PROCEDURE FOR ONLINE UPDATING OF EMPLOYMENT DETAILS

1) After logging into your SNB account, click on "Administration" on the left hand menu bar, select "Update Particulars".

Welcome	Ingapore Nursing Board Last successful login: 20/08/2019 11:36:49 AM)	Change Password Logout
Application	Welcome to PRS	MOHALERT

2) Within the page, select update "Identification Type/No., Name, Nationality, Residential Status and Employment details":

Sale s	Contact Feedback	e • Excellence Sitemap
Welcome	(Last successful login: 06/06/2019 02:09:32 PM)	
Application	Update Particulars - Selection Form Confirmation Acknowledgement Click here for important instructions for updating particulars online. Invisite the following particulars: Invisite the following particulars: Image: Marital Status, Religion, Patient Contact and Contact details (contact numbers, addresses and preferred mailing address). Image: Interventional Contact and Contact details (contact numbers, addresses and preferred mailing address). Image: Interventional Contact and Contact details (contact numbers, addresses and preferred mailing address). Image: Interventional Contact and Contact details (contact numbers, addresses and preferred mailing address). Image: Interventional Contact and Contact details (contact numbers, addresses). Image: Interventional Contact and Contact and Employment details. Proceed	^

(B) To Update Current Employment Details (subsequent employment)

<u>Applicable for:</u> Those who have already commenced practice with the new employer and who need to update their previous employment record.

1) Update "Date Left" under "Current Employment Details" and "Principal Practice Place".

Please leave the "Proposed Employment Details" blank (there is no need to update since the employment commencement date is already in the past).

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Welcome	Last successful login: 20/		0
	Current Employment Details		
	Activity Status	Working Full-time in Singapore	
Application	Appointment	Staff Nurse	
Administration	*Appointment Effective Date Name of Institution / Organisation	28/04/2008 SINGAPORE GENERAL HOSPITAL	
» Update Particulars	Name of institution / Organisation	- Outram Road	
Supervisory	Nature of Work	Singapore 169608	
CPE	Department / Division		
DECLARATION	Date Left	28/04/2008	
		01/08/2018	
	I would wish to add a new current	employment	
	Proposed Employment Details		
	*Activity Status	Select Here	
	*Appointment	Select Here V	
	*Appointment Effective Date	dd/mm/yyyy	
	Name of Institution/ Organisation		
	Nature of Work	Select Here V	
	Department/ Division		
	*Date Joined	dd/mm/yyyy	
	Date Left	dd/mm/yyyy 📾	
	I would wish to add a new propose	d employment	
	Principal Practice Place		
Application 💽	*Appointment	Staff Nurse	
Administration	*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road	
» Update Particulars	Noture of Mark	Singapore 169608	
	Nature of Work Department / Division		
Supervisory 💽	Date Joined	29/04/2009	
CPE 💽	Date Left	01/08/2018	
DECLARATION	I would wish to add a new principal	place of practice	

 Tick "√" the check box "I would wish to add a new current employment" under "Current Employment Details" and "Principal Practice Place" and the new fields will appear as shown below.

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	Singapore Nursing Boar	ď
		Change Password Logo
Welcome	(Last successful login: 20/08/2019	02:47:05 PM)
	Current Employment Details	
Application 💽	Activity Status Appointment	Working Full-time in Singapore Staff Nurse
Administration	*Appointment Effective Date	28/04/2008
» Update Particulars	Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road
Supervisory 💽		Singapore 169608
CPE 🖸	Nature of Work Department / Division	
DECLARATION	*Date Joined	28/04/2008
	Date Left	01/08/2018
	✓ I would wish to add a new current employ	yment
	*Activity Status	Select Here
	*Appointment	Select Here
	*Appointment Effective Date *Name of Institution/ Organisation	dd/mm/yyyy
	Nature of Work	Select Here
	Department/ Division	
	*Date Joined	dd/mm/yyyy
	Date Left	dd/mm/yyyy
	Proposed Employment Details	
Application 💽	*Activity Status	Select Here
Administration	*Appointment *Appointment Effective Date	Select Here
» Update Particulars	Name of Institution/ Organisation	dd/mm/yyyy
Supervisory	Nature of Work	Select Here
CPE 🔽	Department/ Division	
DECLARATION	*Date Joined	dd/mm/yyyy
DECEARATION	Date Left	dd/mm/yyyy
	□ I would wish to add a new proposed emp	
	Principal Practice Place	
	*Appointment	Staff Nurse
Application 🔁	*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL
Administration		- Outram Road Singapore 169608
» Update Particulars	Nature of Work	
Supervisory 🖻	Department / Division Date Joined	28/04/2008
CPE 💽	Date Left	01/08/2018
DECLARATION	I would wish to add a new principal place	
	*Appointment	Select Here
	*Name of Institution / Organisation	
	Nature of Work	Select Here
	Department / Division	
	*Date Joined	dd/mm/yyyy
	Date Left	dd/mm/yyyy

3) Update the new employment details under the new fields.

The screen below illustrates update of new employer (Changi General Hospital) with the first date of employment of "01/01/2019" as the commencement date.

Please leave the "Proposed Employment Details" blank (there is no need to update since the employment commencement date is already in the past).

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Welcome	(Last successful login: 20/08/2	
	Current Employment Details	
	Activity Status	Working Full-time in Singapore
Application	Appointment	Staff Nurse
Administration		28/04/2008
» Update Particulars	Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road
Supervisory 🗈	Nature of Work	Singapore 169608
CPE		
DECLARATION	*Date Joined Date Left	28/04/2008
		01/08/2018
	I would wish to add a new current employed and a new current employed an	
	*Activity Status	Working Full-time in Singapore
	*Appointment *Appointment Effective Date	Staff Nurse
	*Name of Institution/ Organisation	01/01/2019 CHANGI GENERAL HOSPITAL, 2, SIMEI STREET 3
	Hame of institution organisation	2, SIMEI STREET 3 Singapore 529889
	Nature of Work	Select Here V
	Department/ Division	
	*Date Joined	01/01/2019
	Date Left	
	Proposed Employment Details	
Application 🗖	*Activity Status	Select Here V
Application 🖸	*Appointment	Select Here V
Administration 🛛	*Appointment Effective Date	dd/mm/yyyy
» Update Particulars	Name of Institution/ Organisation	
Supervisory 🗈	Nature of Work	Select Here V
CPE	Department/ Division	
DECLARATION	*Date Joined	dd/mm/yyyy 📰
	Date Left	dd/mm/yyyy 💼
	□ I would wish to add a new proposed em	ployment
	Principal Practice Place	
Application 💽	*Appointment	Staff Nurse SINGAPORE GENERAL HOSPITAL
Administration	*Name of Institution / Organisation	- Outram Road
» Update Particulars	Nature of Work	Singapore 169608
Supervisory	Department / Division	
	Date Joined	28/04/2008
CPE	Date Left	01/08/2018
DECLARATION	I would wish to add a new principal place	ce of practice
	*Appointment	Staff Nurse
	*Name of Institution / Organisation	CHANGI GENERAL HOSPITAL, 2, SIMEI STREET 3 2, SIMEI STREET 3
		Singapore 529889
	Nature of Work	Select Here V
	Department / Division	
	*Date Joined	01/01/2019
	Date Left	dd/mm/yyyy

4) Click "*Proceed*" and you will be directed to the Confirmation page.

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	Singapore Nursing Board					
Welcome	(Last successful login: 30/11/2018 05:26:59 PM)					
	Department / Division	~				
	*Date Joined 01/01/2019					
Application	Date Left dd/mm/yyyy I					
Administration	Secondary Place of Practice					
» Update Particulars	Name of Institution / Organisation Appointment Nature of Work Department / Division Date Joined Date Left Action					
Supervisory	No Secondary Place of Practice added.					
CPE	Add Secondary Place of Practice					
DECLARATION	Additional Documents					
	Note: • File must be in JPEG(jpg or jpeg), PDF (.pdf). • Each file size must not exceed 1MB					
	DocumentSelect Here	1				
	File Browse Attach					
	Documents Attached					
	No document attached.	No document attached.				
	Proceed					

5) Verify employment details that you have updated.

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	• •	Change Password Logout
Welcome	(Last successful login: 20/08/2019 02	2:47:05 PM)
4	Update Particulars - Selection Form Confirmation	n Acknowledgement
	Undate Percenal Particulare	
Administration	Update Personal Particulars	
» Update Particulars		
Supervisory	Identification Type	
CPE	Identification No. Full Name as shown in NRIC/FIN/Passport	
DECLARATION	Salutation	
	Surname / Family Name	Personal
	Preferred Order of Name Name in Chinese Character	Personal
	Nationality	Particulars
	Year Obtained Citizenship	
	Other Nationality	
	Residential Status (for non-Singapore Citizen)	
	Year Permanent Resident Obtained Year Employment Pass Obtained	
	Year Work Permit Obtained	
	Current Employment Details	
	Activity Status	Working Full-time in Singapore

6) Scroll to the end of the page and click "*Confirm*" to submit.

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	S	ingapore Nursing	Board				
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Welcome		(Last successful login	20/08/2019 02:4	7:05 PM)			
				outram Road ngapore 169608			
	-	Nature of Work	-				
Application		Department / Division	-				
Administration		Date Joined		/04/2008			
» Update Particulars		Date Left		/08/2018			
	-	I would wish to add a new print	ncipal place of p	ractice			
Supervisory		*Appointment	St	aff Nurse			
CPE		*Name of Institution / Organisation		ANGI GENERAL H	IOSPITAL		
DECLARATION			2 SIMEI STREET 3				
DECLARATION	-	Nature of Work	Singapore 529889				
		Department / Division					
		Date Joined	01	/01/2019			
		Date Left	-	0112010			
		Secondary Place of Practice					
		Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left
		No Secondary Place of Practice added.					
		Documents Attached					
		No document attached.					
	(Confirm					