

# Information Statement

## Public Authority: Bermuda Nursing Council

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### Introduction

This document is the Information statement for the Bermuda Nursing 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 in writing 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 Act 1997
- Council means the Bermuda Nursing 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

*Insert structure of Authority (text, and figure if latter useful):*

The Council consists of nine members [Schedule 1, the Nursing 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 Association;
- 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 Society;
- 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 qualified by training and or experience to assist the Council in matters of a legal or ethical nature.

The chair and deputy chair are appointed by the Council from among the Council's members [section 3b, part I, Schedule I, the Act]

*Insert Governing Legislation:*

Nursing Act, 1997 (amended 2010) and Nursing Rules 2010

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

*Insert power, duties and function of the authority (cite Act or Policy):*

**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 registration as instituted by the Act; and
- (e) to carry out enquiries into complaints, and enquiries on its own initiative, concerning nurses and nursing associates.

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

*(same for all public authorities)*

**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**

*Insert a summary of services and programmes provided by the authority:*

The Council is the regulatory body for nurses (advanced practice nurses, registered nurses, and nurse associates) in Bermuda. The Council is governed by the Nursing Act Legislation.

#### **Services**

1. The registration of Nurses
2. Investigation of complaints against practitioners

#### **Programmes**

1. *Nursing scholarship*. Provides a scholarship for nurses. See the BNC website for more information.

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

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporate; [Interpretation Act, 1951]*

1. Nursing 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/bermulalaws.bm](http://www/bermulalaws.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. *Nurse Associates' Scope of practice* (July 2016). Bermuda Nursing Council. (Public Access). Describes the scope of practice for Nurse Associates. Enrolled Nurse Scope of Practice. (*closed category only enrolled Nurses registered before 1997 permitted to reregister*)

#### **Regulatory documents that have been updated and replaced**

4. *Prescribing Restriction and Requirements for Advanced Practice Nurses*. (April 2018). Bermuda Nursing Council (Public Access). Describes the restriction on AP nurses, and the requirements of medical practitioners, required to allow AP nurses to prescribe under the authority of a medical practitioner.
5. *Regulatory Criteria Policy for Registration of Advance Practice Nurses* (April 2018). Describes registration eligibility of Advance Practice Nurse.
6. *Code of Conduct*. (2018) BNC adapted from the International Council of Nursing. (Public Access). Describes what is expected of all nurses according to good nursing practice, values and principles.

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

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

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

1. *Terms of Reference for the Council.* (Reviewed 2018). Bermuda Nursing 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 registration applications
  - Professional Registration and Enrollment Committee – the committee that approves registration applications
  - Professions Complaints Committee - the committee that investigates complaints against practitioners
2. *Office Procedures of the Registrar* (Aug 2011). Bermuda Nursing 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 Council. (Public Access). Describes all procedures, including: standards; scholarships; registrar processes; Professional Conduct; disciplinary procedures; unfit to practice and nursing education. \*1<sup>st</sup> edition was dated in the 1990s.

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

*List and describe the classes of records held by the authority:*

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

### ***Registration Records***

1. *The Nursing Council Register.* (Active records for the last 10 years\*). (Public access). The Register is a list of practitioners authorized to practice in Bermuda. It is an electronic database, an official copy of which is Gazetted every year. Official copy is at the Bermuda Nursing 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 Council. (Public Access). Includes the form and explains the process of application.

### ***Activities of the Council (public access)***

4. *Meeting minutes of the Council.* (2006 to current). Bermuda Nursing Council. (Public Access, with personal identifiers redacted). Records the business addressed and attendance.
5. *Annual Report of the Council.* (2005 to current). Bermuda Nursing Council. (Public Access). Summarizes the activities of the Council for the preceding year including attendance.

## **Section G: The Information officer and how to Make a Request [s5(1)g and (h) ]**

*Insert name and contact information:*

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

Requests must be made using the application form and submitted in person to the Information Officer.

You must also provide Government- issues identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at; <https://www.gov.bm/online-services/make-pati-request>

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> ).

Your request will be acknowledged within 5 working days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome, you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Mrs. Gaynell Hayward-Caesar- Chief Nursing Officer <i>Re: Bermuda Nursing Council</i>
Mail to	P.O. Box 674, Hamilton HM CX, Bermuda
Visit	16 Wesley St, Hamilton
Email*	<a href="mailto:bermudanursingcouncil@gov.bm">bermudanursingcouncil@gov.bm</a>
	<i>Add subject line: PATI request re BNC</i>
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 identify.

## Section H: Further Information

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

### Further information

- **About us** is available on the Council's website at: [www.bnc.bm](http://www.bnc.bm)
- The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://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 board members for services. In brief: the Chair receives \$100, and other members receive \$50, per meeting. Public Officers receive no monies.

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

*At August 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

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)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

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

- Office: 25 Church Street, Hamilton 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](http://www.bnc.bm) Y
- With the Information Commissioner. Y

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

**Date Information Statement was updated:**

*Date:* 31<sup>st</sup> Dec 2018

**Sign:** 

**Name:** Gaynell Hayward-Caesar,

**Post:** Ex-Officio, Bermuda Nursing Council

*Ends*