

Executive Summary

At its meeting on 6 March 2003 the Registration Committee asked that the Education and Training Committee should determine the nature of the character reference needed for admission to the Register and how it should be obtained.

The equivalent procedures at the Nurses and Midwives Council are appended for information.

The Committee is asked to take decisions.

Draft

184 Kennington Park Road
London SE11 4BU
Telephone: +44 (0)20 7582 0866
Fax: +44 (0)20 7820 9684
e-mail: lucinda.pilgrim@hpc-uk.org

MINUTES of the ninth meeting of the Registration Committee of the Health Professions Council held on Thursday 6 March 2003 at Park House, 184 Kennington Park Road, London SE11 4BU.

ITEM 5 REGISTRATION / RE-ADMISSION FORM

It was **AGREED** that the issue of a character reference would go back to the Education and Training Committee for them to determine the nature of the reference to be sought and who it could be obtained from.

**EXTRACT FROM THE NURSES AND MIDWIVES COUNCIL'S GUIDELINES ON
REGISTRATION RELATING TO "DECLARATIONS OF GOOD CHARACTER"**

**Guidelines for higher education institutions in England and Northern Ireland on
registration for newly-qualified nurses and midwives**

Declaration of good character

This is currently required for students completing pre-registration education and Health Visiting. Students need to be aware that this is part of the registering process from the commencement of their course. A senior member of staff, designated by the higher education institution, who is registered with the NMC, must sign the declaration of good character. (This would normally be the head of the course.) This document must not be passed to the student but sent direct to the NMC.

Where an institution feels unable to provide a declaration of good character it will be for the institution to resolve this matter with the student concerned. The NMC will not provide a mechanism for students to appeal against an institution's decision not to provide a declaration of good character.

Only NMC bar-coded declaration of good character forms should now be used. Supplies of these forms have already been provided to all higher education institutions. It is important that these forms are not submitted to the NMC prior to receipt of the electronic files as there will be no prior knowledge of the student and therefore no record to link the declaration of good character to. In order to avoid delays, the declaration of good character forms should be sent together with a list of the students' names and their personal identification number, previously issued by the relevant National Board, in an envelope marked private and confidential to :

Jas Atwal & Richard Anderson
HEI Information Officer
Nursing and Midwifery Council
23 Portland Place
London W1B 1PZ

If further supplies of the new NMC bar-coded declaration of good character forms are required, these may be obtained by contacting the above named Officers by e-mail to : HEIInfo@NMC-uk.org.