

CHAPTER 296

THE NURSES REGISTRATION RULES

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S.R.O. 52/1958.

THE NURSES REGISTRATION ACT

THE NURSES REGISTRATION RULES MADE UNDER SECTION 4
OF THE NURSES REGISTRATION ACT.

PART I

GENERAL

1. SHORT TITLE. These Rules may be cited as the Nurses
Registration Rules.

2. INTERPRETATION. (1) In these Rules—

“approved training institution” means an institution approved by the
Council for the purposes of these Rules as a training school or
as an affiliated training school;

“existing nurse” means a certified person who was, for at least three
years before the first day of January, 1953, *bona fide* engaged in
practice in Antigua and Barbuda as a nurse;

“the Medical Department” means the Medical Department of the
Public Service of Antigua and Barbuda;

“member” when used in relation to the Council includes the Chair-
man of the Council;

“mental nurse” means a nurse trained in the nursing and care of
persons suffering from mental diseases;

“nurse” means a nurse for the sick, and “nursing” shall be construed accordingly;

“the Act” means the Nurses Registration Act;

“registered general nurse” means a nurse who is registered in the general part of the register;

“registered medical practitioner” means a physician or surgeon who is registered under the Medical Act;

“registered nurse” means a nurse whose name is in the register;

“student nurse” means a person who is for the time being undergoing training for admission to a part of the register;

“the Registrar” means the person for time being appointed to act as Registrar of the Council and includes any person duly authorized to act and acting on her behalf;

“training” means training in an approved training institution, and such training shall be in accordance with the appropriate syllabus contained in the Third Schedule.

(2) In these Rules, words importing the feminine gender include the masculine, unless the contrary intention appears.

3. The forms set out in the Second Schedule, and all instructions contained therein, shall be deemed to be part of these Rules, and such form or forms substantially to the like effect, shall be used in all cases for which the forms are provided.

4. No person who is under the age of twenty-one years shall be registered in any part of the register.

PART II

FORMATION, MAINTENANCE AND PUBLICATION OF REGISTER

5. (1) The register shall contain the particulars set out in the First Schedule.

(2) Each person admitted to the register shall be assigned a registration number in the register.

(3) A nurse whose name is included in the register shall notify the Registrar of every change of her permanent postal address, and for the purposes of these Rules the address last so notified shall be deemed to be the registered address of such nurse.

6. A nurse who desires her name to be retained in the register for any year subsequent to the first year in which it was included therein shall, on or before the 31st day of December of the previous year, forward to the Registrar notification in Form 5 in the Second Schedule of her desire to remain on the register for the next succeeding year and in default, the Registrar shall send her not later than the fifth day of January of that year, a notice in Form 6 in the Second Schedule.

7. If such notification shall not be received on or before the fifteenth day of January in any year the name of the nurse shall be removed from the register as from that date unless the Council for any special reason shall otherwise direct.

8. Where the name of a nurse has been removed from the register under the last preceding rule, such name shall, if the Council are satisfied with the explanation given by the nurse as to the reason for the default in forwarding such notification, be re-inserted in the register on payment to the Registrar of a fee of two dollars.

9. As soon as possible after the commencement of the Act and as soon as possible after the first day of February of each year thereafter the names of all nurses in the register together with the particulars of registration contained in the register shall be published in the *Gazette*.

PART III

ADMISSION TO THE REGISTER

A. *Conditions of admission of existing nurses*

10. (1) Every person who desires to be entered in the register as an existing nurse shall, within a period of two years after the date of the coming into operation of these Rules, make an application in that behalf to the Registrar in Form 1 set out in the Second Schedule to be admitted to the register as an existing nurse and shall furnish the Registrar with the names and addresses of at least three persons able and willing to give evidence of the good character of the applicant. One of such persons shall be a householder, not being a relative of the applicant, who has known her personally for not less than three years, and the others shall be persons such as matrons of hospitals, registered medical practitioners, and other

competent and responsible persons under whom the applicant has worked as a nurse.

(2) The Council shall invite the persons so named by the applicant to furnish testimonials as to her character and professional efficiency in Forms 2 and 3 set out in the Second Schedule, and any testimonials so furnished shall be sent direct to the Registrar.

(3) The applicant shall also, if required by the Registrar, furnish a certificate of birth or of baptism or an affidavit satisfactory to the Council as to the date of her birth. If the applicant has been married, she shall also furnish a certificate of her marriage, if required by the Registrar to do so.

(4) Every person who applies for admission to the register as an existing nurse shall, at the time of such application, pay to the Council a registration fee of five dollars.

(5) No person shall be admitted to the register as an existing nurse unless she produces satisfactory documentary evidence that she has attained the age of twenty-one years.

11. (1) The following evidence of adequate knowledge and experience shall be required from every person who makes application as an existing nurse, namely, a certificate that the applicant was, for at least three years before the first day of January, 1953, *bona fide* engaged in practice as a nurse in attendance on the sick in a general government hospital approved by the Council, and has passed the examination in nursing held by the Medical Department.

(2) A certificate that the applicant has had training as a nurse in a hospital and has passed the examinations in nursing held by the Medical Department will not be acceptable unless signed by the Matron or other responsible officer of the hospital.

B. Conditions of admission of persons trained outside Antigua and Barbuda

12. Any person who desires to be registered under the provisions of section 7 of the Act shall make application for registration to the Registrar in Form 4 set out in the Second Schedule (which Form shall be supplied by the Council); and the applicant shall pay at the time of such application the prescribed registration fee.

13. Every person who makes application to the Registrar in the manner set out in this Part of these Rules for admission to the register, and

who complies with the conditions of admission prescribed in this Part of these Rules shall, upon payment to the Registrar of a fee of five dollars be admitted to the register.

14. (1) The Council shall prepare and keep a list of institutions from time to time approved by the Council as training schools, under the following heading—

(a) Complete Training Schools for Registered Nurses.

(b) Affiliated Training Schools for Registered Nurses.

(2) In this Rule—

“Complete Training School” means an institution which in the opinion of the Council, is capable of providing a complete training for persons which will qualify them for admission to the register;

“Affiliated Training School” means an institution which is affiliated to a complete training school and, in the opinion of the Council, is capable of providing such training.

15. (1) The Council shall keep an index of student nurses, and when an applicant has been accepted by the Holberton Hospital as a student nurse, the Hospital shall submit to the Council within thirty days of the commencement of her training her full name, evidence of age, educational qualifications, date of commencement of training and any other particulars which the Council may normally require in order that the name of such student may be recorded in the index.

(2) The minimum age of entry to an approved training institution shall be eighteen years and the name of an applicant shall not be entered upon the index until she has attained that age.

(3) If a student nurse shall for any reason discontinue her training the approved training institution concerned shall report the fact to the Council; and if she has at the time of such discontinuance completed not less than six months training, the institution shall send to the Council a statement showing the training undergone by her.

16. (1) The Council shall hold the following examinations at such times and places and subject to such conditions as the Council may determine—

(a) a written examination (hereinafter referred to as "the test examination") comprising questions on general intelligence, English and Arithmetic for candidates not possessing the Cambridge School Leaving Certificate, or such other certificate which, in the opinion of the Council, is of an equivalent or higher standard; and

(b) preliminary and final examinations in the several subjects mentioned in the syllabus of subjects for examination in the Third Schedule:

Provided that the Council may add or delete from the list of subjects contained in the Third Schedule.

(2) The entrance fee for the test examination shall be \$1.00, for the preliminary examinations \$2.50 and for the final examination \$5.00 and shall be paid before the applicant's name is entered for the examination.

17. (1) The preliminary examination shall be divided into two parts, namely, Part I and Part II and no person shall be entitled to enter for either Part of the preliminary examination unless—

(a) she has passed the test examination or possesses the Cambridge School Leaving Certificate, or such other certificate which, in the opinion of the Council, is of an equivalent or higher standard; and

(b) she has deposited with the Registrar a certificate signed by the matron, medical superintendent, or other responsible officer of the institution in which her training or instruction was given and carried out, that she has completed one year of training, and that she has attended a course of lectures in the subjects prescribed for the preliminary examination on the syllabus for that examination, and has undergone practical instruction in the wards in the subjects therein prescribed for that examination.

(2) No person shall enter for Part II of the preliminary examination unless she has passed Part I of the preliminary examination.

18. No person shall be entitled to enter for the final examination until she has attained the age of twenty-one years and has passed the preliminary examination and has deposited with the Registrar the following certificates signed by the Matron, or other person occupying a similar position in the institution or institutions in which her training or instruction was given and carried out—

(a) a certificate that she has undergone the training specified as being necessary to qualify her for admission to the register;

(b) a certificate that she has completed the prescribed period of training and has had systematic instruction in each of the subjects prescribed in the syllabus for the examination contained in the Third Schedule as being necessary for admission to the register; and

(c) a certificate of good conduct.

19. Should it come to the notice of the Council that a candidate for entrance to any of the Council's examinations has been convicted of a felony or misdemeanour or has been guilty of conduct which, had she been a registered nurse, would in the opinion of the Council have rendered her liable to disciplinary action under these Rules, the Council may, after giving the candidate the opportunity of stating her case and making such other reasonable investigations as may be necessary, refuse to admit her to the examination in question.

20. (1) No nurse, unless exempted under the Act or these Rules, shall be entitled to have her name entered on the register unless she has passed the final examination.

(2) Any nurse who has passed the final examination shall have her name inserted in the register upon payment of a registration fee of five dollars.

(3) Should it come to the notice of the Council that an applicant for registration has, since the date on which she has sat for the final examination, been convicted of a felony or misdemeanour, or has been guilty of conduct which, had she been a registered nurse, would in the opinion of the Council have rendered her liable to disciplinary action under these Rules, the Council may, after giving the applicant the opportunity of stating her case and making such other reasonable investigations as may be necessary, refuse to admit her to the register.

21. The following training shall be required of persons entering for the final examination leading to registration—the person must have completed a course of not less than three years' training in a training school for registered nurses of which periods amounting in the aggregate to not less than 33 months shall have been spent in a complete training school for registered nurses.

22. For the purposes of the examinations to be held under the provisions of the Act, the Council shall appoint examiners, who shall hold such examinations as the Council may prescribe, and shall examine all such persons as may offer themselves for examination under the provisions

of the Act, and shall report on such examination to the Council. The Council may from time to time appoint such other persons as it may deem necessary to assist the examiners.

PART IV

CERTIFICATE OF ADMISSION TO THE REGISTER

23. Every nurse admitted to the register shall be granted a certificate in the form set out in the Fourth Schedule. Such certificates shall be sealed with the seal of the Council, and no document purporting to be a certificate of admission to the register shall be valid unless it is sealed with the seal of the Council.

24. In the event of a certificate becoming lost or accidentally destroyed, the holder may apply to the Council for a fresh certificate and submit an affidavit to that effect to the satisfaction of the Council, and the Council may, if they think fit, grant such fresh certificate upon payment by the applicant of a fee of two dollars. A certificate issued under this rule shall be marked "Duplicate".

25. Any person shall be entitled upon payment to the Registrar of a fee of two dollars to be furnished with a certificate under the seal of the Council certifying that on a specified date, or during a specified period, a nurse was or was not duly registered.

PART V

REMOVAL OF NAME OF NURSE FROM REGISTER

26. (1) When it is brought to the notice of the Council that a registered nurse (in this Part of these Rules referred to as "the respondent") has been convicted of a felony or misdemeanour or where she is alleged to have been guilty of any misconduct, the Registrar, after making such further enquiries relative thereto as she thinks necessary, shall lay the matter before the Disciplinary and Penal Cases Committee of the Council, (in this Part of these Rules referred to as "the Committee"), which shall report thereon to the Council.

(2) The Committee may at any stage of the case take the advice of the Attorney-General, and may request him to obtain proofs of evidence in support of the allegations against the respondent, and may, in such cases as they think fit, decline to proceed with the matter unless the evidence in support of the charge (other than evidence of a conviction) is verified by affidavit.

(3) Before reporting on any case to the Council the Committee shall invite the respondent to furnish any written statement or explanation which she may desire to offer.

(4) In any case in which it is proved to the Council by the certificate of the competent officer of the Court in which the proceedings took place that the respondent has been convicted of a felony or of any misdemeanour, and has been sentenced to a term of imprisonment, and that such conviction has not been subsequently quashed on appeal, the Council may forthwith without further enquiry, remove the nurse from the register and require her to surrender her certificate of registration and badge, if any, to the Registrar.

(5) In any other case in which the Council are satisfied upon the report of the Disciplinary and Penal Cases Committee that a *prima facie* case is made out for the removal of the respondent from the register the Council may request the Attorney-General to take all necessary steps for verifying the evidence to be submitted to the Council, and for obtaining the necessary documents and the attendance of witnesses.

(6) Where the committee decide that a case should proceed to a hearing, the Registrar shall send to the respondent a notice in writing in the form set out in the Fifth Schedule specifying the nature and particulars of the charge against her and informing her of the time and place of the meeting at which the case will be heard, and may require her to send or deliver to the Registrar her certificate and badge, if any, not later than the date on which the hearing takes place. Such notice shall be sent to the registered address of the respondent contained in the register or to any later address known to the Registrar and shall be posted so as to allow at least twenty-one days to elapse between the day on which the notice is posted and the date fixed for the hearing.

(7) The case shall be heard at a meeting of the Council of which at least seven days notice shall be sent by the Registrar to each member of the Council, and the respondent shall be entitled to be represented by counsel:

Provided that if she intends to be represented by counsel not less than seven days notice of such intention shall be given to the Registrar.

(8) At the hearing of the case, any law officer of the Crown, Registrar or other person appointed by the Council for the purpose shall first state to the Council the facts of the case and the charge alleged against the respondent, and shall then submit to the Council the evidence received in support of the charge, and the respondent or her representative shall be entitled

to cross-examine any witness appearing against her on matters relevant to the charge.

(9) When the statement of the charge and the evidence in support thereof are concluded, the respondent, or her representative, shall be invited by the Chairman to address the Council and to tender evidence in answer to the charge, and the law officer of the Crown, Registrar or other person appointed by the Council for the purpose, shall be entitled to cross-examine any witness tendered in answer to the charge, and to reply upon the whole case, after the respondent or her representative has replied.

(10) If the respondent does not attend, either personally or by representative, the Council may proceed to hear and determine the case in her absence.

(11) Upon the conclusion of the case the Council shall after consideration of the relevant evidence, whether oral or documentary, pronounce its decision either forthwith or at a later date in writing or at a subsequent meeting.

(12) If the Council find the charges against the respondent to be proved either in whole or in part, they may remove her name from the register altogether, or for such period as they think fit.

(13) The Registrar shall forthwith communicate with the respondent by registered letter informing her of the decision of the Council.

(14) In the case of the temporary removal of the respondent from the register, the Registrar shall retain the certificate and badge, if any, and shall delete her name from the register during the period of removal, and in the case of complete removal, shall delete the respondent's name from the register and cancel her certificate and retain the cancelled certificate and badge, if any.

(15) If any question or matter shall arise which is not provided for by these Rules such questions or matters shall be decided by the Council.

PART VI

RESTORATION OF NAME OF NURSE TO THE REGISTER

27. (1) When the name of a nurse has been removed from the register altogether under Part V, application for restoration to the register shall be made in writing addressed to the Registrar and signed by the applicant, stating the grounds on which the application is made.

(2) The application shall contain the names and addresses of two or more persons of whom two shall be either justices of the peace, ministers of religion, registered medical practitioners, or registered nurses or midwives able and willing to identify the applicant and give evidence as to her character and the nature of her employment both before and since the date of her removal, and such other evidence as the Council may require.

(3) The Council may require the applicant to verify by an affidavit any statement made in her application, or any further statement which they may think necessary, and may, if they think fit, require the applicant to attend in person at a meeting of the Council, or of any Committee of the Council at which the matter is to be considered.

(4) If, upon consideration of the application and of the evidence furnished in support of it, the Council are satisfied that the name of the applicant should be restored to the register, they may direct the Registrar accordingly and upon payment by the applicant of a fee of five dollars her name shall be restored in the register and a new certificate of registration shall be issued to her.

(5) If any question or matter shall arise which is not provided for by these Rules, such question or matter will be decided by the Council.

PART VII

PROCEDURE OF COUNCIL AND COMMITTEES

28. At the first meeting of the Council held after the expiration of the term of office of the first members, and thereafter at the ordinary meeting in the month of January in each year the Council shall appoint from amongst their number a Chairman who shall hold office until a Chairman has been appointed by the Council at the ordinary meeting in the month of January in the following year.

29. If, after a Chairman has been appointed by the Council subsequent to the expiration of the term of office of the first members of the Council, the office of Chairman becomes vacant during the year, it shall be filled by appointment by the Council at such next meeting of the Council as may be convenient, and the member appointed to be Chairman shall hold office for the remainder of the term of office of the person in whose place he is appointed.

30. In the event of two or more persons being nominated for the office of Chairman, the voting shall be by ballot, and there shall be as

many ballots as are necessary to reduce the final ballot to two candidates for the office in question. After each ballot the name of the candidate receiving the lowest number of votes shall be struck out and the next ballot shall be between the remaining candidates, and so on until the final ballot is between two candidates.

31. In the event of the Chairman being absent at any meeting of the Council, the Council shall appoint a Chairman to preside at that meeting.

32. Unless and until the Council otherwise decide, meetings shall be held once every quarter, and at such times as may be necessary.

33. The Chairman may at any time convene a meeting of the Council, and the Registrar shall within fourteen days convene a meeting, if required to do so, by any three members of the Council by writing under their hands.

34. Not less than seven days' notice of any meeting shall be given to each member of the Council, directed to such address as he or she shall from time to time furnish to the Registrar.

35. The quorum of the Council shall be five.

36. Minutes of the proceedings of the Council shall be taken by the Secretary and shall be duly entered in a book provided for the purpose.

37. Except in cases where the presiding Chairman on the ground of urgency or convenience otherwise directs, the following order of business shall be observed—

- (1) Minutes of the last meeting
- (2) Adjourned business
- (3) Correspondence
- (4) Reports of Committees
- (5) Notices of motion
- (6) Statement of accounts
- (7) Bills and claims
- (8) Any other business
- (9) Date of next meeting.

38. Unless otherwise specified, voting shall be decided on a show of hands by a majority of members present and voting, but any member may call for a division, in which case the names for and against and those who abstained from voting shall be taken down in writing and entered in the minutes. In the case of an equality of votes the presiding Chairman shall have a second or casting vote.

39. Every motion or amendment shall be moved and seconded, and shall be reduced to writing and handed to the presiding Chairman, and shall be read before it is further discussed or put to the meeting.

40. The Registrar shall insert in the agenda paper of the next ordinary meeting of the Council all notices of motion which she may have received not less than one clear day prior to the day on which the agenda paper is sent out to the members, in the order in which they have been received by her.

41. No resolution of the Council shall be altered or rescinded at a subsequent meeting except upon a notice of motion of which a copy has been sent out to members by the Registrar seven clear days before such meeting.

42. (1) There shall be the following Standing Committees of the Council—

- (a) A Standing Committee consisting of the whole Council.
- (b) A Registration Committee.
- (c) An Education and Examination Committee.
- (d) A Disciplinary and Penal Cases Committee.
- (e) A Finance Committee.

(2) At the first convenient opportunity and thereafter at the ordinary meeting of the Council in the month of January in each year, the Council shall appoint the members of the Registration Committee, the Education and Examination Committee, and the Disciplinary and Penal Cases Committee who shall hold office until their successors have been appointed at the ordinary meeting of the Council in the month of January in the following year.

(3) Any casual vacancy which occurs on any of these Committees shall be filled by the Council at such next meeting of the Council as may be convenient and the person appointed to fill the casual vacancy shall hold

office for the remainder of the term of office of the person in whose place she is appointed.

(4) The Registration Committee and the Disciplinary and Penal Cases Committee shall each consist of three members of the Council in addition to *ex officio* members and the quorum of each Committee shall be three. The Education and Examination Committee shall consist of two members of the Council in addition to *ex officio* members and the quorum shall be two.

(5) The Chairman of the Council shall be an *ex officio* member of every Committee.

43. (1) The Council may delegate to any Committee, with such restrictions and qualifications, if any, as they think fit, all or any of their powers except the power of removing the name of a nurse from the register.

(2) Each Committee shall elect its own Chairman and shall report its proceedings to the Council, and any recommendations which a Committee may make shall, as far as practicable be in the form of resolutions to be considered by the Council.

(3) Every report from a Committee shall be submitted by the Chairman (if present), who shall move that it be received by the Council, and on the motion being carried, the Chairman or any other member of the Committee may move to agree with the resolution of the Committee and such resolution shall be considered *seriatim*. The motion shall be put from the chair and no debate shall be allowed thereon.

(4) Except by special permission of the Council no report of a Committee shall be discussed by the Council unless it has been sent to the members of the Council at least three days before the meeting of the Council at which it is to be presented.

44. The presiding Chairman of the Council shall decide upon any point of order or procedure and his decision shall be final.

45. All minutes, registers and records shall be open to the inspection of members of the Council during the Registrar's business hours.

46. All money received by the Council shall be deposited by the Treasurer of the Council to an account in the name of the Council at the Government Savings Bank.

PART VIII

MISCELLANEOUS

47. (1) The authentication of the seal of the Council shall be the signature of the Chairman of the Council and of the Registrar. The seal shall be and remain in the custody of the Registrar who shall be responsible therefor.

(2) The Registrar shall have possession of one set of keys of the seal, and the Chairman of the Council or a member of the Council nominated by her, shall have possession of the other set.

(3) A record shall be kept by the Registrar, and signed by the Chairman, of the occasion on which, and the purposes for which, the seal of the Council has been affixed.

48. (1) The badge of a registered nurse shall be the appropriate badge described in the Sixth Schedule.

(2) The appropriate badge shall be issued by the Registrar to a registered nurse, at her request at the time of her registration or at any time thereafter on payment of a sum not exceeding the current cost of a new badge to the Council; and such badge shall remain the property of the Council.

(3) In the event of the loss of, or damage to, a badge, application for another badge on payment of a sum not exceeding the current cost of a new badge to the Council plus one dollar may be made to the Registrar, and every new badge so issued shall remain the property of the Council.

(4) A badge may be worn with or without uniform, suitably affixed on the right pectoral region of the nurse.

FIRST SCHEDULE

r.5 (1).

FORM OF REGISTER—PARTICULARS TO BE ENTERED

The register shall show in respect of each nurse admitted the following particulars—

- (a) Registration number.
- (b) Full names, and if married, maiden names.
- (c) Permanent address.
- (d) Date and place of registration.
- (e) Qualifications. Under this heading shall appear the qualifications in each case for admission to the register (including certificate of training, if any), the dates of obtaining such qualification, and every hospital in which such qualifying training has been received.

SECOND SCHEDULE

FORM 1

r.10 (1).

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

EXISTING NURSE'S APPLICATION FOR ADMISSION TO THE REGISTER

To the Nursing Council of Antigua and Barbuda.

I, (1) (1) Full names.

(2) (2) Place and date of birth

(3) (3) State here whether single, married, widow. If married or widow, give maiden name and furnish certificate of marriage.

(4) (4) Full postal address

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Nurses Registration

hereby request the Council to enter my name in the register maintained by the Council in which names are to be entered. I forward herewith the fee of five dollars and I promise in the event of my being so registered, and in consideration thereof, to be bound by, and to conform in all respects to the Rules for the time being in force.

(5) I forward herewith my certificate of training and copy thereof from .

(If no certificate is held, explain the reason).

* Evidence of my training may be obtained on application to

* The following are the places in which and the periods during which I was *bona fide* engaged as a nurse in attendance on the sick—

Rank	Places		Dates	
	Month	Year	Month	Year

.....	From		to	
.....	From		to	
.....	From		to	
.....	From		to	

Present position
and address

* Strike out paragraph which is not applicable

I hereby declare that the above particulars are in every respect complete and true.

Signature of Applicant	
Signature of Witness	
Address of Witness	
Date	

A householder not being a relative of the applicant, who has known her personally for not less than three years.	Name and address of referee as to character
.....	
.....	
.....	
.....	

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[illegible]

(1) responsible persons under whom the applicant has worked as a nurse within the three years prior to the date of application.

(2)

N.B.—If the application is not accepted the fee forwarded will be returned to the applicant.

FORM 2

r.10 (2)

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

FORM OF TESTIMONIAL AS TO CHARACTER

Confidential

To the Nursing Council of Antigua and Barbuda

I certify that I have known personally for

years, and I am of the opinion that she is of good moral character.
believe

Remarks:

Signature

Address

Occupation

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Nurses Registration

FORM 3

r.10 (2).

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

FORM OF TESTIMONIAL AS TO CHARACTER AND PROFESSIONAL EFFICIENCY

(To be given by a matron of a hospital, registered medical practitioner or other competent and responsible person under whom the applicant has worked as a nurse within three years prior to the date of application).

Confidential

To the Nursing Council of Antigua and Barbuda

I hereby certify that I have known
..... personally for
years, and that she has discharged her duties as a
..... at all times in such
manner as to enable me to recommend her for registration by the Council, and I
.....
am of the opinion
believe that she is of good moral character.

Signature

Address

Profession

Date

.....

FORM 4

r. 12.

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

APPLICATION BY PERSON TRAINED OUTSIDE ANTIGUA AND
BARBUDA FOR ADMISSION TO THE REGISTER

To the Nursing Council of Antigua and Barbuda

1. (1) (1) Full names.

(2) (2) State here
whether single,
married or
widow, if mar-
ried or widow
give maiden
name and furnish
certificate of
marriage.

(3) (3) Permanent
postal address.

hereby request the Council to enter my name upon the register for nurses main-
tained by the Council. I forward herewith the fee of
and I promise in the event of my being so registered, and in consideration thereof,
to be bound by, and to conform in all respects to, the Rules for the time being
in force.

(4) I forward herewith my certificate of registration in the register of the

or a certified copy thereof, to the effect that my name has been entered in the
register, and also a complete copy of the entry in the register.

Signature of Applicant

Signature of Witness

Address of Witness

Date

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CAP. 296)

Nurses Registration

N.B.—(1) A copy of a certificate of registration must be certified to be a true copy by a responsible officer of the appropriate Statutory Nursing Authority.

N.B.—(2) If the application is not accepted the fee forwarded will be returned to the applicant.

FORM 5

r.6.

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

NOTIFICATION OF DESIRE TO REMAIN ON REGISTER

Registration No

To the Registrar of the Nursing Council

I hereby notify you that it is my desire to remain in the register for Nurses maintained by the Nursing Council of Antigua and Barbuda for the year commencing on 1st January, 19.....

• Dated this day of 19.....

.....

FORM 6 r.6.

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

NOTICE OF EXPIRATION OF REGISTRATION

To
 of
 Registration No

Take notice that the registration of your name in the register maintained by the Nursing Council of Antigua and Barbuda expired on the 31st December, 19....., and unless the Council receives a notification from you in the prescribed form on or before the 15th day of January, 19....., your name shall be removed from the register.

Dated this day of 19.....

.....
Registrar of the Council

THIRD SCHEDULE r.16.

PRELIMINARY EXAMINATION—Taken after the first year to eighteen months.

PART I

1. ETHICS.

1. Definition of ethics.
2. Hospital etiquette.
3. Nurse's duty to herself, her patients and to the community.
4. Nurse's attitude towards patients, their relatives, visitors and toward the religious beliefs of her patients.

2. SUBJECTS

ANATOMY AND PHYSIOLOGY

(a) Definition of anatomy and physiology

Types of matter.

Definition and characteristics of a cell.

Definition of a tissue and units.

Definition of a membrane and kinds.

(b) The body as a whole.

Contents of the thorax.

Contents of the abdomen and pelvis.

(c) Bones—classification.

Names of all the bones of the body and their positions and the kind of bones.

(d) Joints—definition of a joint.

Classes of joint.

Characteristics of a free moveable joint.

Position and movements of the: shoulder joint, elbow joint, wrist joint, hip joint, ankle joint.

(e) Muscular System:

Division of muscles.

Muscles of the arm.

The diaphragm.

(f) The Circulatory System:

Blood vessels—arteries, capillaries, veins.

Names of chief blood vessels.

The heart and its covering.

The course of the blood through the heart.

The pulmonary circulation.

Definition of the heartbeat.

Definition of the blood pressure.

(g) The Blood:

Composition.

Functions.

Blood groups.

(h) The Lymphatic System:

Names of two chief lymphatic vessels.

Lymphatic glands.

The spleen—brief description, position in body and function.

(i) The Digestive System:

Stages in which foodstuffs are dealt with by the body.

Descriptions and functions of the mouth; tongue; teeth; the salivary glands; pharynx; oesophagus; peritoneum; stomach; intestines; liver; the bile ducts; the pancreas; peristalsis.

(j) Metabolism:

Definition of an anabolism, ketabolism.

Metabolic action influencing metabolism.

The energy requirements of the body.

Requirements of a normal diet.

The skin and its functions.

(k) The Respiratory System:

Brief description and functions of the air passages, the pleura.

(l) The Urinary System:

Description and functions of the kidney; the ureters; the bladder; the urethra.

Composition and abnormal constituents of urine.

(m) The Endocrine System:

Names of the ductless glands with brief descriptions; their situation and functions.

(n) The Nervous System:

Coverings of the brain and spinal cord.

Parts of the brain and brief description of each.

Functions of the cerebrum and cerebellum.

The spinal cord.

Definition of reflex action.

(o) Description of the Ear and Eye.

(p) The Reproductive System:

Description and functions of the internal and external organs of a reproduction of the male and female.

3. HYGIENE.

(a) Nutrition and its relation to health.

(b) Posture, exercise and recreation.

(c) Rest, sleep and fatigue.

(d) General cleanliness of the body.

(e) Choice and cleanliness of clothing and footwear.

- (f) Parasites and vermin.
- (g) Care of food and milk in the home and hospital.
- (h) Control of purity and quality.
- (i) Diseases spread by milk and other foods.
- (j) Ventilation and lighting.
- (k) Water supply—requirements of the individual and the community; sources of supply; purification and methods of distribution; means of contamination and water borne diseases.
- (l) Disposal of refuse from house and hospital.
- (m) Disposal of excreta.
- (n) Diseases associated with unsatisfactory sanitation.

4. FIRST AID.

- (a) Aims of first aid treatment.
- (b) Improvisation of equipment and utilisation of available material.
- (c) Hæmorrhage—kinds; effects of loss of blood; arrest of bleeding; principal pressure points.
- (d) Shock—symptoms; methods of treating.
- (e) Asphyxia—causes; methods of resuscitation.
- (f) Loss of consciousness.
- (g) Fits and convulsions.
- (h) Fractures; dislocations and sprains.
- (i) Wounds and contusions.
- (j) Burns and scalds.
- (k) Poisoning—symptoms; indications of type of poison; general principles of treatment.
- (l) methods of moving and caring for the injured.
- (m) Use of triangular bandages and roller bandages and splints in first aid treatment.

5. JUNIOR NURSING. THEORETICAL AND PRACTICAL

1. THEORETICAL NURSING.

- (a) Care of all equipment.

(b) Care of the patient; reception and admission; care of clothing and valuables; bathing in bed and in the bathroom; bathing of infants and children; care of the whole body; treatment of louse infected head; use and care of hot water bottles, blankets and cradles; methods of lifting and moving patient; prevention and treatment of bedsores; care of incontinent patients; taking and charting of temperatures, pulse and respiration; preparing and serving of meals; feeding helpless patients; feeding of infants and children; giving and removing bedpans and urinals; observation of urine, faeces, sputum; and vomitus; collection of specimens; disposal and/or disinfection of urine, faeces and sputum; measuring and charting fluid intake and output, observations to be made on the patient's condition; giving and receiving reports on the general nursing care of the patient.

(c) Weights and measures.

(d) Inhalations; steam kettle; inhaler.

(e) Administration of oxygen; administration of evacuant enemas and suppositories.

(f) Passing of flatus tube; administration of fluid by rectum.

(g) Preparation of patients before and care of patients after anaesthesia.

(h) Application of surgical aseptic technique.

(i) Cleansing and sterilisation of bowls.

(j) Preparation of lotions.

(k) Technique of simple surgical dressings.

(l) Methods of disposal of soiled dressings.

(m) Making of application of roller, triangular and special bandages and binders.

(n) Method of cooking invalid meals.

2. PRACTICAL NURSING.

(a) Beds—Making up an empty bed.

Making a bed with a patient in it.
Operation.
Fracture.
Amputation.

(b) Rules for roller bandaging.

Bandaging finger, forearm, thumb, hand, knee, leg, elbow, capeline, heel, sling, hip, shoulder, breast, ear, eye.
Application of many tailed.

(c) Trays and Trolleys, Temperatures, pulse and respiration and method of taking.

Mouth tray.

Blanket bath and method of giving.

Back Tray.

Enema.

(d) Elementary first aid—large arm sling and method of applying.

Shock, fainting.

Convulsions, epileptic fits, Hæmorrhage, stings, dog bites.

Fractures of—femur, legs, patella, ribs, foot bones, pelvis, skull, spine

and lower jaw.

(e) Rules for administration of medicine.

(f) Abbreviations used in prescription writing (general).

(g) Urine testing—Points to be observed about urine.

Specific gravity, reaction, testing for sugar, albumin, acetone, diacetic, acid, blood, pus and bile.

3. NURSING DEMONSTRATION.

(a) Serving of meals—to private patients; to general patients.

(b) Methods of washing a patient's hair in bed.

(c) Eye irrigation with tray.

(d) Injections—method of administration.

4. NURSING.

(a) Ward work.

(b) Rules for the care of ward linen.

(c) Rules for giving a bedpan.

(d) Pressure points—Pressure sores, prevention, causes and treatment.

(e) Points to remember in bed-making.

PART III

FINAL EXAMINATION—after 3 years on the wards.

1. SENIOR NURSING.

- (a) Special positions used in nursing.
- (b) General pre and post-operative nursing care.
- (c) Taking and recording blood pressure.
- (d) Administration of drugs by mouth, rectum, subcutaneous and intramuscular injection.
- (e) Preparation for intravenous injection of drugs.
- (f) Artificial feeding.
- (g) Colonic and rectal lavage.
- (h) Gastric lavage and aspiration.
- (i) Vaginal douching, irrigation, insertion of pessaries.
- (j) Catheterisation, irrigation, and drainage of the urinary bladder.
- (k) Treatment of the eye, irrigation; instillation of drops, application of ointments and dressings.
- (l) Treatment of the ear, swabbing, installation of drops, insufflation, syringing, application of ointments and dressings.
- (m) Treatment of nose, swabbing, spraying, irrigation, instillation of drops, application of ointment.
- (n) Treatment of mouth and throat by gargling, irrigation and painting.
- (o) Preparation and care of patient and preparation of apparatus for (1) examination of ear, nose, mouth, throat, respiratory, alimentary, urinary and genital tracts, neurological examination.
- (2) lumbar and cisternal puncture.
- (3) venipuncture and venesection.
- (4) aspirating the pleural cavity; air induction and refill in lung collapse thereby.
- (5) tapping abdomen and subcutaneous tissues.
- (p) Preparation and use of theatre annexes.
- (q) Preparation, sterilisation, use and care of instruments, apparatus and equipment.
- (r) Position of patient for operation.

(j) Observation and care of patient during anæsthesia and operation.

2. DIETETICS.

(a) Normal diet; ordering ward meals.

(b) Diet in pregnancy and during lactation.

3. PHARMACOLOGY.

(a) Weights and measures (Imperial and Metric Systems).

(b) The common abbreviations in prescription writing.

(c) Rules for storage of medicines and poisons.

(d) Misuse of Drugs Act.

(e) Regulations under the Pharmacy and Poisons Act.

(f) Pharmacopœial preparations.

(g) Terms and abbreviations used in prescriptions.

(h) Relationships of mass and volume in Imperial, Apothecaries and Metric systems.

(i) Percentage solutions.

(j) Dosage of drugs in common use included in the following groups—
Purgatives, antacids, carminatives, emetics, anthelmintics, and antidiarrhœal substances, cardiovascular drugs, expectorants, respiratory stimulants and anaesthetics, hypnotics, analgesics, convulsants, anticonvulsants, drugs acting on the automatic nervous system, drugs acting on the uterus, diuretics, urinary antiseptic anti-rheumatic drugs, germicides, chemotherapeutic and antibiotic substances, vitamin preparations, endocrine preparations, and drugs on the endocrine glands, sera and vaccines.

(k) Signs of idiosyncrasy, cumulative action, poisoning and intolerance.

4. PRINCIPALS OF MEDICINE AND MEDICAL NURSING.

(a) Diseases and disorders of cardiovascular system.

(b) Diseases and disorders of the respiratory system.

(c) Diseases and disorders of the digestive system.

(d) Diseases and disorders of the urinary system.

(e) Deficiency diseases.

(f) Diseases and disorders of the endocrine glands.

(g) Rheumatic group of diseases.

(h) Diseases and disorders of the nervous system.

-
- (i) Diseases and affections of the skin.
 - (j) Communicable diseases.

5. PRINCIPLES OF SURGERY AND SURGICAL NURSING.

- (a) Inflammation : infection.
- (b) Hæmorrhage; shock; injuries.
- (c) New growths.
- (d) Regional surgery and surgical nursing.

6. GYNÆCOLOGY AND GYNÆCOLOGICAL NURSING AND INTRODUCTION TO OBSTETRICS.

- (a) Structure and function of the female generative organs.
- (b) Functions of the ovarian hormones; puberty; ovulation, menstruation, fertilization, menopause.
- (c) Disorders of menstruation.
- (d) Displacements and disorders of the genital tract.
- (e) Pregnancy and principles of ante-natal care.
- (f) Complications of pregnancy; abortion; ectopic gestation, toxæmia.
- (g) Care of the infant at birth.
- (h) Stages of normal labour.
- (i) The puerperium.

7. PAEDIATRICS AND THE NURSING OF SICK CHILDREN.

- (a) Development of the normal child.
- (b) Variation from the normal.
- (c) Observation and handling of infant and children.
- (d) Common diseases of infancy and childhood.
- (e) Common surgical conditions of infancy and childhood.

8. BACTERIOLOGY—ELEMENTARY.

- (a) Micro-organisms; distribution; properties; characteristics and requirements for growth.
- (b) Micro-organisms in relation to disease.
- (c) Resistance to infection.
- (d) Parasitology.

FIFTH SCHEDULE

r.26 (6).

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

FORM OF NOTICE

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

To

of

Take notice that the charge (or charges) against you particulars which are set forth below has/have been brought to the notice of the Council and that the Council propose to investigate such charge(s) at a meeting to be held at the office of the Council at

at a.m./p.m. on 19....., and to determine the whether your name should be removed from the register.

Particulars of Charge(s)

You are hereby required to attend before the Council at the time and place mentioned above to answer such charge(s), bring with you all papers and documents in your possession relevant to the matter and any persons whose evidence you wish to lay before the Council. The following points should be carefully noted—

(a) You are entitled to be represented at the hearing before the Council by a friend, or by counsel or a solicitor, but if you propose to employ counsel or a solicitor, you must give written notice to the Registrar at the address mentioned below at least seven days before the hearing.

(b) It is imperative that you should either send to the Registrar before the dates fixed for the hearing, or bring with you to the hearing your certificate of registration (and badge).

A copy of the Nurses Registration Rules is enclosed, and your attention is directed to Part V of those Rules.

Registrar of the Council.

Date *Address*

LAWS OF ANTIGUA AND BARBUDA

34

CAP. 296)

Nurses Registration

SIXTH SCHEDULE

r. 48.

THE NURSING COUNCIL OF ANTIGUA AND BARBUDA

The Nurses Registration Act

DESCRIPTION OF NURSE'S BADGE

The Nurse's Badge shall be in blue and silver to a design satisfactory to the Nursing Council.
