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Uganda Nurses and Midwives Council  
Ministry of Health

P. O. Box 4046  
Kampala  
Uganda

IN ANY CORRESPONDENCE ON

THIS SUBJECT PLEASE QUOTE NO:  
UNMC/DR-IT/04/026

### 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;

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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;

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

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.

### **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.

### **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.

### **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

#### **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:-**

- With an 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 Uganda Nurses and Midwives Council.
  - 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 for each areas (Rural) and 70,000/= 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