

Policy Directive: compliance is mandatory

Registration of Health Practitioners- Recording and Monitoring Policy Directive

Objective file number: eA766987

Policy developed by: Workforce Directorate, Health System Performance

Approved at Portfolio Executive on: 14 November 2013

Next review due: 30 November 2015

Summary

The Registration of Health Practitioners - Recording and Monitoring Policy Directive establishes standards for the recording and monitoring of professional registrations for Health Practitioners employed by SA Health who are required to have registration with a National Board supported and managed by the Australian Health Practitioners Regulation Agency (AHPRA). The policy directive outlines the Health Practitioner and management responsibilities, processes, standards and timeframes to ensure the ongoing verification of health practitioner registrations with relevant professional bodies.

Keywords

Registration, recording, monitoring, verification, Health Practitioner, annual renewal, AHPRA, National Board, Policy Directive

Policy history

Is this a new policy? **Y**
Does this policy amend or update an existing policy? **N**
Does this policy replace an existing policy? **N**
If so, which policies?

Applies to

All SA Health Portfolio

Staff impact

All Staff, Management, Admin, Students; Volunteers
All Clinical, Medical, Nursing, Allied Health, Emergency, Dental, Mental Health, Pathology
Other

PDS reference

D0330

Version control and change history

Version	Date from	Date to	Amendment
1.0	18/11/2013	18/11/2015	Original version
2.0	08/01/2014	current	Added the Medical Radiation Practice Board

Health Practitioner Registration- Recording & Ongoing Verification

1. Policy Statement

SA Health is committed to providing a safe, professional and high quality health care service by ensuring the registration of Health Practitioners employed by SA Health are verified and recorded on an ongoing basis to support the safety and best care for patients and consumers.

2. Background

Both the South Australian Safety and Quality Framework and Strategy and the Australian Commission on Safety and Quality in Health Care (ACSQHC) National Safety and Quality Service Standards September 2012 aim to assist health care consumers and staff to participate in assuring the highest levels of safety and quality for the care and services delivered now and into the future.

3. Policy Context

The objectives of this policy are to ensure:

- All Health Practitioners employed by SA Health are aware of their responsibilities and the legal requirement to hold and maintain appropriate registration with a National Board.¹
- Heads of Unit/ Divisional Heads (or equivalent) are aware of their obligations associated with the on-going maintenance of health practitioner registration.
- Human Resource (HR) staff are aware of their responsibilities to accurately record, monitor and report on health practitioner registrations.
- Health practitioners' registrations are confirmed annually, or as required, with details recorded in appropriate HR Systems and reports produced to support ongoing organisational compliance monitoring.

Access appointees are still required to undergo a Credentialing process which includes provision of a copy of a Registration Certificate, evidence of Professional Indemnity Insurance, a criminal history check and a signed request of the service by the patient/consumer.

AHPRA will continue to work with education providers (which includes health services) to ensure students are registered at the commencement of Clinical Placements.

4. Policy Details/ Standards

All registered health professionals are required to hold and maintain appropriate registration with a National Board which is supported and managed by the Australian Health Practitioners Regulation Agency (AHPRA).

Registered health professions must meet the requirements of registration, a legal process that bestows recognition of a minimum standard of training and education in a particular field.

¹ This Policy only applies to Health Practitioners employed by SA Health as the recording monitoring of professional registration is captured utilising CHRIS.

As at the 1 July 2012 registered professions include:

- > Chiropractic
- > Dental
- > Medical
- > Medical Radiation Practice
- > Nursing & Midwifery
- > Optometry
- > Osteopathy
- > Pharmacy
- > Physiotherapy
- > Podiatry
- > Psychology
- > Chinese Medicine
- > Occupational Therapy
- > Medical Radiation Practice
- > Aboriginal & Torres Strait Islander Health Practice

Under the *Health Practitioner Regulation National Law (South Australia) Act 2010* registered Health Practitioners are able to practise whilst their renewal application is being processed. Health Practitioners will also remain registered for one month after their registration expiry.

If a Health Practitioners name appears on the AHPRA register, the practitioner is registered to practise (excluding practitioners with a Registration Type of 'non practising' or those with a condition which stops them from practising, or where their registration has been suspended.)

Process

Annual Review of Registrations

- > Prior to the National Registration Renewal dates, or as required, HR Departments across SA Health will generate CHRIS reports detailing Health Practitioner registration information.
- > The registration numbers from the CHRIS report are then verified against the AHPRA Register of Practitioners which is submitted online to AHPRA utilising an authorised AHPRA user registration for verification against the AHPRA Register.
- > Once confirmed by AHPRA, details of relevant registered practitioners and current registration expiry dates are then updated by HR within CHRIS.
- > Alternatively each registrant may be manually checked online against the AHPRA Register with CHRIS updated accordingly.
- > A CHRIS report is then re-generated and those Health Practitioners who have not yet renewed their registration are highlighted within the report and forwarded to Heads of Unit/ Divisional Heads for information and follow-up. This will include the highlighting of any recorded notations or limitations which have been placed on a Health Practitioners' clinical practice to be forwarded to Heads of Unit/ Divisional Heads.
- > Heads of Unit/ Divisional Heads will ensure that lists provided by HR are inclusive of all Health Practitioners within their unit and identify those Health Practitioners who are on extended leave (paid or unpaid) to ensure that the Health Practitioners have their registration confirmed before the recommencement of duties.
- > Heads of Unit/ Divisional Heads in consultation with HR will make contact with Health Practitioners who have not renewed their registrations to ensure that they are aware of their requirement to do so.
- > A Health Practitioner who fails to register with AHPRA within the required timeframes will be prohibited from practice without pay² until such time as they are able to

² The Health Practitioner may be allowed to utilise annual leave in circumstances consider appropriate by the employer.

demonstrate that their registration has been renewed through AHPRA which may include the presentation of the renewed practicing certificates.

- > In the absence of extenuating circumstances, repeated refusal to renew a registration will result in disciplinary action which may include the termination of employment by the employer.

Recording of Registrations

Registration details will be verified and recorded in CHRIS within the LIC (Licensing & Registrations) screen by Human Resources upon an employee's appointment and at renewal of registration. As listed on the certificate or the AHPRA register, the information recorded is limited to:

- > the registration type;
- > date of issue;
- > date of expiry;
- > the 10 digit registration number; and
- > any other comments i.e. any limitations etc.

It is acknowledged that the recording of registrations is also incorporated into the Credentialing and Scope of Clinical Practice System (CSCPS) database for Medical and Dental Practitioners, Allied and Scientific Health Professionals and Nurse Practitioners.

5. Responsibilities

Registered Health Practitioners

Health Practitioners are responsible for maintaining appropriate registration with a National Board and continuing to meet organisational requirements in relation to Credentialing and Scope of Practice. Health Practitioners are responsible for maintaining competence and ensuring their practice is in accordance with professional standards and codes.

Heads of Unit/ Divisional Heads (or equivalent)

Heads of Unit/ Divisional Heads, in consultation with HR, are responsible for contacting Health Practitioners who have not renewed their registrations to ensure that they are aware of the requirement to renew no later than 1 month after their expiry date. After this date, Heads of Unit/ Divisional Heads, in consultation with HR, will prohibit the unregistered Health Practitioner from practicing, without pay (annual leave may be used in appropriate circumstances) until such time as they are able to demonstrate that their registration has been renewed through AHPRA.

The delegate, in the absence of extenuating circumstances will be entitled to initiate disciplinary action, in consultation with HR, which could result in the termination of employment if a Health Practitioner does not renew his or her registration after a reasonable opportunity has been given.

HR staff, Workforce Directorate

Human Resources will ensure that appropriate systems are in place to support Heads of Unit/ Divisional Heads with organisational monitoring and compliance for the requirement of Health Practitioners to hold and maintain current and appropriate registration through AHPRA.

6. Definitions

CHRIS

Complete Human Resource Information System.

Registered Health Practitioners

Registered Health Practitioners are defined as professions requiring registration with a National Board which is supported and managed by AHPRA.

Australian Health Practitioner Regulation Agency (AHPRA)

AHPRA supports the National Boards (currently fourteen) that are responsible for regulating the registered health professions. The primary role of the National Boards is to protect the public and set standards and policies that all registered Health Practitioners must meet.

National Boards

Each health profession that is part of the National Registration and Accreditation Scheme is represented by a National Board. While the primary role of the Boards is to protect the public, the Boards are also responsible for registering practitioners and students, as well as other functions, for their professions.

The 14 National Boards are:

- > Aboriginal and Torres Strait Islander Health Practice Board of Australia
- > Chinese Medicine Board of Australia
- > Chiropractic Board of Australia
- > Dental Board of Australia
- > Medical Board of Australia
- > Medical Radiation Practice Board of Australia
- > Nursing and Midwifery Board of Australia
- > Occupational Therapy Board of Australia
- > Optometry Board of Australia
- > Osteopathy Board of Australia
- > Pharmacy Board of Australia
- > Physiotherapy Board of Australia
- > Podiatry Board of Australia
- > Psychology Board of Australia

All Boards are supported by AHPRA in the framework of a Health Profession Agreement.

7. Reference and Related Documents

- > Workforce Operations Advice Administrative Instruction WDAI0004/12 *Health Practitioner Registration- Recording and Ongoing Verification*.
- > SA Health Authenticating Allied and Scientific Health Professionals' Credentials Policy Directive.
- > SA Health Authenticating Nurse Practitioner Credentials Policy Directive.
- > Australian Commission on Safety and Quality in Health Care (ACSQHC) National Safety and Quality Service Standards September 2012.

8. Communication

The following core set of tools will be used to communicate information about the SA Health Practitioner Registration- Recording and Ongoing Verification Policy Directive.

- CE Check
- Workforce Information Intranet page.

9. Evaluation Criteria

The SA Health Practitioner Registration- Recording and Ongoing Verification policy will be reviewed after a 24 month period by Human Resources in consultation with Heads of Unit/ Divisional Heads with a view to making necessary adjustments to policy content or processes as required.

10. Approval

Approval will be sought through the Chief Executive, SA Health.