



[Nurses & Midwives User Manual]

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Document Control Information

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Nurses & Midwives User Manual

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Synopsis

The main purpose of this Manual is to enable Applicant to become acquainted with the application.



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1. Login/Log Out

In order to use the Nurses and Midwives Council, either EID Account or a Custom Account is required. In order to login, the “Log In” is to be pressed as shown below.

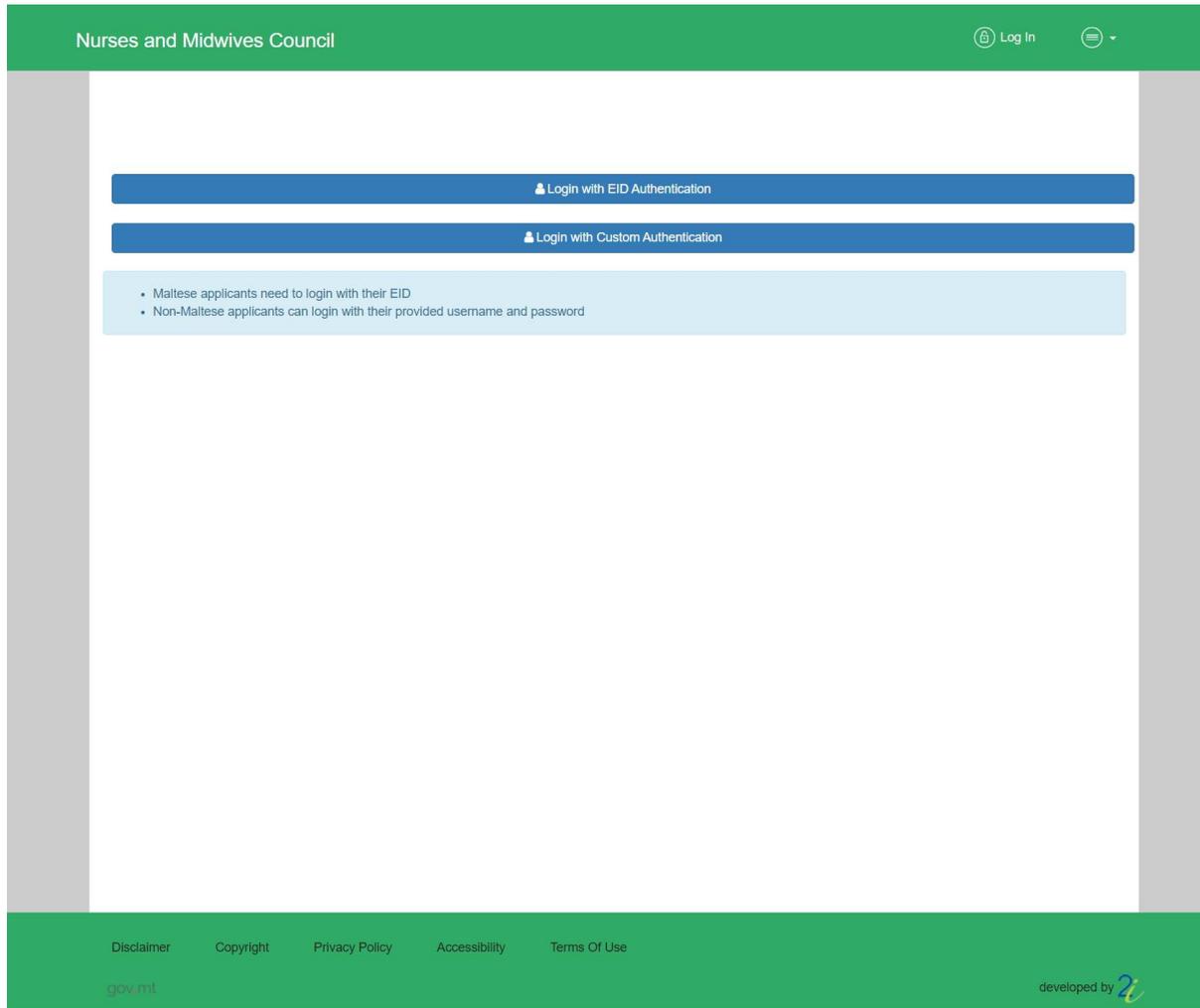
The screenshot shows the website for the Nurses and Midwives Council. The top navigation bar is green and contains the text "Nurses and Midwives Council", a search icon with the text "Search Nurses and Midwives Council Registers", a "Log In" button, and a menu icon. Below the navigation bar is a large image of a smiling nurse in a blue uniform standing in a hospital hallway. To the right of the main image is a sidebar with the heading "e-Services" and three links: "Apply to Register with the Council for Nurses and Midwives Malta", "Renew your registration", and "Read more". Below the main image is the heading "Nurses and Midwives Council" and the text "Providing a 24/7 online service". At the bottom of the page is a paragraph of text describing the Council's role and history.

Nurses and Midwives Council

Providing a 24/7 online service

The COUNCIL FOR NURSES AND MIDWIVES, Malta (CNM) regulates the Nursing and Midwifery Professions in Malta. Its function is defined in the Health Care Professions Act 2003. The Council is responsible for the upholding of high professional and educational standards for both professions. CNM published the Code of Ethics for Midwives and Nurses in 1997 and is committed towards the attainment of excellence in the delivery of professional care by encouraging continuing professional development amongst its registrants.

This will prompt the system to show the page with Login buttons for Maltese and Non-Maltese applicants as shown below.



IMPORTANT: It is important that whenever the system is not being utilised, the user must log off from the system by clicking on the **Log Out** button and ideally **close the respective browser**. On Log Out, the User shall be logged off and redirected to the Login Page.

1.1 Login - Maltese applicants

In order to login, the button “Login with EID Authentication” is to be pressed.



Maltese Applicants need to login with their EID (username and password).



Sign In

EN | MT

Sign in with your e-ID Account*

ID Number ([view sample](#))

0602796M

Password

.....

Sign In

[Sign-in and change my password](#)

*If you don't have an e-ID account, kindly contact us during office hours on **2590 4300**.

[Forgot your password?](#)

[Help on how to start using e-ID](#)

To proceed, Applicant needs to click on 'Continue' and 'Proceed' button in the next pages.

If Maltese Applicants is not registered yet, the page 'Applicant Registration' would open ([refer to Section 2.1](#)). If the user is already registered in the system as an applicant, he/she would be directed to the applicant main screen ([refer to Section 3](#)).

1.2 Login – Non-Maltese applicants

In order to login, the button "Login with Custom Authentication" is to be pressed.

 Login with Custom Authentication

Non-Maltese Applicants can login via their email address and password.



CUSTOM SIGN IN

Email Address

Password

SIGN IN

Forgot your password? [Reset Password](#)

Don't have an account? [Sign Up!](#)

On 'Sing In', Main Screen will open.

If Non-Maltese Applicant doesn't have an account, he/she can click on 'Sign Up!' link and register ([refer to Section 2.2](#)).

If Non-Maltese Applicant forgot his/her password he/she can click on '**Reset Password**' link ([refer to Section 1.2.1](#))

1.2.1 Reset Password

Forgot your password? **Reset Password**

If Non-Maltese Applicant forgot his/her password he/she can click on '**Reset Password**' link on **CUSTOM SING IN** window. This will prompt the system to show the page 'Reset Password' as shown below.

Reset Password

Application Email

Reset Password

Applicant needs to input email and click on 'Reset Password' button. This would prompt for a confirmation pop-up. In order to confirm, click on 'Yes' and the email will be sent and page 'Confirm Reset Password Code' will be open.



Confirm Reset Password Code

Please input the reset password confirmation code!

Please check your email account You should have received an email with a **confirmation code**. You can either enter the confirmation code given in the textbox below or click on the provided link in the email to proceed with your password reset.

Applicant Code

Proceed

On page 'Confirm Reset Password Code', Applicant needs to enter activation code received in 'Reset Password' email and needs to click on "Proceed" button.

"Change Password" page opens.

Change Password

Password

Confirm password

Set Password

The password should be not less than 8 characters and must contain:

- At least one uppercase letter
- At least one lowercase letter
- At least one number between 0 and 9
- At least one symbol

Applicant needs to enter new password in fields "Password" and "Confirm password" and click on "Set Password" button. This will open Main Screen ([refer to Section 3](#)).



2. Applicant Registration

This feature is used so that applicants are able to apply for a health professional registration online.

2.1 Applicant Registration - Maltese applicants

For EID login applicants (Maltese), most of the below fields would be prepopulated from CDR but can be amended by the applicant except for those retrieved from CDR.

On Personal Details, fields like ID Card Number, Name, Surname, Date of Birth and Nationality are prepopulated from CDR.

The screenshot shows a two-step registration process. Step 1, 'Personal Details', is active and highlighted in blue. Step 2, 'Contact Details', is visible but inactive. The form fields are as follows:

ID Card Number:	0602796M		
Title:	Select Title		
Name:	ANTIDA	Surname:	FARRUGIA
Known As:		Maiden Surname:	
Gender:	Female		
Marital Status:	Select Marital St		
Date of Birth:	26/01/1996		
Nationality:	Maltese - MALTA	Second Nationality:	-
Main Occupation:	-	Other:	<input type="checkbox"/>
Upload Photo			
Passport Photo			

At the bottom of the photo upload area, there are icons for refresh, image selection, a progress bar, another image selection icon, and a trash icon.

Personal details that would be required to be inputted by Applicant are Title (this dropdown-list will be populated from the 'Manage Titles' table by Admin), Known As, Maiden Surname, Gender (this dropdown-list will be populated from the 'Manage Genders' table by Admin), Marital Status (this dropdown-list will be populated from the 'Manage Marital Status' table by Admin), Second Nationality (this dropdown-list will be populated from the 'Manage Countries table by Admin) and Main Occupation.

As Main Occupation can be selected 'Midwife' or 'Nurse', but there is also checkbox 'Other' which enables Applicant to type in free text. This checkbox turn drop-down list into input filed as shown below.



Main Occupation: Other

On Contact Details prepopulated fields from CDR are related to Residence Address.

Step 1 Personal Details | Step 2 Contact Details

Residence Address

Country: MALTA
Locality: ZEBBUG [Haż-Żebbuġ (Ċittà Rohan)]
Street: TRIQ SIDTNA TAL-ANGLI
Property: EL ELYON, FL 1
Postcode: -

Mailing Address Same as Residence Address

Main Telephone: Telephone number

Main Mobile: Mobile number

Main Email:

Confirm Email:

Preferred Contact Mode: SMS Email

I Hereby Authorise The Council To Forward My Address And Contact Details To Third Parties Who Would Like To Correspond With Me

Register

Applicant can leave “Same as residence address” checked to specify that the mailing address is the same as residential address or can uncheck it and enter data related to mailing address (Country, Locality, Street, Property and Postcode).

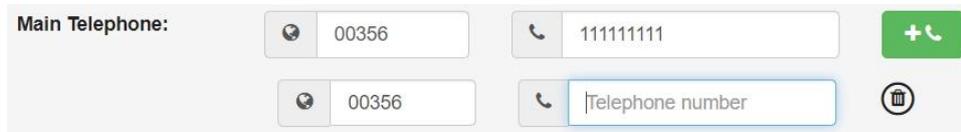
Mailing Address Same as Residence Address

Country: Select Country
Locality: Locality...
Street: Street...
Property: Property...
Postcode: Postcode...

For both addresses, if Malta is selected, Locality and Street become drop-down lists. For any other country these fields are input fields where Applicant can enter free text.



One or more telephone or mobile numbers may be inputted. Applicant needs to specify which main number is. In order to add another phone number, the button  or  is to be pressed.



Main Telephone:

	00356		111111111	
	00356		Telephone number	

Applicant can also input more than one email address. To add more email addresses Applicant can click on button .

Trash  button can be used for deleting phone or e-mail address.

As contact mode applicant can select SMS or Email or both by checking the checkbox beside each option. This way Applicant determines how he/she would like to receive notifications.

In order to finish registration process, the button 'Register' is to be pressed. This will open the Main Screen ([refer to Section 3](#)).

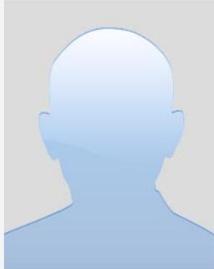
2.2 Applicant Registration – Non-Maltese applicants

Don't have an account? [Sign Up!](#)

In order to register, the link 'Sing Up' is to be pressed on **CUSTOM SING IN** window. This will open 'Applicant Registration' page.

On Personal Details, Applicant needs to enter Passport Number, Title (this dropdown-list will be populated from the 'Manage Titles' table by Admin), Name, Surname, Known As, Maiden Surname, Gender (this dropdown-list will be populated from the 'Manage Genders' table by Admin), Marital Status (this dropdown-list will be populated from the 'Manage Marital Status' table by Admin), Date of Birth (click in input field and select date), Nationality, Second Nationality (these dropdown-lists will be populated from the 'Manage Countries table by Admin) and Main Occupation.



Step 1 Personal Details		Step 2 Contact Details	
Passport Number:	<input type="text"/>		
Title:	<input type="text" value="Select Title"/>		
Name:	<input type="text"/>	Surname:	<input type="text"/>
Known As:	<input type="text"/>	Maiden Surname:	<input type="text"/>
Gender:	<input type="text" value="Select Gender"/>		
Marital Status:	<input type="text" value="Select Marital St"/>		
Date of Birth:	<input type="text"/>		
Nationality:	<input type="text" value="-"/>	Second Nationality:	<input type="text" value="-"/>
Main Occupation:	<input type="text" value="-"/>	Other	<input type="checkbox"/>
Upload Photo ⁱ			
Passport Photo			

As Main Occupation can be selected 'Midwife' or 'Nurse' but there is also checkbox 'Other' which enables Applicant to type in free text. This checkbox turn drop-down list into input filed as shown below.

Main Occupation:	<input type="text" value="Specify"/>	Other	<input checked="" type="checkbox"/>
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In order to upload Passport Photo, Applicant needs to click on Avatar image (place holder for passport photo). This will prompt the system to show the pop-up 'Open' where Applicant can find and select Passport Photo to upload.

On Contact Details, Applicant needs to enter Residence Address, Mailing Address, Main Telephone, Main Mobile, Email Address and Preferred Contact Mode (SMS, Email or both).



Step 1 Personal Details	Step 2 Contact Details
----------------------------	---------------------------

Residence Address

Country:

Locality:

Street:

Property:

Postcode:

Mailing Address Same as Residence Address

Main Telephone:

Main Mobile:

Main Email:

Confirm Email:

Preferred Contact Mode: SMS Email

I Hereby Authorise The Council To Forward My Address And Contact Details To Third Parties Who Would Like To Correspond With Me

[Register](#)

For Mailing Address Applicant can leave “Same as residence address” checked to specify that the mailing address is the same as residential address or can uncheck it and enter data related to mailing address (Country, Locality, Street, Property and Postcode) as shown below.

Mailing Address Same as Residence Address

Country:

Locality:

Street:

Property:

Postcode:

For the address, if Malta is selected, Locality and Street become drop-down lists. For any other country these fields are input fields where Applicant can enter free text.

Since Applicant is registered for the first time, he/she will need to confirm the validity of the email address provided, by entering Applicant code received by an email.



Confirm Email

Please Confirm The Validity of the Email Address Provided!

Please check your email account You should have received an email with a **confirmation code**. You can either enter the confirmation code given in the textbox below or click on the provided link in the email to proceed with your application.

Applicant Code *

Proceed

Applicant can copy/paste code and click on 'Proceed' button. This will open page 'Change Password' where Applicant can set up a password.

Change Password

Password

Confirm password

Set Password

The password should be not less than 8 characters and must contain:

- At least one uppercase letter
- At least one lowercase letter
- At least one number between 0 and 9
- At least one symbol

The same password needs to be entered in both fields. On 'Set Password', the Main Screen opens ([refer to Section 3](#)).



3. Applicant Main Screen

The Main Screen is split into five main functionalities:

- Search Health Care Professionals ([refer to Section 3.3](#))
- Update your personal details ([refer to Section 3.4](#))
- Submit a new Application ([refer to Section 3.5](#))
- Add your Qualifications and Specialities ([refer to Section 3.6](#))
- Request a Service ([refer to Section 3.7](#))

These functionalities are available for all Applicants.

GOV ID: 0602796M Name: Dr FARRUGIA ANTIDA
 Historical registry: No
 Gender: Female Date of Birth: 26/01/1996 Nationality: Maltese
 Residential Address: EL ELYON, FL 1, TRIQ SIDTNA TAL-ANGLI, ZEBBUG [Haz-Zebbug (Ċittà Rohan)], MALTA, -
 Mailing Address: EL ELYON, FL 1, TRIQ SIDTNA TAL-ANGLI, ZEBBUG [Haz-Zebbug (Ċittà Rohan)], MALTA, -
 Main Occupation: Test

[Search Health Care Professionals](#) [Update your personal details!](#)
[Submit a new Application](#) [Add your Qualifications and Specialities](#)
[Request a Service](#)

Applications and Payments can be accessed from the ‘Applications and Payments’ tab ([refer to Section 3.1](#)).

Applications and Payments Qualifications and Specialities Services

Applications

Search:

Submitted Date	Registered Date	Profession	Special Part	Expiry Date	Status	
12/10/2021	-	Nurse	General Nurse Full	-	AWAITING PROCESSING PAYMENT	Refresh Delete
12/10/2021	12/10/2021	Midwife	General Midwife Full	12/06/2023	CANCELLED	Refresh

Payments

Search:

Date	Description	Amount (€)	Status	
12/10/2021	Application Processing Fee	30.00	PENDING	Refresh
12/10/2021	Application Processing Fee	2.00	PAID (12/10/2021)	

Qualifications and Specialities can be accessed from the ‘Qualifications and Specialities’ tab. ([refer to Section 3.2](#))

Qualifications

Search:

Qualification	University	Country	Status
Bachelor in Community Nursing	Malta College of Arts, Science and Technology	MALTA	PENDING VETTING
PG Diploma in Adult Nursing	University of Malta	MALTA	PENDING VETTING
PG Diploma in Public Health Nursing	Malta College of Arts, Science and Technology	MALTA	REQUEST FOR CLIENT MODIFICATION 

Specialities

Search:

Speciality	University	Country	Status
Pediatric Nurse	Malta College of Arts, Science and Technology	BELGIUM	PENDING VETTING
1st Level Nurse	Malta College of Arts, Science and Technology	MALTA	PENDING VETTING
Mental Health	Malta College of Arts, Science and Technology	MALTA	PENDING VETTING

3.1 Applications and Payments

Applications and payments can be accessed from the 'Applications and Payments' tab.

Following functionalities are enabled depending on status of the application or payment:

- Edit Application  ([refer to section 3.1.1](#))
- Renew Application  - only for Non-Maltese and Non-EU Applicants ([refer to section 3.1.2](#))
- Cancel Application  ([refer to section 3.1.3](#))
- Payment of Fees  ([refer to section 3.1.4](#))

3.1.1 Edit Application

Edit Application functionality is available when application has status NEW or REQUEST FOR CLIENT MODIFICATION.

NEW status means that registration has already started. In order to finish registration, Applicant needs to click on  button. He/she will be able to go through each part of application. Some of previously entered data will be displayed. Applicant needs to enter all data that are missing.

REQUEST FOR CLIENT MODIFICATION means that some Modification request has been sent by Admin. In order to apply Modification request, Applicant needs to click on  button. This opens "Application Modification Request" page where Applicant can see all modification requests related to application.



Application Modification Request



Qualifications

Qual mod

Practical Training

PT mod

▶ Go to Application

“Go to Application” button opens application and Applicant is able to go through each part of application and apply modifications.

3.1.2 Renew Application – Non-Maltese and Non-EU Applicants

Only applications with status APPROVED/REGISTERED can be renewed. Application needs to go through process of registration in order to get status APPROVED/REGISTERED (refer to Section [3.5](#)) and through vetting procedure by Admin.

Status APPROVED/REGISTERED (REQUIRES RENEWAL) means that application can be renewed.

This status appears depending on settings on ‘Manage Profession Special Parts’ (Admin part) and on Expiry Date.

When the expiration date comes, status of the application becomes APPROVED/REGISTERED (REQUIRES RENEWAL) as shown below.

17/02/2021	17/02/2021	Nurse	General Nurse Full	20/02/2021	APPROVED / REGISTERED (REQUIRES RENEWAL)		
------------	------------	-------	--------------------	------------	--	--	--

In order to renew application, Applicant needs to click on button. This will prompt the system to show the page ‘Renew Application’ as shown below

Renew Application

Register :

Nurse

Special Part :

General Nurse Full

Please Note:

- You will be requested to upload renewal documents
- After that you will be to check your details and amend those details that can be edited
- For details that cannot be amended you are required to contact the council
- After details have been approved by the council, your application will be renewed

Application Documents

Testing.pdf

Renewal Documents

Attention! You need to upload the required documents in order to renew your application

Certificate of Current Professional Status

Choose Files No file chosen



» Continue with Renewal »



In 'Application Documents' section, there are links which are the names of the documents of the application. In order to open any document, Applicant can click on link (file name) and document will open in new tab.

In order to continue with renewal, Applicant needs to upload required documents in 'Renewal Documents' section.

NOTE: There will be info if Applicant does not need to upload additional documents. Required documents are marked with *.

To upload document, Applicant needs to click on 'Choose File' button (name of the button depends on browser). This will prompt the system to show the pop-up 'Open' where Applicant can find and select file to upload.

After click on "Continue with Renewal" button and successful upload of renewal documents, page with personal and workplace details of Applicant opens, where he/she can add/edit details like Mailing Address, Phone Number, Work Places etc. After click on "Continue" button status of the application becomes APPROVED / REGISTERED (AWAITING RENEWAL APPROVAL).

12/10/2021	12/10/2021	Nurse	General Nurse Full	01/12/2021	APPROVED / REGISTERED (AWAITING RENEWAL APPROVAL)		
------------	------------	-------	--------------------	------------	---	--	--

After the request is being approved by Admin, one application with status RENEWED and one with status APPROVED/REGISTERED appears as shown below.

Submitted Date	Registered Date	Profession	Special Part	Expiry Date	Status		
12/10/2021	12/10/2021	Nurse	General Nurse Full	12/11/2021	APPROVED / REGISTERED (REQUIRES RENEWAL)		
12/10/2021	12/10/2021	Nurse	General Nurse Full	01/12/2021	RENEWED		

3.1.3 Cancel Application

Applicant can cancel application.

Applications and Payments Qualifications and Specialities Services

Applications

Search:

Submitted Date	Registered Date	Profession	Special Part	Expiry Date	Status		
12/10/2021	-	Nurse	General Nurse Full	-	AWAITING PROCESSING PAYMENT		
12/10/2021	12/10/2021	Midwife	General Midwife Full	12/06/2023	CANCELLED		

In order to cancel application, Applicant needs to click on the button. This will prompt the system to show a pop-up with the 'Cancel Reason' drop-down list as shown below.



Cancel Application

Cancel Reason:

- Select Cancelled Reason
- Applicant failed to complete registration.
- OTHER

Save Cancellation

Applicant needs to select a reason for canceling application from the drop-down list. If the reason for canceling is not in the drop-down list, Applicant can select 'OTHER' and type in reason in input field as shown below.

Cancel Application

Cancel Reason:

Other Reason:

Save Cancellation

To continue with cancelling procedure, button 'Save Cancellation' is to be pressed.

Status of the application changes to PENDING APPLICATION CANCELLATION.

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
17/02/2021	-	Midwife	General Midwife Temp	-	PENDING APPLICATION CANCELLATION

After cancellation is being approved by Admin, status changes to CANCELLED.

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
17/02/2021	-	Midwife	General Midwife Temp	-	CANCELLED

3.1.4 Payment of Fees

In "Payments" section, when Fee has status PENDING, it means that Fee requires payment.

Applicant can pay Fee by clicking on  button. This will prompt the system to show the page with 'Payment Details' as shown below.



Payment

⚠ Please input details requested below and click Continue to submit the transaction. Ensure that the Continue button is clicked only ONCE.

Payment Details

Fields with an * are required.

Card Type *

Expiry *

Card Holder Name *

Card Number *

E-mail

Total amount that will be charged to your card is € I have read and accept terms and conditions

Continue
Clear
Cancel

Applicant can make a payment or cancel it.

3.1.4.1 Making a Payment

In 'Payments' section Applicant can find 'Pay' button to pay Fee with status PENDING as shown below.

Payments

Search:

Date	Description	Amount (€)	Status	
17/02/2021	Application Processing Fee	2.00	PENDING	

Date	Description	Amount (€)	Status
------	-------------	--------------	--------

Previous 1 Next

Click on button would open 'Payment Details'.

If Applicants decides to pay, on 'Payment Details' he/she should find and selects his/her card type from "Card Type" drop-down list (e.g. MASTERCARD). In "Card Number" input filed he/she should type his/her card number. Each card has expiry date so Applicant should select month and year from drop-down list.

Applicant should also input CVV number. This filed appears as soon as Applicant selects card type. If he/she is not sure where to find CVV number on the card, he/she can click on info icon :



CVV* [input field with three dots]

E [input field]

IF LOST OR STOLEN, PLEASE RETURN TO ANY BRANCH OF YOUR BANK

AUTHORIZED SIGNATURE - NOT VALID UNLESS SIGNED

0000 0000

0000 1534 2678 0000

ISSUED BY YOUR BANK

FIRSTNAME LASTNAME

and conditions [icon]

CVV

Input fields, “Card Holder Name” and “E-mail” are also required so Applicant needs to fill them too. Applicant can read “Terms and Conditions” by clicking on icon [icon] beside text “I have read and accept terms and conditions” and needs to check it.

I have read and accept terms and conditions [icon]

Applicant needs to click on “Continue” to submit the transaction.

If payment was successful info “Your payment has been received successfully” appears as shown below.

Payment

⚠ Please input details requested below and click Continue to submit the transaction. Ensure that the Continue button is clicked only ONCE.

Successful!

🎉 Your payment has been received successfully.

[Click Here](#) to close this page.

On “Click Here” button, Main Screen opens.

Payment status is changed to PAID as shown below.

17/02/2021	Application Processing Fee	2.00	PAID (17/02/2021)
------------	----------------------------	------	-------------------

3.1.4.2 Cancelling Payment

In order to cancel payment, Applicant can click on ‘Cancel’ button and message “Your payment has been cancelled’ would appear.



Cancelled!

Your payment has been cancelled.

[Click Here](#) to close this page.

On 'Click Here', Main Screen would open. In 'Applications' section, application status would be AWAITING PROCESSING PAYMENT as shown below.

Applications and Payments Qualifications and Specialities

Applications

Search:

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
17/02/2021	-	Nurse	General Nurse Full	-	AWAITING PROCESSING PAYMENT

In 'Payments' section, Fee status would be PENDING as shown below.

Payments

Search:

Date	Description	Amount (€)	Status
17/02/2021	Application Processing Fee	2.00	PENDING

Date Description Amount (€) Status
 Previous Next

3.2 Qualifications and Specialities

On "Qualifications and Specialities" tab, Applicant can see status of each qualification and speciality.

IMPORTANT! When 'Enable Specialities' is uncheck on 'Manage Specialities' page by Admin, only 'Qualifications' tab is available.

Applications and Payments **Qualifications and Specialities** Services

Qualifications

Search:

Qualification	University	Country	Status
Bachelor in Community Nursing	Malta College of Arts, Science and Technology	MALTA	PENDING VETTING
PG Diploma in Adult Nursing	University of Malta	MALTA	PENDING VETTING
PG Diploma in Public Health Nursing	Malta College of Arts, Science and Technology	MALTA	REQUEST FOR CLIENT MODIFICATION

Qualification University Country Status



Specialities

Search:

Speciality	University	Country	Status
Pediatric Nurse	Malta College of Arts, Science and Technology	BELGIUM	PENDING VETTING
1st Level Nurse	Malta College of Arts, Science and Technology	MALTA	PENDING VETTING
Mental Health	Malta College of Arts, Science and Technology	MALTA	PENDING VETTING

Status REQUEST FOR CLIENT MODIFICATION, means that request for changes has been sent by the Admin. Applicant can click on  button to view modification requests as shown below.

Application Modification Request



Qualifications
Qualification modification details - testing

[Go to Specialities and Qualifications](#)

After clicking on “Go to Specialities and Qualifications” button, page ‘Add New Specialities and Qualifications to your account’ opens where Applicant can apply modifications. Regardless of whether the applicant will upload the file on the page for uploading files or not, status of Specialities and/or Qualifications will change to PENDING VETTING.

3.3 Search Health Care Professionals

On Applicant Main Screen there is “Search Health Care Professionals” button which opens “Health Professional Search” page.

Applicant can input any of the criteria and start the search by clicking on the “Search” button, or search for all of Applicants by leaving all of the fields empty and clicking on the “Search” button. Table with list of Applicants’ details (Name, Email, Telephone and Mobile Number) will be displayed.



Health Professional Search



Name : Surname:

Profession:

Search

Applicant Name	Email	Telephone	Mobile Number
Zerafa Melanie	test@test5813.com	(00356) -	(00356) 79005167
Zerafa Michael	test@test4474.com	(00356) -	(00356)
Zerafa Rennie	test@test4357.com	(00356) 27009778	(00356) 99672790
Zerafa Rose Angela	test@test4115.com	(00356) 21662247	(00356) 79327945
Zerafa Vanessa	test@test5695.com	(00356) 21423448	(00356)
Zerafa Sladden Jacqueline	test@test4679.com	(00356) 21896328	(00356) 79278028
Zlatareva Nataliya Lyudmilova	test@test4229.com	(00356) -	(00356)

Previous 1 ... 376 377 378 379 **380** Next

3.4 Update your personal details

Applicant can click on “Update your personal details” button to manage his/her personal and workplace details.

NOTE: Only white fields can be edited. For example, Applicant can change his/her title but not name and surname.

Step 1 Personal Details Step 2 Workplace Details

ID Card Number:

Title:

Name: Surname:

Marital Status:

Known As:



Residence Address

Country: MALTA
Locality: ATTARD [H' Attard]
Street: TRIQ IL- KROMB
Property: 37, YUCCA
Postcode: ATD 15

Mailing Address Same as Residence Address

Main Telephone: 00356 1111111

Main Mobile: 00356 22222222

Main Email: tomfox784@yahoo.com

Confirm Email: Re-enter the e-mail address for confirmation

Preferred Contact Mode: SMS Email

I Hereby Authorise The Council To Forward My Address And Contact Details To Third Parties Who Would Like To Correspond With Me

On "Personal Details" tab, Maltese Applicant cannot change Residence Address while Non-Maltese can.

Within "Work Experience" tab, Applicant can add another workplace by clicking on the "Add a Workplace" button. Applicant can select from drop-down lists work place, work role and work type. In calendar, which opens on click, within input fields "Starting From" and "Till", can select date.

Step 1 Personal Details | Step 2 Workplace Details

Work Place: Primary Health Care

Work Role: Assistant

Starting From: 03/01/2017

If the work place is not on the list, Applicant can check "Other" and input free text. In this case, there are required fields like Country, Locality, Property and Postcode.

NOTE: Street is not required field.



Work Place: Other

Country:

Locality:

Street:

Property:

Postcode:

Work Role: Work Type:

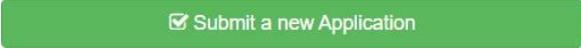
Starting From: Till:

After saving workplace by clicking on “Save this Workplace” button , this button becomes replaced with “Edit this Workplace” button . If Applicant wants to make some changes or remove the workplace, Applicant must first click on “Edit” button and then all fields become enabled. Also, he/she can hide  and show  workplace’s details.

To send request for update, Applicant needs to click on “Send Update Request” button at the bottom of the page.

NOTE: If Applicant has already sent modification request, he/she needs to wait for system administrator to approve details modification before changing details and sending another request. All fields are disabled and buttons for adding workplace and sending update request are not displayed.

3.5 Submit a new Application

Applicant can submit application by clicking on the  button. This will prompt the system to show ‘Submit an Application’ page for selecting register and Special Part as shown below.

Section help! Please choose your preferred Special Part from below.

Register :* ⓘ

Special Part :* ⓘ

He/she needs to select first register and then a related Special Part. The Special Part specifies the type of profession that the Applicant is registered for. When Applicant selects Special Part, he/she will be able to see the fee amount for that Special Part and the button “Continue to Qualifications” as shown below.



Submit an Application

[Continue to Qualifications »](#)

Section help! Please choose your preferred Special Part from below.

Register :* ⓘ

Special Part :* ⓘ

Fee: (€) 30

If temporary Special Part is selected, field 'Temporary Registration Duration (Months)' appears as shown below.

Submit an Application

[Continue to Qualifications »](#)

Section help! Please choose your preferred Special Part from below.

Register :* ⓘ

Special Part :* ⓘ

Temporary Registration Duration (Months) : ⓘ

Fee: (€) 12

Click on the button "Continue to Qualifications" opens the "Qualifications" page where Applicant can add as many qualifications as he/she has.

NOTE: If there is an active Disciplinary Proceeding "Do not allow application creation", an application cannot be created.

On 'Qualifications' page, in order to add a Qualification, the green button '+ Add Qualification' is to be pressed. This reveals Qualification drop-down list (this is a dropdown-list which will be populated from the 'Manage Qualifications' Table by Admin), University drop-down list (this is a dropdown-list which will be populated from the 'Manage Universities' Table by Admin), Country drop-down list (this is a dropdown-list which will be populated from the 'Manage Countries' Table by Admin), Confer Year, Remarks input field and button for uploading certificate.



Qualifications

Section help! Please enter your Qualifications below.

+ Add Qualification



Qualification: *	<input type="text" value="Bachelor in Adult Nursing"/>	
University: *	<input type="text" value="University of Malta"/>	University Not Listed <input type="checkbox"/>
Country: *	<input type="text" value="MALTA"/>	
Confer Year: *	<input type="text" value="2019"/>	
Remarks: *	<input type="text"/>	
Certificate: *	<input type="button" value="Choose File"/> Testing.pdf	

» Continue with Application

Checkbox “University Not Listed” enables Applicant to input a university that is not on the list. Drop-down list becomes input field where he/she can input university name.

University:	<input type="text" value="University"/>	University Not Listed <input checked="" type="checkbox"/>
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Applicant needs to upload Certificate by clicking on ‘Choose File’ button (name of the button depends on browser) and opening the file.

Button “Continue with Application” at the bottom can open page with “First Registration” and “Practical Training” sections or directly page for uploading documents. This depend on selected Register and Special Part. E.g. page for uploading documents would open after ‘Qualifications’ page for Register ‘Midwife’ and Special Part ‘General Midwife Temp’.

For selected Register ‘Nurse’ and Special Part ‘General Nurse Full’, on ‘Continue with Application’, page ‘Nurse Section’ opens.

In ‘First Registration’ section Applicant can select First Registration Date. To select Date, Applicant needs to click into field and select date on Calendar as shown below.



23/05/2019

« May 2019 »						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Clear

First Registration Number and Competent Authority are fields where Applicant can type in free text.

First Registration

Section help! Registered and acquired the right to practice as a nurse in your member state.

Disclaimer! This section is not applicable to applicants who are applying with a competent authority in an EU member state for the first time and for Maltese applicants.

First Registration Date :

First Registration Number :

Competent Authority :

Upload a document: * Testing.pdf

Certificate of Current Professional status is required and can be uploaded using 'Choose File' button (name of the button depends on browser).

NOTE: If Applicants wants to upload some other document, he/she needs to click first on 'Remove the document' button and then on 'Choose File' button.

To add Practical training, Applicant needs to click on "Add another Training" button. This reveal following fields: 'Date From' and 'Date To', 'Work Place Description' and 'Hours per Week'.



Practical Training

Section help! Practical Training acquired before eligible in your country.



Date From:

25/06/2015

Date To:

19/05/2020

Work Place
Description:

WPD - Test

Hours per Week

30

+ Add another Training

To set date, Applicant needs to click into field and selects date from calendar as shown below.

« May 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear

19/05/2020

In field 'Work Place Description', Applicant needs to type in place where the training sessions were held. 'Hours per Week' is also required field.

For **Non-Maltese Applicants**, on 'Nurse Section' page there is also 'Full-Time Experiences' section. In this section Applicant can add work place(s). In order to add work place, Applicant needs to click on 'Add another Work Place' button. This reveal following fields: Work Place, Work Role, Work Type, 'Other' checkbox and Date fields as shown below.



Full-Time Experiences

Section help! Any Full-Time experience since you first acquired right to practice.



Work Place: *	<input type="text" value="Mater Dei Hospital"/>	Other <input type="checkbox"/>	
Work Role: *	<input type="text" value="Senior Nursing Manager"/>	Work Type: *	<input type="text" value="Full-Time"/>
Starting From: *	<input type="text" value="02/02/2021"/>	Till:	<input type="text"/>

+ Add another Work Place

Work Place can be selected from the drop-down list (this is a dropdown-list which will be populated from the 'Manage Work Places' Table by Admin). If the work place is not on the list, Applicant can check "Other" and input free text. In this case, there are required fields like Country, Locality, Property and Postcode.

NOTE: Street is not required field.



Work Place: *	<input type="text"/>	Other <input checked="" type="checkbox"/>	
Country: *	<input type="text" value="Select Country"/>		
Locality: *	<input type="text" value="Locality..."/>		
Street:	<input type="text" value="Street..."/>		
Property: *	<input type="text" value="Property..."/>		
Postcode:	<input type="text" value="Postcode..."/>		
Work Role: *	<input type="text" value="Select Work Role"/>	Work Type: *	<input type="text" value="Select Work Type"/>
Starting From: *	<input type="text"/>	Till:	<input type="text"/>

After saving workplace by clicking on "Save this Workplace" button , this button becomes replaced with "Edit this Workplace" button . If Applicant wants to make some changes or remove the workplace, Applicant must first click on "Edit" button and then all fields become enabled. Also, he/she can hide  and show  workplace's details.

Click on button "Continue with Application" opens page for uploading documents.



Document Name		Supplied Directly by Competent Authority
(SPECIAL PART) Certificate of Current Professional Status	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> ⓘ
(QUALIFICATION COUNTRY DOCUMENT) Copy of Identity Card *	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> ⓘ
(QUALIFICATION COUNTRY DOCUMENT) Police Conduct *	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> ⓘ

[+ Add an additional document](#)

Please tick all the below declarations.

- ONLY ELECTRONIC DOCUMENTS ARE CURRENTLY BEING ACCEPTED
- ALL MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION

[» Submit the Application](#)

Applicant can either upload document or check “Supplied Directly by Competent Authority”. To upload document, Applicant needs to click on “Choose File” button of the respective document, find it and open it.

Documents marked with asterisk are required. If required document is neither uploaded nor checked info message appears as shown below.

• File (QUALIFICATION COUNTRY DOCUMENT) Police Conduct is required, but no file was uploaded.

(SPECIAL PART) Certificate of Current Professional Status	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	ⓘ
(QUALIFICATION COUNTRY DOCUMENT) Copy of Identity Card *	<input type="button" value="Choose File"/> No file chosen	<input checked="" type="checkbox"/>	ⓘ
(QUALIFICATION COUNTRY DOCUMENT) Police Conduct *	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	ⓘ

It is also possible to upload additional documents before submitting the application by clicking on “Add an additional document” button.

[+ Add an additional document](#)

Document : No file chosen

Document Description :

NOTE: All disclaimers must be checked.

After uploading documents, Applicant can submit the application by clicking on “Submit the Application” button. This will prompt the system to show the page with the payment details ([refer to Section 3.1.4](#)).

After successful payment submitted application appears in table on “Applications and Payments” tab with status PENDING VETTING.



3.6 Add your Qualifications and Specialities

Applicant can add new specialities and qualifications by clicking on “Add your Qualifications and Specialities” button on Main Screen. This will open page with tabs ‘Specialities’ and ‘Qualifications’.

IMPORTANT! When ‘Enable Specialities’ is unchecked, on ‘Manage Specialities’ page by Admin, ‘Add your Qualifications’ button appears and only ‘Qualifications’ tab is available.

On both tabs there are green buttons ‘Add another Speciality’ and ‘Add another Qualification’ which reveals fields like Profession, Speciality, Qualification, University, Country, Confer Date etc.

Specialities	Qualifications
Section help! Please enter your Specialities below.	
Warning! If you do not see your speciality in the lists below, kindly contact one of our representatives.	
 	
Profession:	<input type="text" value="Nurse"/>
Speciality: *	<input type="text" value="1st Level Nurse"/>
University: *	<input type="text" value="Malta College of Arts, Science and Technology"/> <input type="checkbox"/> University is not listed
Country: *	<input type="text" value="MALTA"/>
Confer Date: *	<input type="text" value="15/01/2018"/>
Expiry Date: *	<input type="text" value="30/11/2022"/>
Remarks:	<input type="text"/>
<input type="button" value="+ Add another Speciality"/>	
<input type="button" value="✓ Update Account Information"/>	

On ‘Qualifications’ tab, there is button for uploading required Certificate file.



Specialities	Qualifications
--------------	----------------

Section help! Please enter your Qualifications below.



Qualification: *

University: * University Not Listed

Country: *

Confer Year: *

Remarks:

Certificate: * Testing.pdf

[+ Add another Qualification](#)

[✔ Update Account Information](#)

Applicant can enter more than one speciality and qualification. Checkbox “University Not Listed” on tabs “Specialities” and “Qualifications” enables Applicant to input a university that is not on the list. Drop-down list becomes input field where he/she can input university name as shown below.

University: University Not Listed

When Applicant is done with inputs, he/she can click on “Update Account Information” button at the bottom of the page, which opens page for uploading documents for his/her specialities.

Section help! Upload documents for your Specialities and Qualifications!

Specialities

Speciality	1st Level Nurse	University	Malta College of Arts, Science and Technology	<input type="button" value="Choose Files"/> No file chosen
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Qualifications

Qualification	Bachelor in Adult Nursing	University	University of Malta	Testing.pdf
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[✔ Upload documents](#)

To upload documents for Specialities, Applicant needs to click on “Choose File” button of the respective document. After selecting and opening file, Applicant needs to click on green button ‘Upload documents’ at the bottom of the page. If there are no documents to upload, Applicant can click on the red button “No documents to upload” in the upper right corner .

NOTE: Since certificate is already uploaded on “Qualifications” tab, “Choose File” button is not displayed here.

Added Qualifications and Specialities appear in table on tab “Qualifications and Specialities” with status PENDING VETTING.



3.7 Request a Service

Services tab list all the services applicant applied for and their statuses.

In order to add new one, blue button 'Request a Service' is to be pressed. This will prompt the system to open pop-up as shown below.

Service

Request a service : -- Select --

Save

Applicant needs to select service from the drop-down list (drop-down list, which is populated from the 'Manage Services' Table – Admin site) and click on 'Save' button. On save, the Page will refresh and the Service will be added to the Table. Status of the added service is PENDING VETTING.

After service is being approved by Admin (Service Vetting), status becomes AWAITING SERVICE PAYMENT and there is Service Fee ([refer to Section 3.1.4](#)) that needs to be paid.

Service Name	Service Cost (€)	Date Requested	Date Paid	Service Status
Service 2	10.00	12/10/2021	-	AWAITING SERVICE PAYMENT

Once Service Fee is paid, status of the service changes to APPROVED/PURCHASED.

Service Name	Service Cost (€)	Date Requested	Date Paid	Service Status
Service 2	10.00	12/10/2021	12/10/2021	APPROVED/PURCHASED