

## REGISTRATION AT UGANDA NURSES AND MIDWIVES COUNCIL

### How to register locally trained applicants

Once you have your examination results you can contact the Uganda Nurses and Midwives Council on [info@unmc.ug](mailto:info@unmc.ug) anytime or call the Registry on 0704483 559 or 0783683491 Monday to Friday 08:00 to 17:00 only, to book for interview. Please give your name, cadre, training school, examination number and date of qualification.

**NB:** The Council will not respond to any other enquiries made to these numbers.

On the day of interview you need to report early in the morning and will need to bring the following original documents:

- Identity Card from the Secondary School – the school stamp must be clear and touching the photograph; otherwise to be accompanied by a letter from the school which confirms your attendance at the school, including a photograph of you with the school stamp touching the photograph. If your school does not have a centre get a recommendation letter from the school clearly confirming this and the centre you were sent to.  
**NB:** For those who did their ‘O’ level in the 1970s or earlier and no longer have their identity card should get a recommendation letter from the school as above.
- Pass Slip and Certificate of ‘O’ level; if you no longer have them, then get a verification letter from Uganda National Examinations Board (UNEB) in Ntinda.  
NB For those who did not study to ‘O’ level get a letter from the school clearly showing that you stopped in S3, S2 etc...
- Identity Card from the Nurse Training School – ensure it has the school stamp.
- Examination Card with stamp.
- Result Slip from Uganda Nurses and Midwifery Examination Board (UNMEB).
- Training School Testimonial Clearly Showing the Results.
- Practicum Book and:
  - For Comprehensive Nurses – Assessment Tools and Midwifery Cases
  - For Midwives – Domiciliary Case Books and File of Midwifery Cases
  - For Nurses – Record Books
  - For Registered Nurses doing Diploma Course – Record Book and 5 Midwifery Cases
- For extensors – All previous Nursing and Midwifery Certificates and Renewal Receipts.
- Enough money.
  - 10,000/= For photographs for Certificate and Professional ID
  - 120,000/= Registration fee or US \$ 120 for Non Ugandans
  - 50,000/= Additional Diploma fee for RCN or US \$ 50 for Non Ugandans
  - 13,000/= Professional ID Card
  - 1,000/= Continuing Education Diary
  - 5,000/= Professional Code of Conduct
  - 10,000/= Nurses Act (1996)
  - 25,000/= Midwifery Handbook

If you do not have all the documents above you will not be interviewed on the day you booked.

**NB:** Please ensure you know the names of your Village, Parish, County and District

## How to register foreign trained applicants

Prior to practicing in Uganda, even in an educational or managerial role, any nurse or midwife who trained outside the country must be registered with the Uganda Nurses and Midwives Council (UNMC). To do this you need to follow the procedure described below:

Submit a full set of supporting documents – ideally prior to arrival in Uganda:

- A letter of request for registration stating where and when you will be working in Uganda and the part of the register/roll you wish to be considered for.
- Contact details – ideally include an email address.
- A copy of your certificate of registration – original to be brought at time of interview.
- Verification of your current license from your registration body – where there is one; please use the attached form.
- A transcript of training showing theoretical and clinical hours.
- A brief CV outlining post registration experience and skills.
- Reference from present employer.
- For those applying for temporary registration – less than 3 months require a letter from the Ugandan licensed nurse/midwife who is accepting responsibility to supervise your practice whilst in Uganda; with a copy of their certificate.
- A copy of photographic ID if certificate does not carry a photograph original to be brought at time of interview.
- 3 black and white passport photographs – 5cm x 5.5cm.
- For candidates whose first language is not English and nurse training was not conducted in English – a copy of IELTS pass at level 6.0 or higher – the original to be brought at time of interview.

All documents in languages other than English should have a verified translation.

Once a full set of documents have been provided to the UNMC you will be invited to attend for interview with the registration and enrolment committee – these normally take place the first Wednesday of the month; you may wish to time your arrival in Uganda taking this into consideration. An exception to this may be made where the period of assignment in Uganda is very short.

There is a fee for the interview of \$50; this fee covers a presentation about health care in Uganda, the role of the Council and will cover the limited license allowing you to practice under supervision during the period of attachment. Following the interview you will be required to undertake a period of supervised attachment prior to registration with the UNMC. Once you have successfully completed the objectives of the attachment you will be able to register your qualification with the Council. The fee for registration is \$200 per qualification, which includes the full license fee for your first 3 years of practice in Uganda.

## How to obtain a license

### General License to Practice

All nurses and midwives working in Uganda must have a general license to practice and this has to be renewed every 3 years.

The fee for enrolment/registration includes the license fee for the first three years.

When you collect your first certificate of enrolment or registration please do not leave the Council offices until you have been told what your license number is and had it is written on your receipt, along with the year for renewal.

The license number is unique to you.

All your qualifications will be covered by the one license to practice.

**NB:** During 2009 and 2010 some license numbers were duplicated so you may have your license number altered when you renew it. Processes have been put in place that now makes it very unlikely that this will be a problem in the future. We apologize for any inconvenience this may have caused you.

### Renewal of License to Practice

Every 3 years you need to renew your license. Come to the Council offices at a date that is convenient to you. Alternatively visit any of our Satellite Regional offices in 13 Regional Referral Hospitals in Uganda. These are Arua, Lira, Soroti, Mbarara, Hoima, Fort Portal, Moroto and Mbale Regional Referral Hospitals that are operational for now the remaining Regional Referral Hospitals will be operational before the end of 2015. Always come with your professional IDs and or Original professional Certificates and the CPDs for practicing license renewal.

#### At Accounts:-

- Show original certificate or professional ID with photocopy of the certificate for all qualifications.
- Show previous receipt.
- Show Continuing Education Diary.
- Pay 80,000/= if your highest qualification is registration.
- Pay 50,000/= if your highest qualification is enrollment.
- If your previous renewal was over 3 years ago there is a late payment charge.
  - Pay 50% surcharge
- If you have a professional ID it will be stamped to indicate you have renewed.

**If you already have a license number**, go to Data department.

- Show your certificates and receipt.
- The details we have recorded on the computer will be checked with you and updated.
- If you would like a copy of the information we hold on you this can be provided.

**If you do not have a license number** proceed to the senior nursing office.

- Show your certificates and receipt.
- You will be asked for some additional information.
- You will be issued with a license number which will be written on your receipt.

**NB:** If renewing for someone else it is helpful if you know their date of birth, training school and place of work.

## **Private Practice Licenses**

### **How to Obtain License – Private**

Part VI of The Uganda Nurses and Midwives Act, 1996 addresses the issue to private general nursing and domiciliary practice licenses.

Private General nursing clinic and midwifery domiciliary clinic licenses are valid for one year and must be renewed by 31 March of each year. For details of the renewal process follow this link {link}.

### **Private General Nursing Clinic**

The basic requirements are:-

- A registered nurse who has served in a hospital or approved health unit for not less than ten years and has a current license to practice.
- Provision of suitable equipped premises.

More detailed advice is contained in Ministry of Health Guidelines for Practice for Registered Nurses and Allied Health Professionals (2002).

### **At Senior Nursing Officer – Administration**

#### **Submit requirements.**

- Application letter to the Registrar UNMC.
  - State the location and name of the proposed unit.
  - Describe your training.
  - Describe your current employment.
- A brief CV.
- Recommendation letter from employer.
- Photocopies of professional certificates – show original.
- Photocopy of latest renewal of professional license.
- Inspection form – obtained from UNMC – completed and stamped by the DHOs office.
- 2 passport size photographs.

#### **At accounts:-**

- Show registration certificate.
- Show receipt for renewal of personal practice license.
- Pay registration license fee – varies by location.

**Return after 1 week to collect the private nursing clinic book:-**

- Original receipt.

**Requirements for Private Midwifery Practice**

Part VI of The Uganda Nurses and Midwives Act, 1996 addresses the issue to private general nursing practice. The basic requirements are:-

- A registered or enrolled midwife who has served in a hospital or approved health unit for not less than five years and has a current license to practice.
- Provision of suitable equipped premises.

**At Senior Nursing Officer – Administration**

**Submit requirements.**

- Application letter to the Registrar UNMC.
  - State the location and name of the proposed unit.
  - Describe your training.
  - Describe your current employment.
- A brief CV.
- Recommendation letter from employer.
- Photocopies of professional certificates – show original.
- Photocopy of latest renewal of professional license.
- Inspection form – obtained from UNMC – completed and stamped by the DHOs office.
- 2 passport size photographs.

**At accounts:-**

- Show registration certificate.
- Show receipt for renewal of personal practice license.
- Pay registration license fee – varies by location.

**Return after 1 week to collect the private nursing clinic book:-**

- Original receipt.

## **Renewal of Private Practice License**

### **At Senior Nursing Officer – Administration**

- Submit inspection form – obtained from UNMC – completed and stamped by the DHO's office.
- Private practice book.
- Previous receipt for renewal.

### **At accounts:-**

- Show registration certificate/professional ID.
- Show receipt for renewal of personal practice license – renew if necessary.
- Show private license.
- Show private practice book – which will be stamped.
- Pay renewal private license fee.
  - 50,000/= for Domiciliary Homes in Hard to reach areas(Rural) and 60,000/= for Urban areas
  - 65,000/= for Nursing homes in hard tor each areas (Rural) and 75,000/= for Urban areas

### **At accounts:-**

- Receipts.

### **At accounts:-**

- Give in photocopy.
- Wait for new private practice license.

### **At accounts:-**

- Your license details will be updated by the Data Department

## **How to startup a private clinic or nursing home**

### **Requirements for Starting up Nursing / Midwifery Clinic**

1. Application letter to the Registrar Uganda Nurses and Midwives Council with the following contents;
  - Location and the name of the Unit
  - Professional training i.e institution, year & course undertaken
  - Current employment
2. Attach the following

- 2 passport size photographs
- Brief Curriculum Vitae (C.V)
- Photocopies of the professional certificates obtained
- Recent renewal receipt and License
- Recommendation letter from the employers

**Also Note that;**

- For a Nurse;

One must have worked for a minimum of 10 years and above and in a recognized health facility (ies). Only applicable to Nurses at a registered level

- For a Midwife;

One must have worked for 5 years and above and from a recognized health facility. This applies to both Enrolled and Registered Midwives.