

# ANNUAL REPORT 2013



Singapore Nursing Board

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# ANNUAL REPORT 2013

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In the opinion of the Board, the annual report of the SINGAPORE NURSING BOARD are drawn up so as to present fairly the state of affairs of the SINGAPORE NURSING BOARD as at 31 March 2014.

On behalf of the Board,



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Ms Low Beng Hoi  
Chairman

August 2014



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Dr Pauline Tan Cheng Jee  
Registrar

August 2014

## ORGANISATION DETAILS

<b>Board Secretary</b>	<b>Mdm Kwek Puay Ee</b>
<b>Official Address</b>	<b>16 College Road, #01-01 College of Medicine Building, Singapore 169854</b>
<b>Operating Office</b>	<b>81 Kim Keat Road #08-00 Singapore 328836</b>
<b>Telephone</b>	<b>6478 5416</b>
<b>Fax</b>	<b>6353 3460</b>



## SINGAPORE NURSING BOARD

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### VISION

*World-Class Nursing for a Healthy Nation*

### MISSION

*To uphold professional nursing standards and honour the public trust*

## FOREWORD



### Welcome to Singapore Nursing Board's (SNB) Report for 2013

The past one year has continued to be a challenging one for the Board that saw SNB's regulatory structure and processes being reviewed and streamlined in response to changing needs and demands.

The Board engaged in collaborative relationships with nursing regulatory groups within the ASEAN region and internationally. It accepted an invitation to participate in Nursing and Midwifery Board of Australia (NMBA) Project that aimed to investigate international regulatory best practices in the assessment of internationally qualified nurses and midwives.

In August 2013, the Board bid farewell to Mrs Esther Lim, Assistant Executive Secretary, who retired. Esther has been a pioneer of SNB secretariat since the Board's inception in 2000 and has provided mentorship and guidance to the regulatory team.

Moving forward with strong leadership within the Board members and secretariat office, we continue to strive to be more efficient and effective in our regulatory role, protecting the safety and well being of the public as our primary goal.

***Ms Low Beng Hoi***  
***Chairman***

## BOARD MEMBERS

Appointed from 1 May 2012 to 30 April 2015

Position	Name	Designation
Chairman	Ms Low Beng Hoi	Director Nursing Khoo Teck Puat Hospital (Alexandra Health)
Registrar	Dr Pauline Tan Cheng Jee	Chief Nursing Officer Ministry of Health
Ex-officio Members	Dr Jeffery Lawrence Cutter	Director Communicable Diseases Division Ministry of Health
	Mrs Tan Cheng Neo Marion	Principal St Margaret's Secondary School
Members	Mr Ang David Chee Chim	Advisor Human Capital Singapore
	Mdm Tan Lay Geok	Director, Inpatient Operations Raffles Hospital
	Ms Chen Yee Chui	Director Nursing National Healthcare Group Polyclinics
	Dr Choo Li Nah	Director, Communications & Corporate Relations Department Agri-Food & Veterinary Authority of Singapore
	Ms Karen Koh Wei Lin	Advanced Practice Nurse Assistant Director Nursing National University Hospital
	Ms Koh Paulin	Director Nursing Changi General Hospital
	Dr Ma Lina Yee Sheung	Deputy Executive Director Lions Home for the Elders
	A/P Terry S H Kaan	Lecturer (till June 2014) Faculty of Law National University of Singapore
	Ms Koh Sioh Eng	Deputy Director Nursing Institute of Mental Health
	Dr Janet Choo Kim Lan	Director Case Management Changi General Hospital
	Mr Tay Wei Sern	Deputy Director (Health Sciences) School of Applied & Health Sciences ITE College East
	Ms Wong Luan Wah	Director School of Health Sciences (Nursing) Nanyang Polytechnic
	Mr Yong Keng Kwang	Director Nursing Tan Tock Seng Hospital

## KEY MANAGEMENT PERSONNEL

Designation	Name
Registrar	Dr Pauline Tan Cheng Jee
Executive Secretary	Mdm Kwek Puay Ee
Assistant Executive Secretary	Ms Ow Jee Hia (from 1 April 2014)



## KEY HIGHLIGHTS

The Board reviewed and revised accreditation guidelines and criteria for the Return to Nursing (RTN) programme for Registered Nurse (RN) and Enrolled Nurse (EN) to ensure that the RTN is aligned with Singapore's emerging healthcare needs and SNB's Core Competencies and Generic Skills at entry to practice level for the RN and EN. There is now a standardised RTN programme offered by two accredited providers: Sing Health Alice Lee Institute of Advanced Nursing (Singapore General Hospital) and National University Hospital (Nursing Education Unit)

In 2013, the planning and developmental stages of the Professional Registration System (PRS) were rolled out. The PRS will provide a common IT system for on-line services for all healthcare boards. SNB staff was actively engaged in the various developmental, testing and evaluative stages in collaboration with the other healthcare council/board representatives and vendor.

Last but not least, a significant event for SNB in 2013 was the retirement of Mrs Esther Lim, Assistant Executive Secretary for SNB since 2000. Board members and secretariat staff had a retirement reception for Esther at the end of August 2013 as we thank her for her 13 years of dedicated service to the nursing profession at SNB.



*Esther receives a memento plaque from Board Chairman*

## REGISTRATION

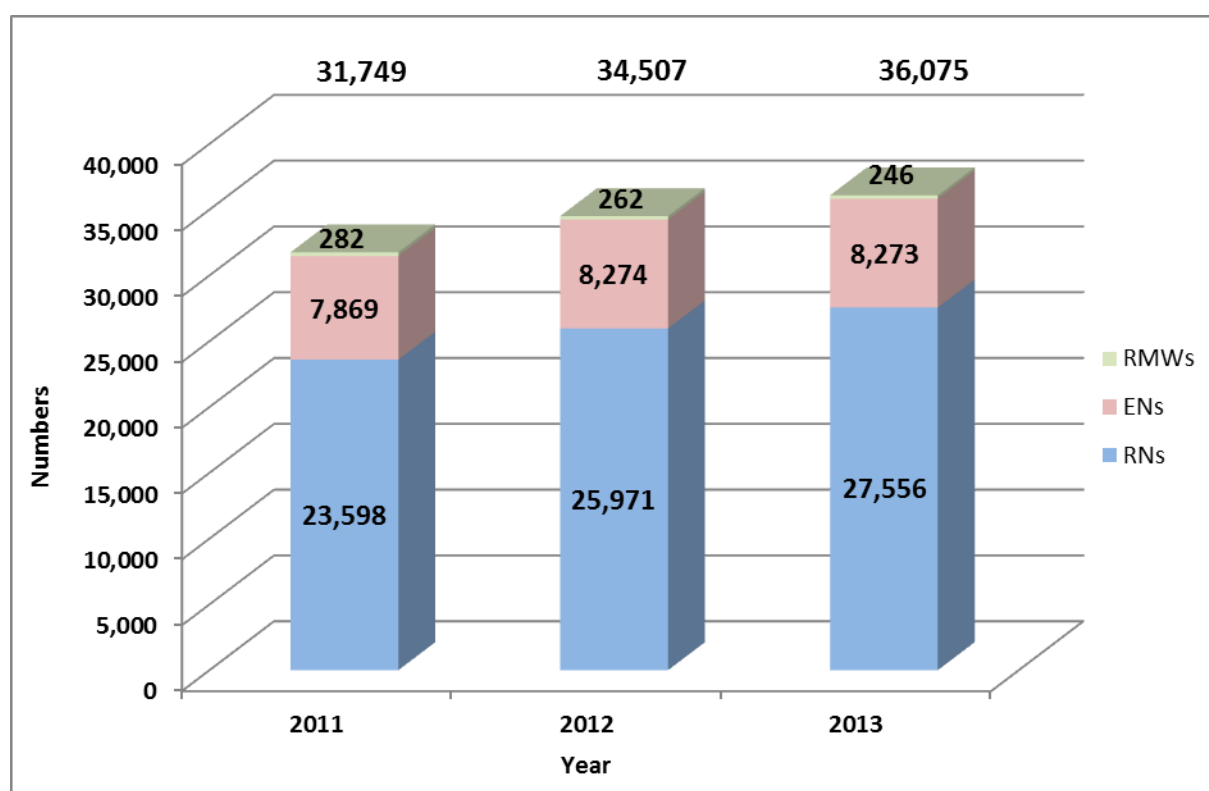
### I) **Total Number of Nurses and Registered Midwives**

By the end of 2013, there were a total of 36,075 Nurses and Registered Midwives on the Register and Roll. These numbers increased by 4.5% over the preceding year.

Of the 36,075 Nurses and Registered Midwives, 27,556 were Registered Nurses (RNs), 8,273 were Enrolled Nurses (ENs) and 246\* were Registered Midwives (RMWs) as illustrated in the chart below.

Selected characteristics of RNs, ENs and RMWs are available at Figures (A), (B) and (C) on pages 35 to 37.

**Chart 1: Total Number of Nurses and Registered Midwives\***



(\*Please note that the number of RMWs in this Chart refers to those who are not concurrently registered in another Register/ Roll of Nurses (Single Register).

## II) New Registrations/Enrolments

In 2013, a total of 2,997 new nurses/midwives were registered/enrolled

Table 1: Number of New Registrations/Enrolments for 2013

	Local*	Foreign	Total
Registered Nurse	820	1495	2315
Enrolled Nurse	362	314	676
Registered Midwife	1	5	6
Total	1183	1814	2997

\* Singaporeans and PRs

## III) Number of Registered Midwives

In 2013, there were a total of 1,385 midwives on the register of midwives (RMWs). A total of 246 RMWs were registered as RMWs only (Single Register), with the remaining 1,139 RMWs concurrently registered on at least one other register. To streamline the reporting of statistics, the 1,139 RMWs are counted as nurses instead (as reported in section (I) above).

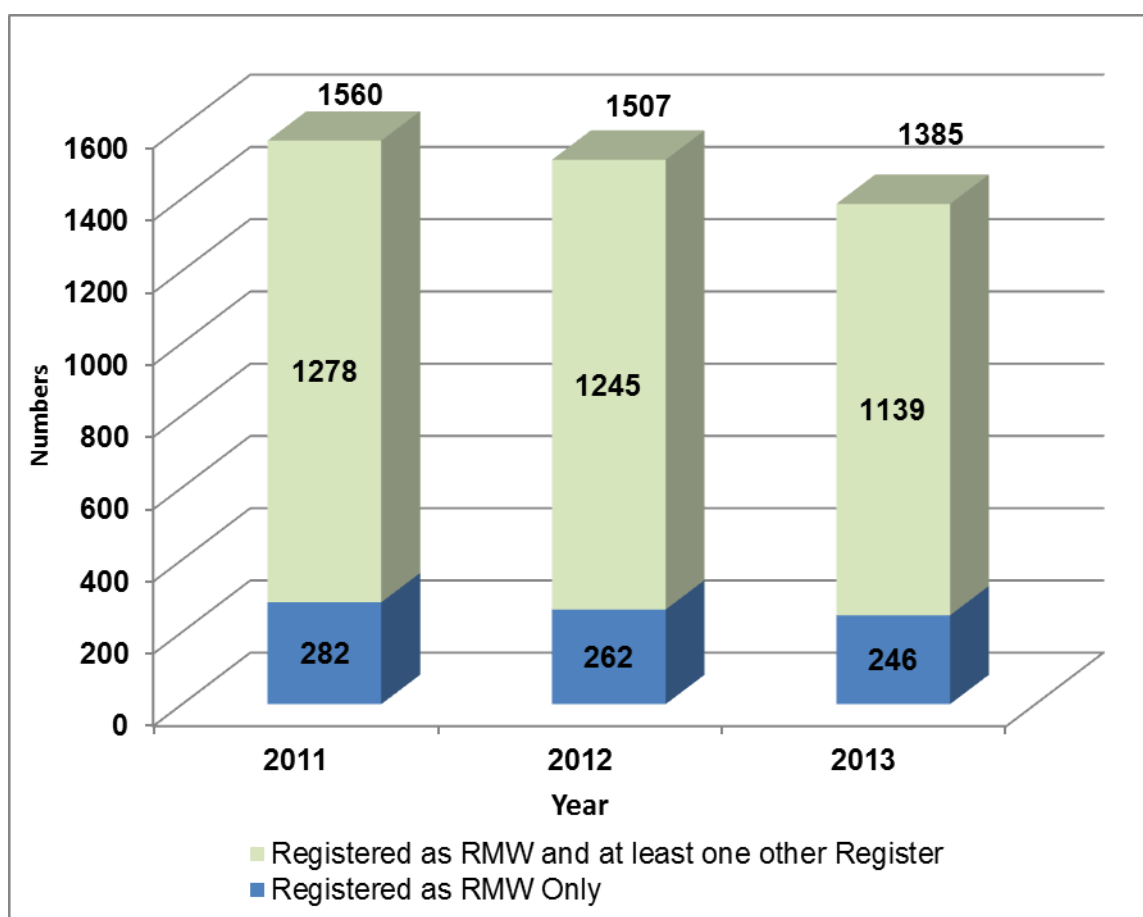
When RMWs were also concurrently registered as RNs (for example), it means that they can practise in both the scope of RN and RMW.

Selected characteristics of all 1,385 RMWs are available at Figure (D) on page 38.

Table 2: Number of Registered Midwives

	2011	2012	2013
Registered as RMW only	282	262	246
Registered as RMW and at least one other Register	1278	1245	1139
Total Number of RMWs	1560	1507	1385

Chart 2: Total Number of Registered Midwives



#### IV) Number of Registered Nurse (Psychiatric)

In 2013, there were a total of 572 on the psychiatric part of the register of Registered Nurses (RNP). A total of 24 RNPs were registered as RNPs only with the remaining 548 RNPs concurrently registered on at least one other register.

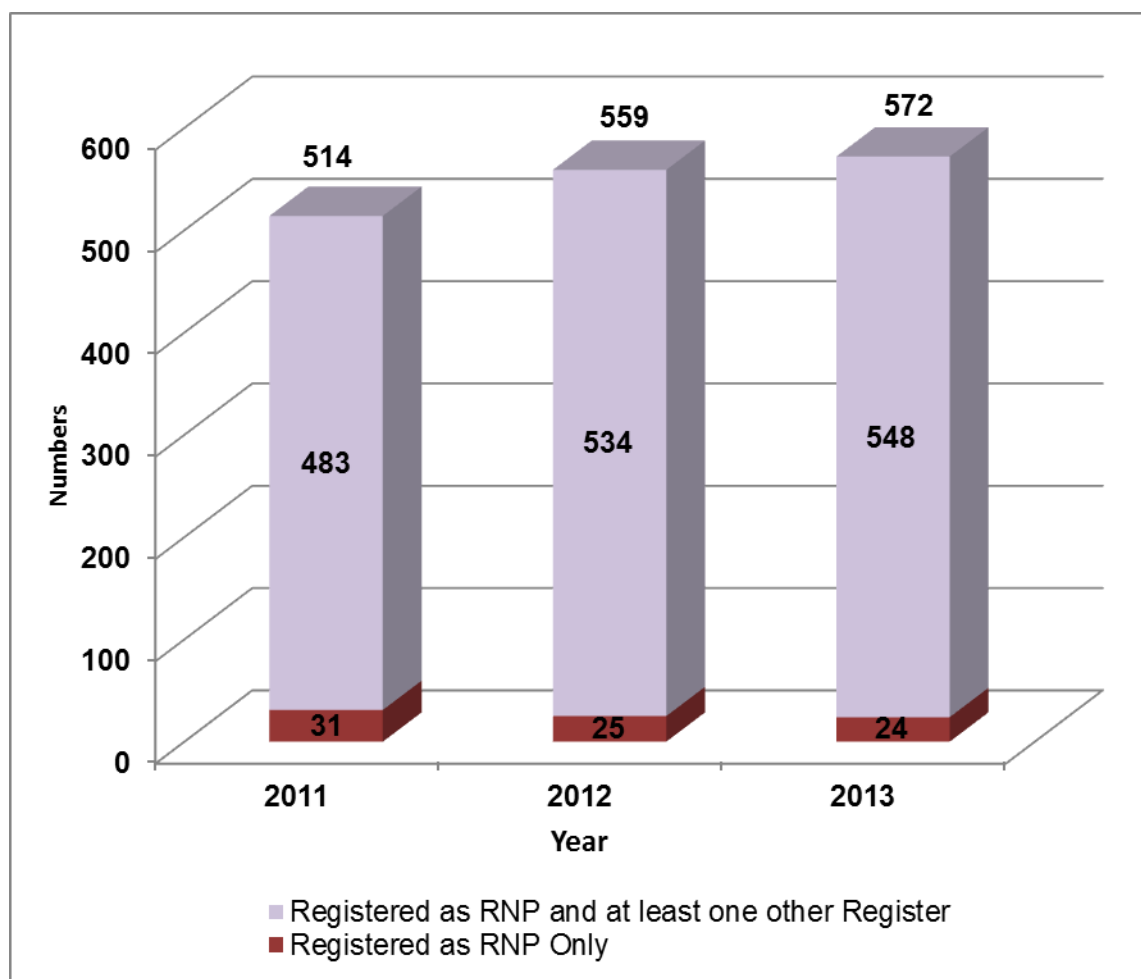
When a RNP is also concurrently registered as a RN (for example), it means that they can practise in both the scope of RN and RNP.

Selected characteristics of all 572 RNPs are available at Figure (E) on page 39.

Table 3: Number of Registered Nurse (Psychiatric)

	2011	2012	2013
Registered as RNP only	31	25	24
Registered as RNP and at least one other Register	483	534	548
<b>Total Number of RNP</b>	<b>514</b>	<b>559</b>	<b>572</b>

Chart 3: Total Number of Registered Nurse (Psychiatric)

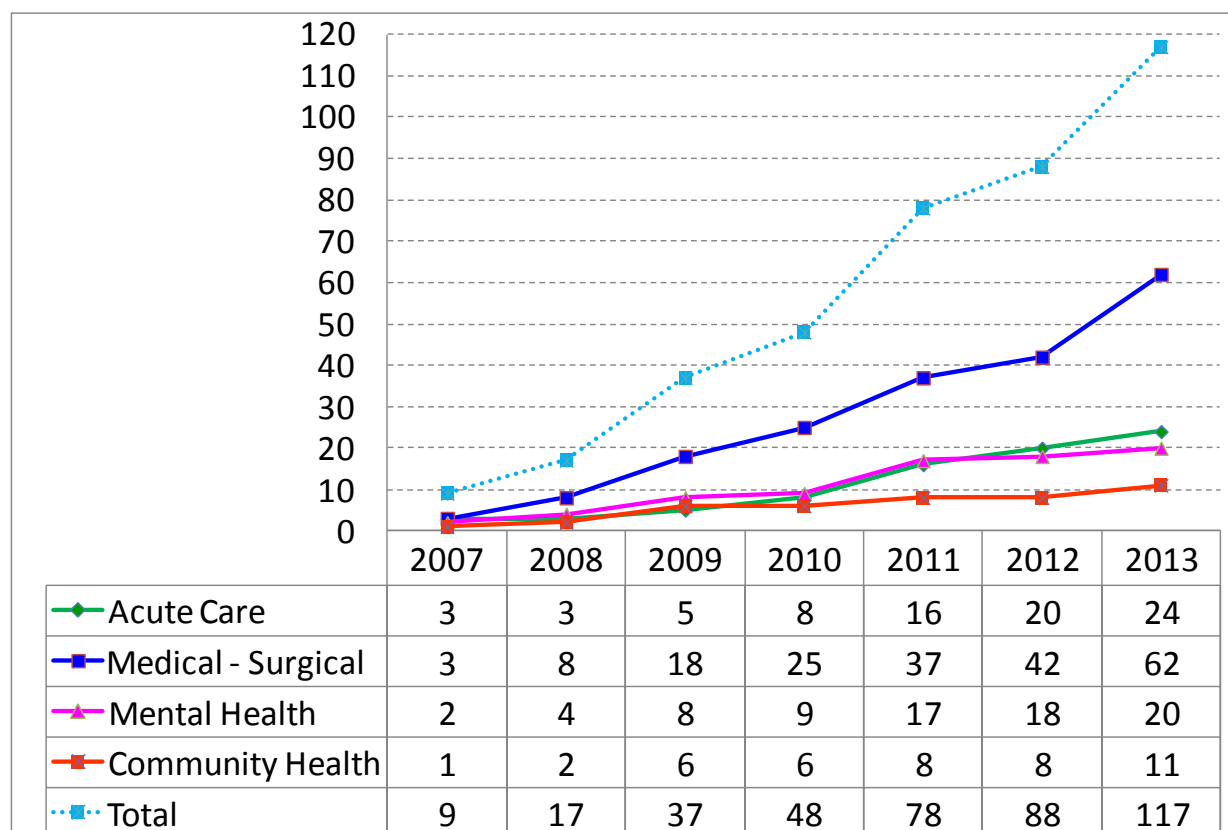


## ADVANCED PRACTICE NURSE (APN) CERTIFICATION

With 29 additional APNs certified in 2013, there were 117 fully certified APNs under the 4 Specialised Branches of Nursing namely Acute Care, Community, Medical/Surgical and Mental Health.

Selected characteristics of all 117 APNs are available at Figure (F) on page 40.

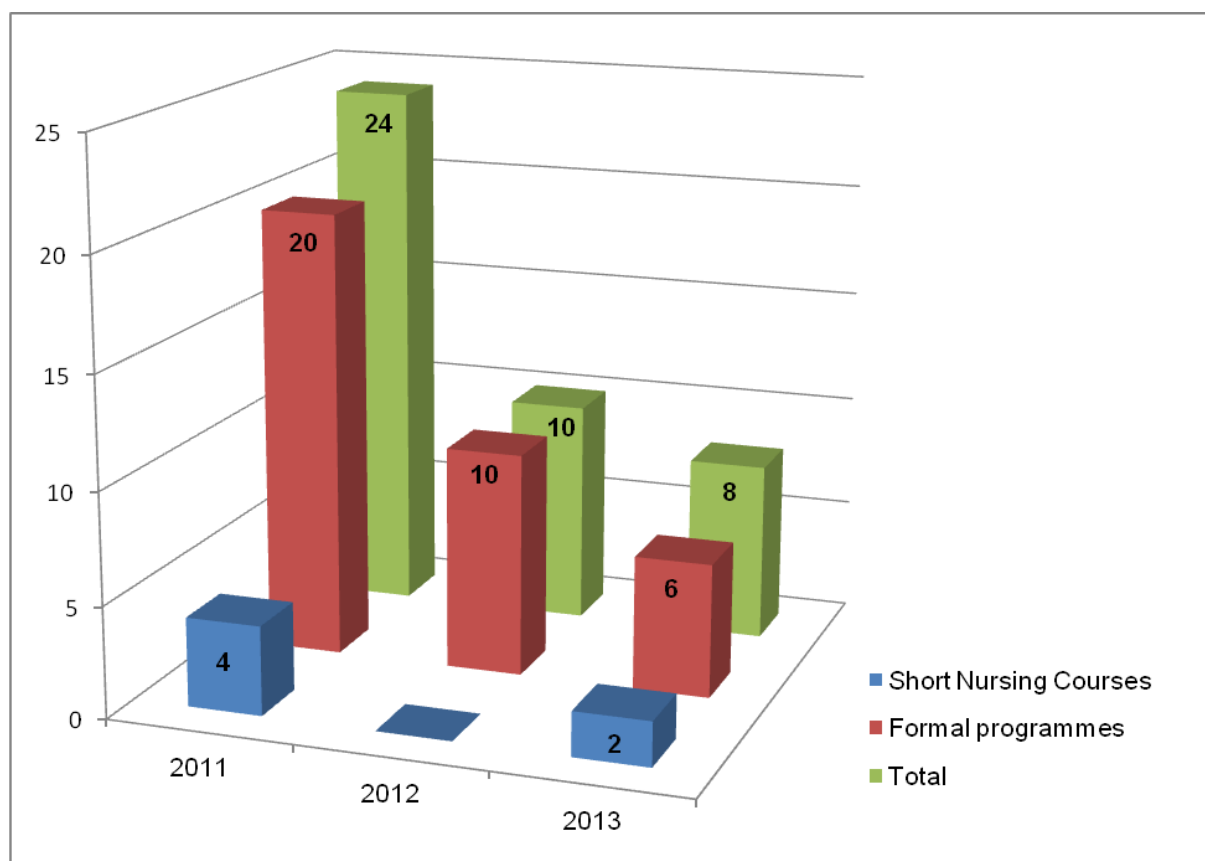
Chart 4: Total Number of APNs



## EDUCATION

A total of 8 programmes were accredited in 2013. Two programmes' accreditation applications were denied.

***Accreditation & re-accreditation of nursing programmes***



	2011	2012	2013
<b>Short Nursing Courses</b>	4	0	2
<b>Formal programmes</b>	20	10	6
<b>Total</b>	24	10	8

The Education Committee continued its core work of accrediting and re-accrediting clinical areas as suitable clinical practice areas for pre-registration, pre-enrolment and post-registration programmes. Two nursing homes were accredited for clinical nursing education, All Saints Home (Tampines & Hougang) and The Lantor Residence.

As of December 2013, there are a total of 66 clinical facilities that are accredited for clinical nursing education; they include acute care public and private hospitals, community hospitals, long-term care nursing homes, hospice care and specialised centres.

## Programmes Accredited or Re-accredited in 2013

Programme Title		Institution	Period
<b>Pre-enrolment Programme</b>			
1	Nitec in Nursing	Institute of Technical Education, College East	Dec 2013 to Dec 2017
<b>Advanced Diploma/ Specialist Diploma</b>			
3	Specialist Diploma in Nursing: Radiology Nursing	Nanyang Polytechnic	Jan 2013 to Jan 2016
4	Advanced Diploma in Nursing: Chronic Disease Management	Ngee Ann Polytechnic	Sep 2013 to Sep 2015

Programme Title		Institution	Period
<b>Post-registration Programmes (Bachelor)</b>			
1	Bachelor of Nursing	La Trobe University, Australia	May 2013 to May 2017
2	BSc (Nursing)	Edinburgh Napier University, UK	May 2013 to May 2017
3	BSc (Nursing)	Curtin University, Australia	Dec 2013 to Dec 2017

Programme Title		Institution	Period
<b>Short Nursing Course</b>			
1	Return to Nursing for RN & EN	SingHealth Alice Lee Institute of Advanced Nursing	Aug 2013 to Aug 2016
2	Return to Nursing for RN & EN	National University Hospital	Aug 2013 to Aug 2016

### ***Other Nursing Education Regulatory initiatives implemented in 2013***

An Accreditation Evaluators Course was facilitated for SNB's Education Committee and APN Training Committee members as part of best practices in accreditation.

Enhancements to SNB's Accreditation process was introduced that included a self-study presentation by accreditation applicants and the establishment of an Accreditation Review Panel that will review the accreditation evaluators' report and make recommendations prior to the Board's final decision. For the re-accreditation of formal programmes, the process will include an on-site evaluative visit comprising of documentation review, observation of a teaching session and interviews of students and faculty.

SNB reviewed and revised accreditation guidelines and criteria for the Return to Nursing (RTN) programme for Registered Nurse (RN) and Enrolled Nurse (EN) to ensure that the RTN is aligned with Singapore's emerging healthcare needs and SNB's Core Competencies and Generic Skills at entry to practice level for the RN and EN.



## COMPLAINTS

In 2013, Inquiry was conducted into eight cases.

### **Case 1**

A Registered Nurse was found to have forged her timesheet for her employment with a hospital between May to August 2010. She was referred to the Singapore Police Force and charged in Court. She was punished with a court fine of \$18,000 (in default 18 weeks' imprisonment). The Board decided to suspend her registration for a period of three months.

### **Case 2**

An Enrolled Nurse had stolen some medical devices from her ex-employer. A police report was made and the nurse was charged for Criminal Breach of Trust in Court. The nurse was sentenced to a fine of \$2,000 (in default 2 weeks' imprisonment). The Board decided to suspend her enrolment for a period of six months.

### **Case 3**

A Registered Nurse was dismissed for violating the Policies & Procedures and Nursing Standard Operating Procedures. She tampered with patients' dialyzer records and failed to ensure patient safety. The Board decided to suspend her registration for a period of four months and a censure be imposed on her.

### **Case 4**

A Registered Nurse was convicted before the Subordinate Courts of Singapore for 10 charges for offences committed under the Employment Act. The nurse was sentenced to a total fine of S\$12,000 (in default fourteen weeks six days imprisonment). The Board decided that the nurse be issued a written warning.

### **Case 5**

An Enrolled Nurse committed theft whilst at work and was ordered by the court to be placed on 15 months supervised probation. The Board decided that the nurse be suspended for a period of 12 months and be given a stern letter of warning making clear that her enrolment may be cancelled if she commits another similar offence pursuant to section 19(2) of the Act.

### **Case 6**

An Enrolled Nurse had restrained a patient in an unacceptable manner by climbing up on the bed and physically restraining the patient by sitting on his legs. After consideration, the Complaint Committee was of the view that the nurse's conduct did not render him unfit to remain on the Roll. The Board decided that the nurse should be given a censure.

### **Case 7**

An Enrolled Nurse was found to have forged prescriptions and forged a doctor's signature to purchase medication. At the Complaint Committee's recommendation, the Board decided to suspend her enrolment for a period of one and a half years.

**Case 8**

A Registered Nurse stole injectable sedation ampoules from the ward stock of the hospital for her own consumption. The Board decided to suspend her registration for a period of one and a half years. The nurse was ordered to seek psychiatric treatments and to submit periodic medical reports to SNB.

## FINANCIAL REPORT

### STATEMENT BY THE BOARD'S MANAGEMENT

In our opinion,

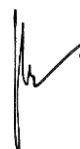
- (a) the financial statements set out on pages 19 to 33 are properly drawn up so as to give a true and fair view of the state of affairs of Singapore Nursing Board as at 31 March 2014 and of the results, changes in accumulated surplus and cash flows of the Board for the year then ended in accordance with the provisions of the Nurses and Midwives Act (Chapter 209) (the "Act") and Singapore Statutory Board Financial Reporting Standards.
- (b) and at the date of this statement, there are reasonable grounds to believe that the board will be able to pay its debts as and when they fall due.

The Board's management has, on the date of this statement, authorised these financial statements for issue.

**On behalf of the Board,**



Ms Low Beng Hoi  
Chairman



Dr Pauline Tan Cheng Jee  
Registrar

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SINGAPORE NURSING BOARD**

### **REPORT ON THE FINANCIAL STATEMENTS**

We have audited the accompanying financial statements of Singapore Nursing Board (the "Board") set out on pages 19 to 33, which comprise the statement of financial position as at 31 March 2014, and the statement of comprehensive income, statement of changes in accumulated surplus and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provision of Nurses and Midwives Act (Chapter 209) (the "Act") and Singapore Statutory Board Financial Reporting Standards prescribed by the Accountant-General, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguard against loss from unauthorized use or disposition; and transactions are properly authorized and that they are recorded as necessary to permit the preparation of true and fair profit and loss accounts and statement of financial position and to maintain accountability of assets.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's and fair presentation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board's Management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
SINGAPORE NURSING BOARD**

*(continued)*

***Opinion***

In our opinion,

- (a) the financial statements are properly drawn up in accordance with the Act and the Singapore Statutory Board Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Board as at 31 March 2014 and the results, changes in accumulated surplus and cash flows of the Board for the year ended on that date;
- (b) the accounting and other records, and the registers required by the Act to be kept by the Board have been properly kept in accordance with the provisions of the Act; and
- (c) the receipt, expenditure and investments of monies and the acquisition and disposal of assets by the Board during the year are in accordance with the provisions of the Act.

**PAUL HOOI & CO.**

*Public Accountants and  
Chartered Accountants*

Singapore,

# STATEMENTS OF FINANCIAL POSITION AS AT 31 MARCH 2014

	<u>Note</u>	<u>2014 S\$</u>	<u>2013 S\$</u>
<b><u>ACCUMULATED SURPLUS</u></b>		<u>1,990,173</u>	<u>2,118,782</u>
REPRESENTED BY:			
<b><u>NON-CURRENT ASSETS</u></b>			
Property, Plant and Equipment	4	96,801	137,162
<b><u>CURRENT ASSETS</u></b>			
Fees receivable		11,845	11,761
Other receivables	5	65,346	65,509
Fixed deposits with financial institution	6,7	2,068,692	2,060,461
Cash and bank balances	7	1,538,423	1,468,360
		3,684,306	3,606,091
<b><u>CURRENT LIABILITIES</u></b>			
Other payables	8	614,066	493,530
Advance practising certificate fees received		1,176,868	1,130,941
		1,790,934	1,624,471
<b><u>NET CURRENT ASSETS</u></b>		<u>1,893,372</u>	<u>1,981,620</u>
<b><u>TOTAL NET ASSETS</u></b>		<u>1,990,173</u>	<u>2,118,782</u>

The accompanying notes form an integral part of these financial statements.

# STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 MARCH 2014

	Note	2014 S\$	2013 S\$
<b>REVENUES</b>			
Application fees		170,440	183,710
Enrolment income		35,000	35,750
Interest on fixed deposit		8,147	8,656
Late payment fees		37,910	46,120
Other income		8,377	2,871
Practising certificate fees		1,607,479	1,375,792
Registration fees		99,655	84,800
Replacement charges		31,650	24,850
Re-registration fees		180	420
Service charges	9	112,572	86,959
		<b>2,111,410</b>	<b>1,849,928</b>
<b>EXPENDITURES</b>			
Audit fees		4,000	6,304
Committee expenses		381	452
Computer operations		170,411	184,285
Depreciation on property, plant and equipment	4	40,361	41,336
Legal fees		134,195	160,528
Interboard charges	10		
Staff cost		1,133,679	1,140,717
HR and registry costs		26,586	26,562
Medical expense		3,979	4,646
Temporary staff		25,494	13,601
Allowance for unutilised leave		14,580	(4,222)
Miscellaneous expenses		23,538	22,485
Professional/Regulatory Meeting		4,251	-
Nursing Regulatory Conference		12,727	20,941
Office equipment rental/ maintenance		8,282	8,957
Office rental		160,350	164,202
Postage and courier		42,081	23,706
Printing and stationery		32,937	32,108
Professional fee		-	856
Refreshment		69	207
Seconded staff costs		365,902	345,661
Staff welfare		3,910	4,214
Subscription fee		1,934	1,877
Telephone and utilities		23,912	25,268
Training and development		4,198	7,573
Transport expenses		2,262	2,479
		<b>2,240,019</b>	<b>2,234,743</b>
Deficit before contribution to consolidated fund		(128,609)	(384,815)
Contribution to consolidated fund		-	-
<b>Total comprehensive loss for the year</b>		<b>(128,609)</b>	<b>(384,815)</b>

The accompanying notes form an integral part of these financial statements.

**STATEMENT OF CHANGES IN ACCUMULATED SURPLUS  
FOR THE YEAR ENDED 31 MARCH 2014**

	<b>Accumulated surplus S\$</b>
Balance as at 1 April 2012	2,503,597
Total comprehensive loss for the year	(384,815)
Balance as at 31 March 2013	2,118,782
Total comprehensive loss for the year	(128,609)
Balance as at 31 March 2014	<u>1,990,173</u>

The accompanying notes form an integral part of these financial statements.



## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2014

	Note	2014 S\$	2013 S\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Deficit before contribution to consolidated fund		(128,609)	(384,815)
Adjustments for:			
Depreciation on property, plant and equipment	4	40,361	41,336
(Gain) on disposal of property, plant and equipment		-	(81)
Interest income		(8,147)	(8,656)
<b>Operating surplus before working capital changes</b>		<u>(96,395)</u>	<u>(352,216)</u>
Decrease in receivables		79	23,657
Increase in payables		120,536	321,817
Increase in advance practising certificate fees received		45,927	213,437
<b>Cash flows from operations</b>		<u>166,542</u>	<u>558,911</u>
Interest received		8,147	8,656
<b>Net cash flows from operating activities</b>		<u>78,294</u>	<u>215,351</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from disposal of property, plant and equipment		-	81
<b>Net cash flows from investing activities</b>		<u>-</u>	<u>81</u>
<b>Net increase in cash and cash equivalents</b>		78,294	215,432
<b>Cash and cash equivalents at beginning of the year</b>		<u>3,528,821</u>	<u>3,313,389</u>
<b>Cash and cash equivalents at end of the year</b>	7	<u>3,607,115</u>	<u>3,528,821</u>

The accompanying notes form an integral part of these financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED TO 31 MARCH 2014**

### **1. GENERAL INFORMATION**

The Singapore Nursing Board (the "Board") is domiciled and set up in the Republic of Singapore under the Nurses and Midwives Act (Chapter 209). Its registered address is located at 16 College Road, #01-01 College of Medicine Building, Singapore 169854 and its operation office is located at 81 Kim Keat Road, #08-00, Singapore 328836.

The principal activities of the Board are as listed in Section 8 of The Nurses and Midwives Act (Chapter 209).

### **2. SIGNIFICANT ACCOUNTING POLICIES**

#### **2.1 Basis of Preparation**

The financial statements have been prepared in accordance with Statutory Board Financial Reporting Standards (SB-FRS). The financial statements have been prepared on the historical cost basis except as disclosed in the accounting policies below.

The financial statements are presented in Singapore Dollars (SGD or S\$) and all values are rounded to the nearest one dollar.

#### **2.2 Changes in accounting policies**

The accounting policies have been consistently applied by the Board and are consistent with those used in the previous financial year, except that during the year the Board has adopted the new and revised SB-FRS that are mandatory from the effective date in the relevant SB-FRS.

At the reporting date, the Board has not adopted the following SB-FRSs that have been issued but not yet effective.

	<u>Effective for annual periods beginning on or after</u>
<b>Amendment to SB-FRS 32 – Offsetting Financial Assets and Financial Liabilities</b>	1 January 2014
<b>SB-FRS 110, SB-FRS 111, SB-FRS 112 Transition Guidance</b>	1 January 2014
<b>Amendments to SB-FRS 36 Recoverable Amount Disclosures for Non-Financial Assets</b>	1 January 2014

## **2      SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

### **2.3    Property, Plant and Equipment**

All items of property, plant and equipment are initially recorded at cost. The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits associated with the item will flow to the Board and the cost of the item can be measured reliably.

Property, plant and equipment are stated at cost less accumulated depreciation and impairment loss, if any.

Depreciation is calculated on the straight line basis so as to write off the cost, less the residual value, of the assets over their estimated useful lives. The estimated useful lives are as follows:

Furniture, fixtures and fitting	8 years
Office equipment	5 years
Computer systems	3 years
Computer and communication systems	5 years

Fully depreciated assets are retained in the financial statements until they are no longer in use.

The residual values, useful lives and depreciation methods of property, plant and equipment are reviewed at each financial year-end. The effect of any revision is recognized in profit and loss when the change arises.

An item of property, plant and equipment is derecognized upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the assets is included in profit or loss in the year the asset is derecognized.

### **2. 4    Receivables**

Receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less allowance for impairment. Short-term receivables are not discounted.

The Board assesses at each reporting date whether there is any objective evidence that financial asset is impaired.

When there is objective evidence that the Board will not be able to collect all amounts due according to the original terms of the receivables, an impairment loss is recognised. The amount of the impairment loss is measured as the difference between the carrying value of the receivable and the present value of the estimated future cash flows discounted at the original effective interest rate. The carrying value of the receivable is reduced through the use of an allowance account. The amount of the loss is recognised in profit or loss.

When the receivable becomes uncollectible, the carrying value of the impaired receivable is reduced directly or if an amount was charged to the allowance account, the amount charged to the allowance account are written off against the carrying value of the receivable.

## **2      SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

### **2. 4    Receivables (Cont'd)**

If in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss shall be reversed to the extent that the carrying value of the asset does not exceed its amortised cost at the reversal date. The amount of reversal is recognized in the profit and loss.

### **2. 5    Cash and Cash Equivalents**

Cash and cash equivalents comprise cash on hand, cash at bank and short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to insignificant risks of changes in value.

### **2. 6    Other Payables**

Payables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method. Short-term payables are not discounted.

### **2. 7    Income Tax**

The income of the Board is exempted from income tax under Section 13(1)(e) of the Singapore Income Tax Act.

### **2. 8    Revenue Recognition**

Revenue is recognized to the extent that it is probable that the economic benefit will flow to the Board and the revenue can be reliably measured. The following specific revenue recognition criteria must also be met before revenue is recognized:

#### **Rendering of Service**

Revenue from practising fees, which is levied yearly on nurses and midwives, is recognised in the financial statements on accrual basis. Other types of income are recognised on cash basis.

#### **Interest Income**

Interest income is accrued on a time basis, by reference to the principal outstanding and at the effective interest rate applicable.

## **2      SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

### **2. 9    Employee Benefits**

#### **Defined Contribution Plans**

The Board makes contributions to the state provident fund (Central Provident Fund). Such contributions are recognised as compensation expenses in the same period as the employment that gave rise to the contributions.

#### **Short-term Compensated Absences**

Employee entitlements to annual leave are recognized when they accrue to employees. A provision is made for the estimated liability for employee entitlements to annual leave as a result of services rendered by employees up to the balance sheet date.

### **2. 10   Impairment of Non-Financial Assets**

The carrying amounts of the Board's non-financial assets subject to impairment are reviewed at each reporting date to determine whether there is any indication of impairment. If such indication exists, the asset's recoverable amount is estimated. An impairment loss is recognised whenever the carrying amount of an asset exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value less cost to sell and its value in use. The value in use is the present value of estimated future cash flows expected to be generated from the continuing use of the asset and from its disposal at the end of its useful life.

An impairment loss on a non-revalued asset is recognised in profit or loss. An impairment loss on revalued asset is recognised in other comprehensive income to the extent that the impairment loss does not exceed the amount in the previous revaluation. An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount or when there is an indication that the impairment loss recognised for the asset no longer exists or decreases. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined if no impairment loss had been recognised.

### **2. 11   Provisions**

Provisions are recognised when the Board has a present legal or constructive obligation, where as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settled the obligation, and a reliable estimate of the amount of obligation can be made.

### **2. 12   Operating Leases**

Leases whereby the lessor effectively retains substantially all the risks and benefits of ownership of the leased item are classified as operating leases. Operating leases payments are recognised as an expense in the statement of comprehensive income on a straight line basis over the lease term.

### **3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND ESTIMATES**

The preparation of the financial statements in conformity with SB-FRSs requires management to exercise judgements and requires the use of estimates and assumptions. These judgements affect the application of Board's accounting policies. The use of estimates and assumptions affect the reported amounts of assets, liabilities, income and expenses and disclosures made. They are assessed on an on-going basis and are based on experience and other relevant factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **3.1 Key Sources of Estimation Uncertainty**

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

##### **Impairment of non-financial assets**

The Board assesses whether there are any indicators of impairment for all non-financial assets at each reporting date. Other non-financial assets are tested for impairment when there are indicators that the carrying amounts may not be recoverable.

When value in use calculations are undertaken, management must estimate the expected future cash flows from the asset or cash-generating unit and choose a suitable discount rate in order to calculate the present value of those cash flows.

##### **Impairment of receivables**

The Board assesses at each reporting date whether there is any objective evidence that a financial asset is impaired. To determine whether there is objective evidence of impairment, the Board considers factors such as the probability of insolvency or significant financial difficulties of the debtor and default or significant delay in payments.

Where there is objective evidence of impairment, the amount and timing of future cash flows are estimated based on historical loss experience for assets with similar credit risk characteristics.

#### 4. PROPERTY, PLANT AND EQUIPMENT

	Furniture, Fixtures and Fittings S\$	Office Equipment S\$	Computer Systems S\$	Computer and Communication Systems S\$	Total S\$
<b>Cost</b>					
At 1 April 2012	220,967	9,750	65,136	53,526	349,379
Additions	-	-	-	-	-
Write-off	-	(3,181)	(19,568)	-	(22,749)
At 31 March 2013	220,967	6,569	45,568	53,526	326,630
Additions	-	-	-	-	-
Write-off	-	-	-	-	-
At 31 March 2014	220,967	6,569	45,568	53,526	326,630
<b>Accumulated Depreciation</b>					
At 1 April 2012	78,090	8,785	60,704	23,302	170,881
Charge for the year	27,483	445	2,703	10,705	41,336
Write-off	-	(3,181)	(19,568)	-	(22,749)
At 31 March 2013	105,573	6,049	43,839	34,007	189,468
Charge for the year	27,482	445	1,729	10,705	40,361
Write-off	-	-	-	-	-
At 31 March 2014	133,055	6,494	45,568	44,712	229,829
<b>Carrying amount</b>					
At 31 March 2014	87,912	75	-	8,814	96,801
At 31 March 2013	115,394	520	1,729	19,519	137,162

#### 5. OTHER RECEIVABLE

	2014 S\$	2013 S\$
Sundry receivables	13,584	11,349
Interest receivable	5,098	5,181
Deposit	37,390	38,890
Prepayments	9,274	10,089
	65,346	65,509

Receivables are unsecured, non-interest bearing and are normally settled within 30 days or on demand.

Sundry receivables represent IT service charges shared with Singapore Pharmacy Council, Singapore Dental Council, Traditional Chinese Medicine Practitioners Board, and Singapore Medical Council.

#### 6. FIXED DEPOSITS WITH FINANCIAL INSTITUTIONS

All fixed deposits mature within one year and earn interest at rates ranging from 0.3900% to 0.4200% (2013: 0.3900% to 0.4100%) per annum.

**7. CASH AND CASH EQUIVALENTS**

	<b>2014 S\$</b>	<b>2013 S\$</b>
Fixed deposits (Note 6)	2,068,692	2,060,461
Cash and bank balances	1,538,423	1,468,360
	<u>3,607,115</u>	<u>3,528,821</u>

**8. OTHER PAYABLES**

	<b>2014 S\$</b>	<b>2013 S\$</b>
Allowance for unutilised leave	17,954	3,374
Sundry payables	516,334	451,420
Accruals	79,778	38,736
	<u>614,066</u>	<u>493,530</u>

Payables are unsecured, non-interest bearing and are normally settled within 30 days or on demand.

Included under sundry payables are the staff costs and performance bonus for the year ended 31 March 2014 amounting to S\$193,231 (2013: \$296,821). This amount was recharged by Singapore Medical Council and was reported under inter-board charges in the statement of comprehensive income. Other components of sundry payables are outstanding invoices of \$16,368 (2013: \$69,037) from the Board's solicitor for the legal cases handled during the year and seconded staff costs of \$294,707 (2013: 78,200).

**9. SERVICE CHARGES**

	<b>2014 S\$</b>	<b>2013 S\$</b>
Application for transcript of nursing course	900	2,255
Express mail for transcripts	1,049	861
Application for transfer of conditional registration/ enrolment	26,380	26,860
Application for verification of registration/ enrolment	13,200	11,580
Application for accreditation of courses	3,000	2,800
Certified true copies of certificates	300	20
Nurses' badge	1,561	1,211
SNB publications	20	240
Miscellaneous income	-	500
Licensure exam fee (local)	24,900	20,520
Failed GIRO surcharge	480	716
Non e-payment surcharge	3,892	4,336
Application for accreditation of short courses	1,400	1,400
Application for re-accreditation of a course	2,600	1,500
Licensure exam fee (overseas)	28,640	12,160
Application for conversion of conditional to full registration	1,680	-
Wastage fee on licensure exam paper	2,570	-
	<u>112,572</u>	<u>86,959</u>



## 10. **INTERBOARD CHARGES**

On 1 April 2011, the function of Finance, Information Technology and Human Resource of Singapore Nursing Board, Singapore Dental Council, Singapore Pharmacy Council, Singapore Medical Council (SMC) and Traditional Chinese Medicine Practitioners Board were amalgamated with a shared support service team managed by SMC. SMC recharged to the Board on a monthly basis the share service for Human Resource at a monthly cost of \$2,040.38 (2013: \$2,040.38) and dispatch services at monthly costs of \$173.11 (2013: \$173.11). These charges are subject to review on a yearly basis.

## 11. **OPERATING LEASE EXPENSES AND COMMITMENTS**

- (a) Operating lease expenses incurred during the year amounted to \$160,350 (2013: \$164,202).
- (b) As at the financial position date, the Board has the following commitments under cancellable operating leases where the Board is the lessee:

	2014 S\$	2013 S\$
Payable within 1 year	160,029	149,556
Payable after 1 year but not later than 5 years	13,336	162,019
	173,365	311,575

The above operating lease commitments are based on known rates as at the date of this report and do not include any revision in rates which may be determined by the lessor.

## 12. **FINANCIAL RISK MANAGEMENT**

The Board is exposed to minimal financial risks arising from its operations and the use of financial instruments. The key financial risks are credit risk, liquidity risk and interest rate risk. Management reviews and agrees on policies for managing each of these risks and they are summarised below:

### **Credit risk**

Credit risk is the potential risk of financial loss resulting from the failure of counterparties to settle their financial and contractual obligations to the Board when they fall due. The Board's exposure to credit risk arises primarily from its financial assets which consist of cash and cash equivalents and fees receivable.

Management regularly monitors the Board's exposure to credit risks on an ongoing basis. The Board minimizes credit risks by dealing exclusively with counter party which high credit ratings. Cash and cash equivalents are placed with a financial institution which are regulated and with good credit ratings.

As at the reporting date, there was no significant concentration of credit risk. The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the statement of financial position.

There are no financial assets that are past due or impaired as at the statement of financial position date.

## **12. FINANCIAL RISK MANAGEMENT(CONT'D)**

### **Liquidity risk**

Liquidity risk is the risk that the Board will encounter difficulty in meeting financial obligations as they fall due.

The Board monitors its liquidity risk and maintains a level of cash and cash equivalents deemed adequate to finance the Board's operations and to mitigate the effects of fluctuations in cash flows.

All of the financial liabilities of the Board are either payable on demand or mature within one year from the statement of financial position date.

### **Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of the Board's financial instruments will fluctuate because of the changes in market interest rates. The Board's exposure to interest rate risk arises primarily from fixed deposits placed with a financial institution.

The Board manages its interest rates risks by placing such fixed deposits over different maturity periods with optimal rates of return.

## **13. FAIR VALUE OF FINANCIAL ASSETS AND LIABILITIES**

The fair value of a financial instrument is the amount at which the instrument could be exchanged or settled between knowledgeable and willing parties in an arm's length transaction, other than in a forced or liquidation sale.

The following methods and assumptions are used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value.

*Cash and cash equivalents, receivables and payables.*

The carrying amounts of these balances approximate their fair values due to the short-term nature of these balances.

#### 14. CLASSIFICATION OF FINANCIAL INSTRUMENTS

<u>2014</u>	Loans and receivables S\$	Financial Liabilities at Amortised cost S\$	Total S\$
<b>Assets</b>			
Fees receivable	11,845	-	11,845
Other receivables	56,072	-	56,072
Fixed deposits with financial institution	2,068,692	-	2,068,692
Cash and bank balances	1,538,423	-	1,538,423
Total financial assets	3,675,032	-	3,675,032
Total non-financial assets	-	-	106,075
Total assets	3,665,106	-	3,771,181
<b>Liabilities</b>			
Other payables	-	614,066	614,066
Total financial liabilities	-	614,066	614,066
Total non-financial liabilities	-	-	1,176,868
Total liabilities	-	614,066	1,790,934
<u>2013</u>	Loans and receivables S\$	Financial Liabilities at Amortised cost S\$	Total S\$
<b>Assets</b>			
Fees receivable	11,761	-	11,761
Other receivables	55,420	-	55,420
Fixed deposits with financial institution	2,060,461	-	2,060,461
Cash and bank balances	1,468,360	-	1,468,360
Total financial assets	3,596,002	-	3,596,002
Total non-financial assets	-	-	147,251
Total assets	3,596,002	-	3,743,253
<b>Liabilities</b>			
Other payables	-	493,530	493,530
Total financial liabilities	-	493,530	493,530
Total non-financial liabilities	-	-	1,130,941
Total liabilities	-	493,530	1,624,471

**15. RESERVE MANAGEMENT**

The primary objective in the management of the Board's reserve is to ensure that it maintains a strong and healthy accumulated surplus so as to enable and support the Board in carrying out its statutory duties under the Nurses and Midwives Act.

The Board monitors its cash flow and overall liquidity position on a continuous basis, taking into consideration the prevailing and projected operating income and expenditure, and other financial obligations, including projected capital expenditure.

The Board is not subject to externally imposed reserve requirements and there were no changes to the Board's approach to reserve management during the year.

**16. AUTHORISATION OF FINANCIAL STATEMENTS**

The financial statements of the Board for the year ended 31 March 2014 were authorized for issue in accordance with a Board member's resolution dated 9 July 2014.

## **SELECTED CHARACTERISTICS OF NURSES AND MIDWIVES**

**FIGURE A: SELECTED CHARACTERISTICS OF REGISTERED NURSES**

		2011	2012	2013
	<b>TOTAL</b>	<b>23598</b>	<b>25971</b>	<b>27556</b>
<b>SEX</b>				
	Male	2007	2292	2547
	Female	21591	23679	25009
<b>ETHNIC GROUP</b>				
	Chinese	13513	14284	14926
	Malay	2622	2921	3156
	Indian	2627	2979	3213
	Others	4836	5787	6261
<b>ACTIVITY STATUS</b>				
	Working Full-time	19305	21382	22528
	Working Part-time	849	899	926
	Not Working/Unknown	2463	2665	3024
	Doing Non-nursing work	981	1025	1078
<b>EMPLOYMENT</b>				
	Public Sector	14494	15916	16738
	Private Sector	5661	6365	6716
<b>CITIZENSHIP</b>				
	Singaporean/Permanent Resident	19020	19912	20565
	Malaysian	737	1125	1481
	Chinese (PRC)	611	763	868
	Filipino	2423	3108	3406
	Indian	289	359	415
	Myanmar	272	429	530
	Others	246	275	291
<b>MARITAL STATUS</b>				
	Single	12574	14633	16091
	Married	10569	10856	10984
	Others	455	482	481
<b>AGE</b>				
	Median Age (years)	34	34	33
	Average Age (years)	37	37	37
	Under 25 yrs	3550	3848	3865
	25 - 34 yrs	8651	9871	10790
	35 - 44 yrs	5241	5823	6255
	45 - 54 yrs	2914	2897	2939
	55 - 59 yrs	1407	1591	1677
	Above 60 yrs	1835	1941	2030

**FIGURE B: SELECTED CHARACTERISTICS OF ENROLLED NURSES**

		2011	2012	2013
<b>TOTAL</b>		<b>7869</b>	<b>8274</b>	<b>8273</b>
<b>SEX</b>				
	Male	609	666	684
	Female	7260	7608	7589
<b>ETHNIC GROUP</b>				
	Chinese	2028	2036	1951
	Malay	1968	2041	2169
	Indian	1619	1643	1608
	Others	2254	2554	2545
<b>ACTIVITY STATUS</b>				
	Working Full-time	6427	6799	6716
	Working Part-time	211	224	222
	Not Working/Unknown	223	999	1075
	Doing Non-nursing work	1008	252	260
<b>EMPLOYMENT</b>				
	Public Sector	4661	4995	4890
	Private Sector	1979	2028	2049
<b>CITIZENSHIP</b>				
	Singaporean/Permanent Resident	5148	5223	5277
	Malaysian	35	42	44
	Chinese (PRC)	310	329	310
	Filipino	1287	1579	1620
	Indian	564	543	472
	Myanmar	503	539	534
	Others	22	19	16
<b>MARITAL STATUS</b>				
	Single	4807	5238	5381
	Married	2897	2872	2733
	Others	165	164	159
<b>AGE</b>				
	Median Age (years)	29	29	29
	Average Age (years)	34	34	34
	Under 25 yrs	1634	1679	1638
	25 - 34 yrs	3284	3608	3690
	35 - 44 yrs	1375	1300	1199
	45 - 54 yrs	909	968	1020
	55 - 59 yrs	222	281	300
	Above 60 yrs	445	438	426

**FIGURE C: SELECTED CHARACTERISTICS OF REGISTERED MIDWIVES (SINGLE REGISTER)**

		2011	2012	2013
	<b>TOTAL</b>	<b>282</b>	<b>262</b>	<b>246</b>
<b>SEX</b>				
	Male	-	-	-
	Female	282	262	246
<b>ETHNIC GROUP</b>				
	Chinese	214	198	183
	Malay	23	22	19
	Indian	18	16	15
	Others	27	26	29
<b>ACTIVITY STATUS</b>				
	Working Full-time	134	127	117
	Working Part-time	30	27	23
	Not Working/Unknown	13	93	90
	Doing Non-nursing work	105	15	16
<b>EMPLOYMENT</b>				
	Public Sector	95	89	79
	Private Sector	69	65	61
<b>CITIZENSHIP</b>				
	Singaporean/Permanent Resident	274	252	231
	Malaysian	1	1	2
	Chinese (PRC)	0	0	0
	Filipino	3	4	4
	Indian	0	0	0
	Myanmar	0	0	0
	Others	4	5	9
<b>MARITAL STATUS</b>				
	Single	48	45	44
	Married	219	202	188
	Others	15	15	14
<b>AGE</b>				
	Median Age (years)	60	61	61
	Average Age (years)	59	60	60
	Under 25 yrs	0	0	0
	25 - 34 yrs	7	7	7
	35 - 44 yrs	15	15	13
	45 - 54 yrs	14	4	8
	55 - 59 yrs	59	59	45
	Above 60 yrs	187	177	173

\* Please note that the number of Registered Midwives refers to those who are not concurrently registered in another Register/Roll of Nurses.



**FIGURE D: SELECTED CHARACTERISTICS OF REGISTERED MIDWIVES**

		2011	2012	2013
	<b>TOTAL</b>	<b>1560</b>	<b>1507</b>	<b>1385</b>
<b>SEX</b>				
	Male	-	-	-
	Female	1560	1507	1385
<b>ETHNIC GROUP</b>				
	Chinese	1262	1212	1100
	Malay	120	125	121
	Indian	121	117	107
	Others	57	53	57
<b>ACTIVITY STATUS</b>				
	Working Full-time	897	895	833
	Working Part-time	190	177	148
	Not Working/Unknown	389	354	335
	Doing Non-nursing work	84	81	69
<b>EMPLOYMENT</b>				
	Public Sector	630	626	592
	Private Sector	459	445	394
<b>CITIZENSHIP</b>				
	Singaporean/Permanent Resident	1528	1476	1353
	Malaysian	17	18	14
	Chinese (PRC)	1	1	1
	Filipino	6	6	7
	Indian	0	0	0
	Myanmar	0	0	0
	Others	8	6	10
<b>MARITAL STATUS</b>				
	Single	377	368	343
	Married	1109	1067	976
	Others	74	72	66
<b>AGE</b>				
	Median Age (years)	60	61	61
	Average Age (years)	59	60	59
	Under 25 yrs	4	1	0
	25 - 34 yrs	56	57	63
	35 - 44 yrs	85	83	86
	45 - 54 yrs	210	156	131
	55 - 59 yrs	367	366	331
	60 Yrs and Above	838	844	774

**FIGURE E: SELECTED CHARACTERISTICS OF REGISTERED NURSES  
(PSYCHIATRIC)**

		2011	2012	2013
	<b>TOTAL</b>	<b>514</b>	<b>559</b>	<b>572</b>
<b>SEX</b>				
	Male	213	233	242
	Female	301	326	330
<b>ETHNIC GROUP</b>				
	Chinese	329	341	345
	Malay	73	79	83
	Indian	73	80	79
	Others	39	59	65
<b>ACTIVITY STATUS</b>				
	Working Full-time	423	472	472
	Working Part-time	24	24	23
	Not Working/Unknown	51	48	58
	Doing Non-nursing work	16	15	19
<b>EMPLOYMENT</b>				
	Public Sector	385	429	424
	Private Sector	63	67	72
<b>CITIZENSHIP</b>				
	Singaporean/Permanent Resident	505	551	564
	Malaysian	2	1	1
	Chinese (PRC)	1	1	1
	Filipino	1	1	1
	Indian	0	0	0
	Myanmar	0	0	0
	Others	5	5	5
<b>MARITAL STATUS</b>				
	Single	142	161	167
	Married	351	378	386
	Others	21	20	19
<b>AGE</b>				
	Median Age (years)	54	52	52
	Average Age (years)	50	49	49
	Under 25 yrs	3	3	2
	25 - 34 yrs	100	110	113
	35 - 44 yrs	62	96	107
	45 - 54 yrs	107	100	95
	55 - 59 yrs	89	91	81
	60 yrs and Above	153	159	174

**FIGURE F: SELECTED CHARACTERISTICS OF ADVANCED PRACTICE NURSES**

		2011	2012	2013
<b>SEX</b>	<b>TOTAL</b>	<b>78</b>	<b>88</b>	<b>117</b>
	Male	8	9	11
	Female	70	79	106
<b>ETHNIC GROUP</b>				
	Chinese	65	74	100
	Malay	4	5	6
	Indian	6	6	6
	Others	3	3	5
<b>ACTIVITY STATUS</b>				
	Working Full-time	78	85	97
	Working Part-time	0	2	4
	Not Working/Unknown	0	1	2
	Doing Non-nursing work	0	0	0
<b>EMPLOYMENT</b>				
	Public Sector	74	82	110
	Private Sector	4	5	5
<b>CITIZENSHIP</b>				
	Singaporean/Permanent Resident	77	87	113
	Others	1	1	4
<b>MARITAL STATUS</b>				
	Single	34	41	48
	Married	42	45	66
	Others	2	2	3
<b>AGE</b>				
	Median Age (years)	38	39	41
	Average Age (years)	40	40	41
	Under 25 yrs	0	0	0
	25 - 34 yrs	22	20	15
	35 - 44 yrs	36	46	66
	45 - 54 yrs	18	19	29
	55 - 59 yrs	2	3	6
	Above 60 yrs	0	0	1