



Return to Nursing (RTN) Programme - Information on Registration for Nurses

Q1	What is the Return to Nursing (RTN) Programme?
A	The Return to Nursing (RTN) Programme is accredited by SNB to provide Registered Nurses (RNs) and Enrolled Nurses (ENs) who are “out of practice” with the updated knowledge and skills so that they can return to nursing practice. Nurses who have not practised nursing for a continuous period of 5 years are considered to have lapsed in their practice (“out of practice”).
Q2	Who is eligible for RTN Programme?
A	This course is only applicable for Singapore Citizens and Permanent Residents who meet the following criteria: (1) RNs or ENs who had previously registered/ enrolled with SNB, and have lapsed practice between 5 years and less than 15 years. Nurses who have lapsed practice between 10 to 15 years must have at least 1 year of clinical nursing experience; or (2) Nursing graduates from a local nursing school (graduated more than 5 years ago but less than 10 years) and have never registered/ enrolled with SNB.
Q3	How long is the RTN Programme?
A	The RTN Programme consists of 2 parts: 1) Part A- Theory and Clinical Attachment For RNs, the programme consists of 4 weeks theory and 8 weeks of clinical attachment. For ENs, the programme consists of 3 weeks theory and 6 weeks clinical attachment. 2) Part B- 4 months Competency Assessment (CA) Upon the completion of the RTN Programme, the graduate must pass a 4-month competency assessment (CA) with their employer. This CA must commence <u>within 1 year</u> of completion of the RTN Programme.
Q4	Who are the Course Providers of the RTN Programme?
A	There are 2 RTN Course Providers - (1) SingHealth Alice Lee Institute of Advance Nursing (Singapore General Hospital) (2) National University Health System
Q5	How do I apply for the RTN Programme?
A	Please submit your interest via email to mohh.rtn@mohh.com.sg .
Q6	Do I need to have a valid Practising Certificate (PC) during the RTN Programme?
A	The RTN candidates are returning to practice and they will need to be supervised, they are equivalent to ‘learner’ status. Therefore, there is no need to have a valid PC during the RTN programme.
Q7	Do I need to have an offer of employment before I commence the RTN Programme?
A	While it is not mandatory to have an employer before you commence the RTN programme, we strongly encourage you to first secure an employer before commencing the RTN, to ensure that there is continuity of practice immediately after the RTN programme.



	Those who prefer to commence the RTN programme before or are in the midst of securing employment may do so, and you will be matched to a host healthcare institution to complete the clinical attachment. However, we encourage you to secure employment as early as possible. This is because those who complete the RTN programme must also pass a 4-month competency assessment (CA) with an employer.
Q8	Who are the suitable employers for RTN graduates?
A	RTN candidates must have an offer of employment as a RN/ EN within a clinical setting. It can be an acute hospital (restructured or private), community hospital, nursing home and selected ambulatory settings such as eldercare centres and polyclinics, that have sufficient nursing supervision* and clinical contexts for the comprehensive assessment of the RN or EN competencies. <i>*subject to SNB's assessment</i>
Q9	After completing RTN Programme, can SNB allow me to renew my Practising Certificate immediately?
A	Yes, you will be allowed to renew your Practising Certificate (PC) when you have an offer of employment and a proposed competency assessment (CA) commencement date.
Q10	I have completed the RTN Programme and have an offer of nursing employment. How can I renew my Practising Certificate?
A	The employing institution must contact SNB at SNB@spb.gov.sg regarding your registration and renewal of your Practising Certificate before the commencement of the CA.
Q11	I have completed the RTN Programme but do not have an offer of nursing employment. Can I renew my Practising Certificate?
A	You are only eligible to renew your Practising Certificate (PC) when you have an offer of nursing employment as you are required to undergo 4 months of CA.
Q12	I have a few offers of employment. Can SNB provide me with a Practising Certificate first before I decide which hospital/ institution to join?
A	It is important to decide which offer of employment you wish to take up as the Practising Certificate is to enable you to undergo CA with your prospective employer.
Q13	What are the documents that SNB will require to renew my PC?
A	Documents required are: a) Certificate of Completion for Part A of the RTN Programme b) SNB Certificate of Registration/ Enrolment c) Email/ Letter from employer HR confirming their offer of employing you as well as proposed commencement date. If you have never enrolled/ registered with SNB, you must submit an application for registration/ enrolment with SNB first. Please refer to Local Graduates Singapore Nursing Board for more information on application submission. In the application for registration/ enrolment, they will need to include the following additional documents: a) Certificate of Completion for RTN Programme b) Email/ Letter from employer HR confirming their offer of employing you as well as proposed commencement date.



Q14	What are the assessments required in the Competency Assessment (CA)?
A	The CA assesses the expected competencies of the RN/ EN. The assessment will be according to the setting that you are employed. You may refer the Scope of Practice and Core Competencies & Generic Skills for RN/ EN.
Q15	What if I cannot achieve or meet the set competencies required during the 4 months of Competency Assessment?
A	We encourage all RTN candidates to select employers and practice settings that suits your needs and prior clinical experiences so that you have the best chance of success in passing the Competency Assessment (CA). Once you start on your CA, you should be proactive in achieving the required competencies. You should work closely with your preceptors and nursing supervisor to track the progress of attaining those competencies and not wait till the final days of the CA. In the event that 4 months is not sufficient (e.g. due to prolonged medical leave) or that you cannot meet the expected competencies during the CA, there is possibility for extension of the CA for another 4-8 months (maximum). Do note that the extension is to be assessed by your nursing supervisor and supported by your Chief Nurse/ Director of Nursing. You will not be allowed to continue to practise as a nurse if you are not able to pass the CA after 1 year.
Q16	What if I fail my CA and my employer does not wish to continue my employment?
A	You can look for another employer to complete one final CA (4-8 months duration): a) If you can pass the second CA, you can continue to practise as a nurse. b) If you cannot pass this second CA, you will not be able to practise as a nurse. Do note that both CAs (with the first and second employer) must be completed <u>within 2 years</u> of the completion of the RTN Programme. Similarly, your second employer will have to contact SNB to make arrangements to allow you to have another CA with your second employer. Hence, we encourage all RTN graduates to select employers and practice settings that suits your needs so that you have the best chance of success in passing the CA. You should work closely with your preceptors and nursing supervisor to proactively track the progress of attaining those competencies required during the CA.
Q17	What happens after I pass my Competency Assessment (CA)?
A	After you have passed the required CA, your employer will make arrangements with SNB to extend the validity of your PC or to renew your PC (whichever is applicable). Thereafter you can continue to renew your PC on a yearly basis like other nurses. Do take note of the need to update your particulars (such as your contact address, email address and employment etc) when required as well as any other requirements for the renewal of your PC. Please refer to www.snb.gov.sg for details.
Q18	If I wish to work as an Agency Nurse, how soon after I have completed my RTN programme can I join a Nursing Agency?
A	Nursing Agencies do not employ nurses but instead engage nurses to provide care to clients based on client's demands.



Nurses must possess a minimum of 1 year inpatient work experience before they can commence work as an agency nurse.

SNB provides guidelines for nurses who wish to work as an Agency Nurse and agencies engaging them. Please refer to [Guidelines for Agency Nurses | Singapore Nursing Board](#). All agency nurses and agencies engaging them need to abide by this set of guidelines.

For RTN candidates who had attained the 2 years of inpatient experience prior to their lapse in nursing practice, they will still need to meet the 1-year clinical nursing experience after passing their RTN CA.

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