



South African Nursing Council

(Established by the Nursing Act, 1978)

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INSTRUCTIONS FOR REGISTRATION IN THE CATEGORY COMMUNITY SERVICE

1. INTRODUCTION

- 1.1 The policy regarding Community Service is set out in section 40 of the Nursing Act, 2005 (Act No. 33 of 2005) and in the Regulations Relating to Performance of Community Service published in Government Notice No. 765 of 24 August 2005.
- 1.2 Section 40(1) of the Nursing Act, 2005 states that, *“A person who is a citizen of South Africa intending to register for the first time to practise a profession in a prescribed category must perform remunerated community service for a period of one year at a public health facility”*.
- 1.3 Regulation 2.1 of the Regulations Relating to Performance of Community Service states that, *“Any person who is a citizen of South Africa intending to register for the first time as a professional nurse in terms of the Act, as having met the prescribed requirements to qualify as such, must perform remunerated community service for a period of one year”*.
- 1.4 As a transitional provision, regulation 8(a) of the Regulations Relating to Performance of Community Service states that, *“These regulations are applicable to any person who seeks registration on completing and meeting the requirements prescribed in the Regulations Relating to the Approval of and the Minimum Requirements for the Education and Training of a Nurse (General, Psychiatric and Community) and Midwife Leading to Registration published in Government Notice No. R.425 of 22 February 1985, or any subsequent regulation made to replace it”*.

2. PURPOSE OF THE DOCUMENT

- 2.1 The purpose of this document is to guide applicants, health establishments and Nursing Education Institutions (NEI's) on the process to be followed when submitting applications for registration in the category Community Service.

3. REQUIREMENTS FOR REGISTRATION IN THE CATEGORY COMMUNITY SERVICE

- 3.1 The applicant must be a South African citizen.
- 3.2 The applicant must intend registering for the first time as professional nurse.
- 3.3 The applicant must have completed the course and met the minimum requirements prescribed for the education and training of a Nurse (General, Psychiatric and Community) and Midwife **OR**, in the case of an applicant who did not study at a South African NEI, the applicant must have been issued a similar qualification outside South Africa.
- 3.4 The Department of Health must have allocated the applicant a place at a designated health establishment where the applicant will perform community service.
- 3.5 A completed Application for registration in the category Community Service must be lodged with the South African Nursing Council.
- 3.6 If the applicant studied at a South African NEI, the application must be submitted within 30 days of completion of the course.

4. THE APPLICATION PROCESS

Please note that the application process described here **only** applies to those applicants who qualified at a South African NEI.

If you are an applicants who qualified outside South Africa, you should follow the normal procedure to apply for registration of a qualification obtained outside South Africa. If after evaluation of your qualification it is determined that you qualify for registration as professional nurse, you will be notified of the correct procedure to be followed to apply to be registered in the category Community Service.

4.1 The application form

- 4.1.1 Applications must be made on an official application form **SANC-4-22** obtainable from the Nursing Council for that purpose. Forms can also be downloaded and printed from the Nursing Council website (www.sanc.co.za).
- 4.1.2 There are two different types of forms. One is for applicants who completed the course at a South African NEI (**SANC-4-22**) and the other is for applicants who obtained a qualification outside South Africa (**SANC-4-23**). Please make sure that you use the correct type of form.
- 4.1.3 Forms must be filled in using a ballpoint pen and all required information should be neatly and clearly **PRINTED**.

- 4.1.4 NEI's may find it helpful to fill in the following information (required on the second page) before photo-copying the forms:
- Nursing Education Institution Number;
 - Name of Nursing Education Institution;
 - Name of Qualification (the name of the qualification as it will appear on the Diploma or Degree Certificate issued to the applicant by the NEI);
 - Name and SANC Reference Number of the Head of the Nursing Education Institution.
- 4.1.5 The duly completed application form must be signed by both the applicant and the head of the NEI.
- 4.1.6 The official stamp of the NEI must be placed in the space provided next to the signature of the head of the NEI.

4.2 Attachments to be submitted with the application

- 4.2.1 Certified copy of South African Identity Document or passport.
- 4.2.2 Certified copy of marriage certificate if applicable.
- 4.2.3 Official transcript of training for the course.
- 4.2.4 Registration fee of R150-00 (including VAT) or proof of payment thereof.

4.3 Submission of the application

- 4.3.1 The application must be submitted to the Nursing Council within 30 days of completion of the course.
- 4.3.2 The head of the NEI is responsible for checking all applications for completeness and correctness, including ensuring that all attachments are included and correctly certified (where necessary).
- 4.3.3 All application forms should be submitted under a covering letter from the NEI listing the SANC Reference Number and Full Names of each applicant whose application is included with the letter.
- 4.3.4 The head of the NEI is responsible for ensuring that the correct registration fees are paid by each applicant. Council recommends that NEI's collect the fees from applicants and issue their own cheque for the full amount rather than submitting individual payments. In particular, the practice of submitting individual postal orders for each applicant is **strongly discouraged**. If payment is made directly into the Nursing Council bank account, then proof of any such payment must be submitted together with the application.

- 4.3.5 If for whatever reason, postal orders have to be used for the payment of the registration fees, the head of the NEI must check that each postal order:
- Is for the correct amount – i.e. R150-00 exactly;
 - Is made out to South African Nursing Council, SA Nursing Council, or SANC (**not** to SA Nursery Council, SAMC, etc.); and
 - Will not expire before it reaches the Nursing Council (postal orders expire after 3 months).

5. REGISTRATION IN THE CAPACITY COMMUNITY SERVICE

Please note that at this point the applicant ceases to be an applicant and now becomes a practitioner. We will therefore stop using the term applicant and continue using the term practitioner. However, please be assured that we are talking about the same person.

- 5.1 If everything in the application is in order, the Nursing Council will issue the practitioner with a certificate of registration in the capacity Community Service.
- 5.2 The certificate will be valid for a period of two years from the end of the month in which the practitioner completed his/her course.
- 5.3 The certificate will limit the practitioner to performing community service in the province indicated on the application form.

6. COMMENCEMENT OF COMMUNITY SERVICE

- 6.1 The practitioner must immediately inform the Nursing Council as soon as he or she has assumed duty of the date on which he /she assumed duty and must confirm the name of the designated public health establishment where he or she is performing community service.
- 6.2 The notice in 6.1 must be submitted on form **SANC-4-24** obtainable from the Nursing Council for that purpose. Forms can also be downloaded and printed from the Nursing Council website (www.sanc.co.za).
- 6.3 The Notice of Commencement of Community Service must be signed by both the practitioner and the head of the public health establishment and the stamp of the establishment should be placed on the form next to the signature of the head of the establishment.

7. DURATION OF COMMUNITY SERVICE

- 7.1 Community Service must be performed for a period of twelve months.

- 7.2 Any interruption or break in the service must be made up within a period of 2 years calculated from the date of commencement of the Community Service.
- 7.3 If the 12 months of Community Service is not completed within the 2 years limit, the period already served shall lapse and the practitioner will have to redo the full period of community service.

8. COMMUNITY SERVICE PLACEMENT

- 8.1 Only designated public health establishments or complexes of public health establishments can be utilized to perform community service.
- 8.2 A practitioner who does his or her service in an establishment **not** designated by the Minister of Health will **not** be registered and the period of community service will **not** be recognized.

9. COMPLETION OF COMMUNITY SERVICE

- 9.1 On completion of community service, the head of the public health establishment must submit a completion report with a declaration signed by both the head of the establishment and Provincial Coordinator for Community Service to the Nursing Council.
- 9.2 The completion report in 9.1 must be submitted on form **SANC-4-25** obtainable from the Nursing Council for that purpose. Forms can also be downloaded and printed from the Nursing Council website (www.sanc.co.za).
- 9.3 The completion report must be submitted to the Nursing Council within 30 days of completion of community service.
- 9.4 The completion report must be accompanied by registration fees of R300-00 (including VAT) or proof of payment thereof. (The R300-00 is made up of R150-00 for registration as Nurse and R150-00 for registration as Midwife.)
- 9.5 If everything is in order, the Nursing Council will delete the registration in the capacity Community Service and will register the practitioner as Professional Nurse with effect from the end of the month in which community service was completed.

10. EXEMPTIONS

- 10.1 Exemption will be granted to persons who may have performed a similar service elsewhere.
- 10.2 Persons referred to in 10.1 are not automatically exempted. Any such person must apply to the Minister of Health for exemption and must together with the application provide the Minister with proof of such service.

11. FURTHER ASSISTANCE

- 11.1 Please contact the Nursing Council if you have any queries that are not answered in these instructions.
- 11.2 Every effort has been made to ensure that there are no errors in these instructions or the various forms applicable to Community Service. However, if you do spot an error, please let us know so that we can correct it. Your feedback will be appreciated – thank you.
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NOTES:

Paragraphs that have been inserted or that have been changes since the previous version of these instructions are marked with a vertical bar in the left margin (as in this paragraph). Paragraphs that have only been renumbered are not marked.

The section relating to Special Concessions for the January 2008 Implementation of Community Service has been removed from this update.