision is likely to be beforehand.

When we have checked all of the necessary information, you can expect to receive an assessment letter with the decision within three months. However, the average processing times for applications may vary depending on the volume of applications received.

If your application is successful

If you meet our minimum standards, you will have to carry out extra education or clinical practice before registration. If you are a nurse you will have to undertake the Overseas Nurses Programme (ONP). If you are a midwife you will be required to undertake the Adaptation to Midwifery Programme (AMP). These courses are run by universities in the UK.

Places across the UK are limited for the ONP and AMP. If you are not already living in the UK, we strongly advise you not to travel to the UK without having a confirmed place on a course.

The Overseas Nurses Programme

If your stage two application is successful, you will have to undertake all or part of the Overseas Nurses Programme in an approved education institution in the UK. Details of approved education institutions can be found on the NMC's website, www.nmc-uk.org.

The ONP enables the assessment of your ability to practise in a UK healthcare environment and was developed to be comparable to the requirements made of UK trained nurses. The programme is made up of two elements:

- Twenty days protected learning, and
- A period of supervised practice in the UK.

The duration of the supervised practice element can be for any period in excess of three months. **All** applicants will be required to undertake at least a three month supervised practice placement before registering with the NMC. We will provide details of the duration of supervised practice in the decision letter we send you at the end of stage two.

The protected learning time will contain study specifically relevant to the practice of nursing in the UK, for example; covering the structure of the UK health care system, the NMC Code of Professional Conduct and your personal accountability as a registered nurse.

The programme contains competencies designed to ensure fitness for practice in the UK. You will achieve these within the field in which you are qualified to practise (adult, mental health, learning disabilities or children's nursing). You will receive a list of the competencies in the decision letter we send you at the end of stage two.

You may take the supervised practice in practice settings that have been properly audited by the approved educational institution responsible for the programme. The approved educational institution will arrange those placements as part of the programme as well as an appropriate mentor for you. Your mentor will be a registered nurse on the same sub-part of the Register to the one you are applying for and will meet our standards for mentors.

You will have two years after the date of issue of the decision letter to complete the ONP. If you do not complete the ONP within this timeframe, we will close your application. If after this time you still wish to apply for registration you will have to start the application from the beginning again. If you have started the Overseas Nursing Programme or Midwifery Adaptation but have difficulty in completing it within the two year timescale, you can contact us prior to the deadline to request an extension however, we can only offer a maximum of one extension.

Please go to www.nmc-uk.org to access the most up to date information regarding the Overseas Nurses Programme.

The Adaptation to Midwifery Programme

If your application for midwifery registration meets our minimum standards, you will be required to undertake an Adaptation to Midwifery Programme. This programme will prepare and assess your ability to practice in a UK health environment and meets the same standards as are the requirements of UK-trained midwives as they enter the NMC Register.

The content of the Adaptation to Midwifery Programme will include:

- The framework of supervision of midwives.
- The role of the NMC as regulator of the profession.
- Demonstrate a women-centred approach to care based on partnership, which respects the individuality of the woman and her family.
- Promote ethical and non-discriminatory practices.
- Reflect the quality dimension of care through the setting and maintenance of appropriate standards.
- Develop the concept of lifelong learning and continued professional development.
- Encompass key skills including appropriate communications with women and with professional colleagues.
- Take account of the changing nature and context of midwifery practice.
- Base practice on the best available evidence.

Please go to www.nmc-uk.org and follow the link for Registration to access the most up to date information regarding the Adaptation to Midwifery Programme.

If your application is not successful

If you do not meet the minimum standards your application for registration will be rejected. In this case we will explain why and give you advice on what options are available.

What if you disagree with our decision and want to complain?

You may disagree with our decision and want to complain to us about this. This may be because

- You think that we have not taken account of all your experience.
- You think that we have misunderstood information you have given us.
- You have more information that you could send us.

If this is the case, you should write to us explaining why you disagree and setting out any concerns or questions you have. We will then handle your complaint under our complaints procedure. However, please note that you are not allowed to complain about our standards. When the NMC sets a standard we develop it in consultation with key stakeholders and it is approved by our Council. We cannot change a standard to suit your needs. Instead you must be able to show that you do meet the necessary standard.

If you disagree with our response and explanation, you can provide us with more information. If you are still not satisfied with our decision when it has gone through our complaints procedure, you may make a complaint to the Director of Standards and Registrations.

What if you still disagree with our decision and want to appeal?

An appeal may only be made if the Registrar has made a decision. The Registrar does not become involved in making decisions on applications from overseas nurses and midwives until they have provided complete evidence that they have met our standard.

When the Registrar has assessed this evidence (including supporting references for good health and good character) they will decide whether you may go onto our Register. If the Registrar turns down your application, you may appeal to our Council, whose decision is final. You must appeal in line with part 4 of the Registration Appeals of the NMC.

Useful contacts and further information

The NMC Overseas Registration

Department

23 Portland Place
London, W1B 1PZ
+44 (0)20 7333 9333
www.nmc-uk.org

NHS Careers

PO Box 376
Bristol, BS99 3EY
+44 845 6060 655
www.nhscareers.nhs.uk

NHS Careers International Nurses Advice Line

+ 44 8458 505888 (0900 to 1700 GMT
only)
www.nhscareers.nhs.uk/explore-by-who-you-are/international-healthcare-professionals/information-for-nurses/

British Council

British Council Information Centre
5th Floor, Bridgewater House
58 Whitworth Street
Manchester, M1 6BB
+44 161 957 7755
www.britishcouncil.org

International English Language Testing System (IELTS)

www.ielts.org

UK Border Agency

<http://www.bia.homeoffice.gov.uk>

Praxis (support for refugees and asylum seekers)

Pott Street
London
E2 0EF
+44 20 7729 7985
www.praxis.org.uk

The Refugee Council

Head Office
240-250 Ferndale Road
London
SW9 8BB
+44 20 7346 6700
www.refugeecouncil.org.uk

Data privacy policy

Personal information we collect about you

The nursing and Midwifery Council (NMC) is the nursing and midwifery regulator for England, Wales, Scotland, Northern Ireland and the Islands. We may collect general personal information about you including your name, address, email address, place of work or study and NMC Pin if you are a nurse or midwife registered with us. We may also collect personal information about you if you apply for a job at the NMC, if you provide us with feedback about an area of practice, a complaint is made about you or if you make a complaint about a nurse, midwife or the NMC.

How we use your personal information

If you are a nurse or midwife, we may collect personal information about you for the following purposes: administering your application to join the register, running and maintaining the register, compliance with our regulatory responsibility to safeguard the health and well being of the public, carrying out investigations into any complaint raised against you including making any necessary publication about the investigation, administering any sanctions against you, sending you publications and newsletters where you request, dealing with any calls you make to our Registrations Centre and professional advice service.

Disclosures to third parties

Personal information about registrants that is publicly available on the register will be disclosed as

part of the NMC's requirement to provide a register.

We may be required to disclose personal information in response to requests from a court, tribunal, regulator, or otherwise as part of the litigation process or to safeguard the health and wellbeing of the public. Where possible, we will consult with you prior to making such disclosure and, in order to protect your privacy, we will ensure that we will disclose only the minimum amount of your information and only necessary for the required purpose.

We may share your personal information with third parties such as law enforcement agencies, employers or potential future employers in order to safeguard the health and wellbeing of the public or in context of an investigation about your conduct should this be necessary.

Access to your personal information

You have the right to request access to the personal information that the NMC holds about you and to ask for information about the purposes for which your personal information is used.

To exercise this right or request further information please use the data protection request form on our website, email us at foi&dprequest@nmc-uk.org or write to us at:

**Records and Archives
Nursing and Midwifery Council
23 Portland Place
London W1B 1PZ**