

Information Statement

Public Authority: Bermuda Nursing and Midwifery Council

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Bermuda Nursing and Midwifery Council (the Council). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key, including definitions

- Act means Nursing and Midwifery Act 1997
- Council means the Bermuda Nursing and Midwifery Council
- Ministry means the Ministry of Health
- PATI means Public Access To Information
- [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation

Nursing & Midwifery Act, 1997 and Nursing & Midwifery Rules 2010

The Council consists of ten members [Schedule 1, the Nursing and Midwifery Act]:

- a) the Chief Nursing Officer is the member ex officio;
- b) three members are general nurses, of whom
 - i. one is appointed by the Association; and
 - ii. two shall be appointed by the general nurses of Bermuda;
- c) one member is a nurse specialist appointed by the nursing specialists of Bermuda;
- (ca) one member shall be an advanced practice nurse appointed by the Advanced Practice nurses;
- d) one member is a nursing associate appointed by the nursing associates of Bermuda;
- e) one member is a registered medical practitioner appointed by the Bermuda Medical Doctors Association
- (ea) One member shall be a midwife appointed by the registered midwives;
- f) one member is a person appointed by the Minister who
 - i. is not a nurse or a nursing associate or a registered medical practitioner; and
 - ii. is in the minister's opinion qualified by training and or experience to assist the Council in matters of a legal or ethical nature.

The chair is appointed (initially) by the Minister from among council members. The deputy chair is appointed by the Council from among the Council's members [section 3(5), part I, Schedule I, the Act].

Please see the Government website for the list of current members at <https://www.gov.bm/government-boards-and-committees>; then select current Boards and Committees and then search for the Bermuda Nursing and Midwifery Council.

Section B1: Legislated Functions, powers, duties of the Authority [s5(1)b]

Legislated functions, powers, duties of the Council under the Nursing Act

The functions of the Council are [section 4, the Act] –

- (a) to promote the art and science of nursing;
- (b) to develop and maintain high standards in the practice of nursing;
- (c) to advise the Minister on matters related to nursing;
- (d) to administer the system of nursing and midwifery registration as instituted by the Act; and
- (e) to carry out enquiries into complaints, and enquiries on its own initiative, concerning nurses, midwives and nursing associates.

Section B2: Obligations under PATI Act [s5(1)b]

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]

7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided

The Council is the regulatory body for nurses (advanced practice nurses, psychiatric nurses, registered nurses, nurse specialists, midwives and nursing associates in Bermuda. The Council is governed by the Nursing & Midwifery Act.

Services

1. Promote nursing and midwifery
2. The registration of Nurses, Midwives & Nursing Associates.
3. Investigation of complaints (if initiated by council) and adjudication of complaints against practitioners and administer discipline when indicated.
4. Develop and maintain high standards in the practice of Nursing and Midwifery consistent with best practice
5. Regulations of Nursing and Midwifery Practice.
6. Advise minister of health on matters relating to Nursing and Midwifery

Programmes

1. *Nursing scholarship*. Provides a scholarship for nursing and midwifery students. See the BNMC website for more information.

Section D: Decision-making documents (all public access) [s5(1)f]

1. Nursing and Midwifery Act, 1997 (amended 2010) and Nursing Rules 2010. Government of Bermuda. (Public access). The legislation governs the powers, functions and procedures of the Council. These documents are available online: www.bermudalaws.bm
2. *Standards of Practice for Nurses* (Dec, 2014). Bermuda Nursing Council. (Public Access). Guidance that describes what is expected of all nurses according to good nursing practice values and principles.
3. *Standard and Scope of practice for Nursing Associates* (July 2016). Bermuda Nursing Council. (Public Access). Describes the standards and scope of practice for Nursing Associates.

Regulatory documents that have been updated and replaced

4. *Scopes and Standards of Nursing Practice* (2007). Bermuda Nursing Council. (Public Access). Outlines the scopes and standards of practice for the different categories of nurses. Replaced by the 2014 Standards.
5. *Code of Conduct*. (2018) BNC adapted from International Council of Nursing. (Public Access). Describes what is expected of all nurses according to good nursing practice values and principles. Replaced by the 2014 Standards

Section E: Administration (all public access) manuals [s5(1)e]

The following guidelines are used by the Council and Registrar for administering the Act:

1. *Terms of Reference for the Council.* (Revised 2018) Bermuda Nursing and Midwifery Council. (Public Access). Describes the mandate and procedures of the Council and its committees, including: voting, AGMs, minutes, annual reports. Intended for use by members of the Councils and the Committees. The Committees are:
 - Credentials Committee -the committee that reviews and approves registration applications. Reviews application from providers of Continuing Education and awards CEU hours. When necessary reviews re-registration application.
 - Practice, Regulation and Education Committee - the committee that sets standards of practice and standards of education. Reviews nursing regulations and makes recommendation for amendments to the Nursing and Midwifery Act & Rules when indicated. Interviews applicants and awards educational grants to nursing and or midwifery students.
 - Council adjudicates complaints referred to it by Nursing and Midwifery Professions Complaints committee, may conduct investigations into complaints on its own initiative. When indicated makes an order for discipline.
 - Nursing and Midwifery Professions Complaints Committee - the committee that investigates complaints against practitioners and determines whether a complaint ought to be referred to council for decision.
2. *Office Procedures of the Registrar* (Aug 2011). Bermuda Nursing and Midwifery Council. (Public Access). Describes procedures for registering, re-registration for different classes of nurse; plus human resource procedures.
3. *Administrative Manual* (Revised 2013*). Bermuda Nursing and Midwifery Council. (Public Access). Describes all procedures, including: standards; scholarships; registrar processes; Professional Conduct; disciplinary procedures; unfit to practice and nursing education. *1st edition was dated in the 1990s.

Section F: Records held [s5(1)d]

The following records in respect of this public authority are held:

Registration Records

1. The Nursing and Midwifery Council Register. (active records for the last 10 years*). (public access). The Register is a list of current practitioners authorized to practice in Bermuda. It is an electronic database, Current registrants can also be verified on website www.bnc.bm an official notice of locations where copies are located is Gazetted every year. Official copy is at the Bermuda Nursing and Midwifery Council Offices. * records date from 1997 but are archived
2. Registration Applications. (active records for the last 10 years*). (Exempt under s23 - Personal Information). Records application information such as qualifications and work experience
3. Registration Application forms. Bermuda Nursing and Midwifery Council. (Public Access). Includes the form and explains the process of application.

Activities of the Council (public access)

4. Meeting minutes of the Council. (2011 to current). Bermuda Nursing and Midwifery Council. (Public Access, with personal identifiers redacted). Records the business addressed and attendance.
5. Annual Report of the Council. (2005 to current). Bermuda Nursing and Midwifery Council. (Public Access). Summarizes the activities of the Council for the preceding year including attendance.

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

How to make a request for information, or to amend your personal information

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Council.

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Contact	PATI Information Officer, Gaynell Hayward-Caesar <i>Re: Bermuda Nursing & Midwifery Council</i>
Hand-deliver to	Continental Building, 25 Church Street, Hamilton
Mail to	P.O. Box1195 Hamilton HM CX, Bermuda
Email*	info@bnc.bm add subject line: PATI Request re BNMC
Tel	292-0774 or 278 4910

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information

Further information

- **About us** is available on the Council's website at: www.bnc.bm
- The **legislation** listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.

Financial Information

- The fees for services and the remuneration of board members for service is governed by the following legislation, respectively:
 - Government Fees Act, 1965; and the Government Fees Regulations, 1976. The Act governs the charging of fees to applicants for services. The Regulations lists the fees for the services.
 - Government Authorities (Fees) Act, 1971. The Act governs the remuneration of body members for services. In brief: the Chair receives \$100, and other members receive \$50, per meeting. Public Officers receive no monies.

Section I: Other Information As Prescribed? [s5(1)i]

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]. Note for this authority, there is no power to enter into any contracts.
3. **Expenditure:** Quarterly expenditure will be provided upon request. Other than remuneration to members for attending meetings, as described in section H (3) above, the Authority has no expenses
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

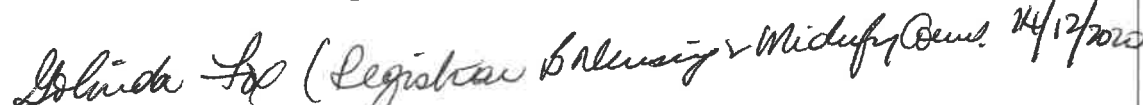
Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Locations of Information Statement (*Confirm copies of Information Statement are available at:*)

- Office: 25 Church Street Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Council website www.bnc.bm Y
- With the Information Commissioner. N

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? N

Date Information Statement was updated:

Sign:  (Registrar Nursing & Midwifery Council) *Date:* 24/12/2020

Name:

Post: , Bermuda Nursing and Midwifery Council

Ends