**ACT Health**

**Policy**

**Annual Renewal of Health Practitioner Registration**

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| Policy Statement |

The *Health Practitioner Regulation National Law ACT (Act) 2010 (*the *National Law)*, as in force in each state and territory, mandates that doctors, dentists, nurses, midwives and eligible[[1]](#footnote-1) allied health practitioners are registered and maintain currency of registration with their respective National Registration Board which is supported and managed by the Australian Health Practitioner Regulation Agency (AHPRA).

All doctors, dentists, nurses, midwives and regulated allied health practitioners employed by ACT Health and where applicable those employed at Calvary Public Hospital Bruce (CPHB), whether employed or contracted directly or indirectly, must practise in compliance with their registration.

Where conditions are imposed on a health practitioner’s registration by the relevant National Board, the health practitioner’s continued practice within the health system must be compliant with those conditions.

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| Purpose |

1. To ensure that all health practitioners regulated under the National Law and practising within the ACT Health public health system do so in accordance with their professional registration and any conditions that may be imposed on that registration.
2. To provide direction on the roles, responsibilities and requirements for the annual renewal of registration and for the identification and management of health practitioners with conditions on their registration.
3. To specify reporting requirements in relation to the annual renewal of professional registration.

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| Scope |

This policy applies to all health practitioners (doctors, dentists, nurses, midwives and eligible allied health professionals) employed or otherwise, practising within the ACT Health public health system whose profession is regulated by the National Lawand whose position has a mandatory requirement for registration. This includes health practitioners working in non-clinical roles and employed in a relevant health professional classification[[2]](#footnote-2).

**Table 1: Health Practitioners regulated under the National Law[[3]](#footnote-3)**

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| **Profession** | **Protected title(s)** | **Renewal date** |
| Aboriginal and Torres Strait Islander Health Practice | Aboriginal and Torres Strait Islander health practitioner  Aboriginal health practitioner  Torres Strait Islander health practitioner | 30 November |
| Chinese Medicine | Chinese medicine practitioner  Chinese herbal dispenser  Chinese herbal medicine practitioner  Oriental medicine practitioner  Acupuncturist | 30 November |
| Chiropractic | Chiropractor | 30 November |
| Dental | Dentist  Dental therapist  Dental hygienist  Dental Prosthetist  Oral health therapist | 30 November |
| Medical | Medical practitioner | 30 September |
| Medical Radiation Practice | Medical radiation practitioner  Diagnostic radiographer  Medical imaging technologist  Radiographer  Nuclear medicine scientist  Nuclear medicine technologist  Radiation therapist | 30 November |
| Nursing and Midwifery | Nurse  Registered nurse  Nurse practitioner  Enrolled nurse  Midwife  Midwife practitioner | 31 May |
| Occupational Therapy | Occupational therapist | 30 November |
| Optometry | Optometrist  Optician | 30 November |
| Osteopathy | Osteopath | 30 November |
| Pharmacy | Pharmacist  Pharmaceutical chemist | 30 November |
| Physiotherapy | Physiotherapist  Physical therapist | 30 November |
| Podiatry | Podiatrist  Chiropodist | 30 November |
| Psychology | Psychologist | 30 November |

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| Roles and Responsibilities |

**1: EMPLOYEE RESPONSIBILITIES**

Registered health practitioners are personally responsible for ensuring that they are eligible to be identified by their protected title and to engage in clinical practice. Fundamental to this is the individual practitioner’s responsibility to maintain registration where their employment requires professional registration.

**Registration over long term approved leave or working in non-clinical roles**

Registered health practitioners are strongly encouraged to maintain practising registration status over periods of approved long term leave and/or when undertaking non-clinical roles. Maintaining practising registration status minimises risks to potentially not meeting the relevant National Board’s registration standard for recency of practice however non-practising registration[[4]](#footnote-4) can also be considered in these situations. Staff are reminded that they are not allowed to practice within their profession when holding a non-practising registration and that future plans to return to the workplace as a registered health practitioner may be delayed by a need to meet the recency of practice standard of the relevant National Board.

**Acceptable evidence of registration**

The following forms of evidence available from the Australian Health Practitioner Regulation Agency (AHPRA) are considered *acceptable evidence*.

* Original certificate or print-out from the **‘Registers of Practitioners-View Details’** screen confirming Registration number, type, expiry date and conditions or notations;

# Print-out from the ‘Registers of Practitioners-Check the status of your renewal application’ screen-verifies that the registration renewal application has been submitted, is being processed and that the practitioner can continue to practice in good faith;

* Postal or email correspondence from AHPRA advising that the practitioner is able to practise in good faith whilst registration renewal being processed;
* Information provided by AHPRA Practitioner Information Exchange (PIE)-applies to medical and dental staff only.

**Responsibilities in relation to cancellation, suspension or conditions on registration**

Registered health practitioners who are formally advised by their National Board that a notification has been made in relation to their practice must comply with the instructions advised in any such correspondence, including any instructions requiring them to notify their employer.

Where a condition, undertaking or notation on registration is identified or advised the line manager, in collaboration with the registrant, is required to complete a Notification Form for Conditions on Health Practitioner Registration(Attachment 1)and submit a copy to the relevant workforce lead, that being either the ACT Chief Nurse or Chief Allied Health Officer. A management plan for ensuring that the employee meets these requirements and works within the agreed scope of clinical practice must be documented on the form.

Registered health practitioners must also notify ACT Health as soon as legally required if their registration is suspended or cancelled or if any conditions are placed on their registration by the relevant National Board that restrict their practice.

**2: LINE MANAGER RESPONSIBILITIES-NURSING, MIDWIFERY AND ALLIED HEALTH**

Nursing and Midwifery and Allied Health line managers are responsible for both verifying the current registration of new starters prior to appointment and for auditing annual renewal of registration.

Where a practitioner has had their registration cancelled, suspended or had conditions imposed upon their registration which prevent them from performing the inherent requirements of their job ACT Health will work with the practitioner to identify options for re-assignment, redeployment, access to leave or any other appropriate actions that are within the scope of ACT Health’s legal obligations.

**3: WORKFORCE LEAD RESPONSIBILTIES**

* **Chief Allied Health Officer**

The Chief Allied Health Officer has overarching responsibility for monitoring compliance with this policy in relation to ACT Health allied health practitioners regulated under National Law.

* **Allied Health Profession Leads**

Allied Health Profession Leads are responsible for ensuring administrative compliance with and accountability for credentialing within their respective profession, including verification of annual registration renewal for those professions regulated under the National Law.

* **ACT Chief Nurse**

The ACT Chief Nurse carries responsibility to ensure all registered nurses, enrolled nurses, nurse practitioners and midwives have current registration including nursing staff employed at Calvary Public Hospital Bruce. Management of the registration process at Calvary is undertaken at the Director of Nursing level, with an obligation to report on compliance to the ACT Chief Nurse.

* **Chief Medical Administrator (CHHS) and Director of Clinical Services - Medical (CPHB)**

The Chief Medical Administrator, through the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) at CHHS and Medical Administration at CPHB, has overarching responsibility for monitoring compliance with this policy in relation to interns, resident medical officers, registrars, post graduate fellows, staff and senior staff specialists, clinical academics, career medical and dental officers, honorary unpaid positions, agency locums, visiting medical and dental officers.

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| Evaluation |

**Outcome Measures**

* All health practitioners regulated under the National Law have submitted acceptable evidence of annual renewal within 30 days following the registration expiry date;
* All health practitioners regulated under the National Law work within their clinical scope, including those with a suspension, cancellation, condition, notation, undertaking or reprimand on their practice.

**Method**

**For medical and dental practitioners (dentists)**

* MOSCETU is informed daily by AHPRA of any changes in the registration status of medical and dental practitioners including non-renewals and conditions on practice;
* CPHB Medical Administration integrates AHPRA information on a routine basis for changes in registration status.

**For nursing and midwifery and allied health practitioners**

* Reports on the registration status of registered nurses and midwives and allied health professionals, including conditions or notations on practice, is provided to the Director-General no later than 5 business days after the one month renewal grace period expires;
* Line managers identify practitioners with a condition or notation and document a management plan to ensure the practitioner works within agreed scope of practice.

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| Related Policies, Procedures, Guidelines and Legislation |

**Legislation**

* *ACT Human Rights Act 2004*
* *Health Practitioner Regulation National Law (ACT) Act 2010*
* *Medicines, Poisons and Therapeutic Goods Act 2008*
* *Public Health Act 2007*
* *Public Sector Management Act 1994*

**Policies**

* Senior Medical and Dental Practitioners-Appointment and Credentialing

**Procedures**

* Procedure-Annual Renewal of Health Professional Registration-Medical and Dental
* Procedure-Annual Renewal of Health Practitioner Registration–Allied Health
* Procedure for Credentialing and Defining the Scope of Clinical Practice for Allied Health Professionals

**Standards**

* Standards of Practice for ACT Health Allied Health Professionals (Publishing Services Publication No 15/1289)

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| Definitions |

**Non-practising registration**

Non-practising registration is a type of registration suitable for an individual who chooses to cease all clinical practice activities but wishes for personal rather than professional reasons to retain a protected health professional title.

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| Note |

A non-practising registrant is under no obligation under the National Law to meet the registration standard requirements for continuing professional development, professional indemnity insurance or recency of practice.

If however a practitioner with non-practising registration applies for general registration, they are required to lodge an application form for practising registration with AHPRA and must meet all mandatory requirements of the National Board’s registration standards including continuing professional development, disclosure of criminal history, professional indemnity insurance and recency of practice.

If the practitioner does not meet the recency of practice registration standard requirement they cannot resume employment and the relevant National Board information on re-entry to practice applies.

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| Search Terms |

AHPRA, Allied Health, Conditions, Junior Medical Officers, Nurse and Midwives, Registration, Regulation, Renewal, Medical Practitioner, Dental Practitioner

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| Attachments |

Attachment 1 - Notification Form for Conditions on Health Practitioner Registration

## Attachment 1 - Notification Form for Conditions on Health Practitioner Registration

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| **Disclaimer**: *This document has been developed by ACT Health, Office of the Deputy Director-General, Canberra Hospital and Health Services, specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and ACT Health assumes no responsibility whatsoever.* | Section Amended | Approved By |

1. Refer Table 1,page 2, Health Practitioners regulated under the National Law [↑](#footnote-ref-1)
2. Includes industrial classifications- Health Professional, Radiation Therapy, Dentist, Medical Practitioner [↑](#footnote-ref-2)
3. Ref: <https://www.ahpra.gov.au/About-AHPRA/What-We-Do/FAQ.aspx> [↑](#footnote-ref-3)
4. Refer **Definitions** (p6) for further details regarding Non-practising registration. [↑](#footnote-ref-4)