



PROCEDURE	
Statutory Health Professional Registration	
Scope (Staff):	All regulated health practitioners
Scope (Area):	Child and Adolescent Health Service (CAHS)
Child Safe Organisation Statement of Commitment	
<p>The Child and Adolescent Health Service (CAHS) commits to being a child safe organisation by meeting the National Child Safe Principles and National Child Safe Standards. This is a commitment to a strong culture supported by robust policies and procedures to ensure the safety and wellbeing of children at CAHS.</p>	

This document should be read in conjunction with this [DISCLAIMER](#)

Aim

This policy sets out responsibilities pertaining to statutory health professional registration, in order for CAHS employees to comply with the [Health Practitioner Regulation National Law \(WA\) Act 2010](#) (the National Law) and, where relevant, the registration requirements specified in the Medicare Benefits Schedule.

Background

Statutory registration of health practitioners in Western Australia (WA) is regulated by the National Law, which provides for a National Registration and Accreditation Scheme for specific health professions (the National Scheme). Each health profession that is part of the National Scheme is represented by a National Board. National Boards are responsible for regulating the practice of health professions by registering health practitioners and developing professional practice standards.

A key objective of the National Scheme is to help keep the public safe by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.

Risk

- Failure to comply with legislative requirements.
- Failure to ensure the competency of regulated health practitioners working with CAHS clients and their families.

Definitions

Australian Health Practitioner Regulation Agency (AHPRA): is the agency that supports National Boards to implement the National Scheme.

Health practitioner: an individual registered under a National Law to practice a health profession.

National Board: a National Health Practitioner Regulation Agency established under the National Law.

Regulated health profession: those health professions where a statutory registration authority (such as a National Board) is empowered to grant professional registration. Regulated health professions relevant to CAHS are listed in Appendix 1. While sonographers are not a regulated health profession under the National Law, CAHS requires sonographers to be registered with the Australian Sonographer Accreditation Registry in order to comply with the [Medicare Benefits Schedule](#) (MBS) when providing services under this schedule. Sonographers are therefore included in the health professions listed in Appendix 1.

Principles

- In order to comply with the National Law, CAHS must ensure all relevant employees and contractors are registered with the appropriate statutory registration authority.
- If an individual is not registered under the National Law, CAHS may not claim that the individual is registered under the National Law, nor take or use any protected title in relation to the individual that could infer that the individual is registered under the National Law. Significant penalties apply to both the individual and to CAHS if the law is breached.
- All health practitioners employed or contracted by CAHS that are engaged, or intended to be engaged, in the practice of a regulated health profession are to demonstrate that they possess a license to practice, having satisfied the requirements of the relevant National Board or registration authority, otherwise they cannot provide clinical care.

Recruitment

- For regulated health professions, the work related requirements in a CAHS Job Description (JD) must reflect the applicable classification descriptors as outlined in the [Health Professional Classifications and Recruitment to Health Professional Positions](#).
- Prior to appointment, the Chair of the selection panel must undertake an electronic check of the professional registration of applicants through the [AHPRA online register](#).
- An offer of employment must be subject to satisfactory completion of all pre-employment requirements, including relevant registration, qualification and license requirements. As per the [WA Health Recruitment, Selection and Appointment Policy](#), Health Support Services (HSS) will advise the relevant CAHS recruiting manager should a potential employee not meet the pre-employment screening requirements.

Roles and Responsibilities

Health practitioner

- Comply with any conditions imposed by the National Board.
- Be employed or engaged in the legal name in which they appear on the National Board register, unless the person has written permission from the National Board to do otherwise.

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- Be registered with the appropriate 'Registration Type'. The primary registration type is 'general' or 'specialist'. Registration with any other type of registration (including 'limited', 'provisional' and 'non-practicing') must correlate with their role and be approved by the appropriate Governance Accountability Lead (as per Appendix 2).
- Maintain the terms and conditions of their employment/engagement by maintaining their registration currency (without restrictions) with the National Board, including during periods of temporary secondment or deployment (including fixed term contract appointments); receipt of weekly compensation payments; and paid or unpaid leave.
- Provide evidence of competence as may be required by CAHS or the registration board.
- Notify their line manager of any potential or existing restriction to practice or change to registration status that may impact upon their scope of practice or ability to practice safely.
- Not undertake duties that are restricted by statutory registration on lapse of their registration and notifying their line manager as soon as practicable, when restrictions or the health professional registration has expired.
- Where registration in more than one division is held on appointment, consult with their line manager regarding any decision to relinquish registration in a division prior to this occurring. Registration must remain congruent with the employment contract and JD.

Line Manager (or relevant delegate such as Medical Workforce or Nurse Manager – Corporate)

- Confirm that the health practitioner is registered with the appropriate statutory registration board for professional practice, under the legal name that they are intending to be/or actually are employed as.
- Confirm that the health practitioner maintains their registration. As needed, an employee's registration status can be checked via Tableau or with AHPRA via the [AHPRA online register](#). (Access to tableau reports are restricted to approved users and managed by the CAHS Business Intelligence Unit (BIU)).
- As soon as practicable, advise the relevant CAHS Governance Responsibility Lead (as per Appendix 2) of any health practitioner(s) either unregistered or where restrictions have been applied to their registration status.
- In consultation with the CAHS Governance Responsibility Lead (as per Appendix 2), develop and implement a plan to manage restrictions on the professional practice of health practitioner(s) where necessary, noting that sometimes there are restrictions that still allow staff to practice clinical care.

CAHS Governance Responsibility Leads (as per Appendix 2)

- Liaise with relevant line managers to act on any non-compliance identified within the monthly registration compliance reports.
- Ensure that an unregistered health practitioner does not provide direct clinical care under a protected title.

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- In consultation with the line manager, ensure that an appropriate plan has been developed to manage restrictions on professional practice.
- Liaise with the line manager and the CAHS Governance Accountability Lead (as per Appendix 2) for the relevant professional group.

CAHS Governance Accountability Leads (as per Appendix 2)

- If required, establish procedures for monitoring of registration compliance that are specific to their health profession(s), particularly in relation to registration renewals.
- Liaise with the CAHS Governance Responsibility Lead, CAHS Human Resources, the Manager Integrity and Ethics and the Chief Executive as appropriate.
- Ensure organisational compliance with this policy across their professional group(s).

CAHS Business Intelligence Unit (BIU) via Tableau reporting

- If required or as requested, provide employee registration compliance reports to approved users.

Compliance

- Any alleged breach of this policy by the employee is to be reported in the first instance to the relevant line manager, who is then responsible for reporting to the Governance Responsibility Lead and Accountability Lead for the relevant professional group (as per Appendix 2).
- Failure to comply with this policy may constitute a breach of the [WA Health Code of Conduct](#) and be managed accordingly.

Statutory reporting

CAHS and its employees must comply with the reporting requirements set out in the National Law and the Health Services Act. The CAHS [Management of Notifiable and Reportable Conduct Procedure](#) sets out the processes for this reporting.

Related CAHS internal policies, procedures and guidelines

[CAHS Management of Notifiable and Reportable Conduct Procedure](#)

[CAHS Tableau User Guide](#)

References

[WA Health Discipline Policy](#)

[WA Health Notifiable and Reportable Conduct Policy](#)


[Health Practitioner Regulation National Law \(WA\) Act 2010](#)

[Health Services Act 2016](#)

Medicare Benefits Schedule
Public Sector Management Act 1994
WA Health Recruitment, Selection and Appointment Policy
WA Health Code of Conduct Policy

Useful resources
AHPRA online register of practitioners
AHPRA Guidelines for Mandatory Notifications
AHPRA website

This document can be made available in alternative formats on request for a person with a disability.

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Appendix 1: Relevant AHPRA Regulated Health Professions

Health Profession	Governance	Regulation	Renewal details
Aboriginal and Torres Strait Islander Health Practitioner	Aboriginal and Torres Strait Islander Health Practice Board of Australia	Health Practitioner Regulation National Law (WA) Act 2010	Annual registration renewal date 30 November
Dental practitioner	Dental Board of Australia		Annual registration renewal date 30 November
Medical imaging technologist	Medical Radiation Practice Board of Australia and licencing with the Radiological Council of WA	Health Practitioner Regulation National Law (WA) Act 2010 Radiation Safety Act 1975	Annual registration renewal date 30 November Annual or triennial licencing
Medical practitioner	Medical Board of Australia	Health Practitioner Regulation National Law (WA) Act 2010	Annual registration renewal date 30 September
Midwife	Nursing and Midwifery Board of Australia		Annual registration renewal date 31 May
Nurse (Enrolled)			
Nurse (Practitioner)			
Nurse (Registered)			
Occupational Therapist	Occupational Therapy Board of Australia		Annual registration renewal date 30 November
Pharmacist	Pharmacy Board of Australia		Annual registration renewal date 30 November
Physiotherapist	Physiotherapy Board of Australia		Annual registration renewal date 30 November
Podiatrist	Podiatry Board of Australia		Annual registration renewal date 30 November
Psychologist	Psychology Board of Australia		Annual registration renewal date 30 November
Sonographers	Australian Sonographer Accreditation Registry	Medicare Benefits Schedule	Annual subscription renewal on 1 January

Appendix 2: Governance accountability and responsibility for professional groups

Professional Group	CAHS Governance Accountability Lead	Governance Responsibility Lead
Nurses (Enrolled, Registered, Practitioner)*	Executive Director Nursing Services	Co-Director ↑ Line Manager / Nurse Manager - Corporate
Medical and Dental Practitioners	Executive Director Medical Services	Co-Director ↑ Line Manager / Medical Workforce
Radiographers		Chief Medical Imaging Technologist ↑ Line Manager
Pharmacists		Chief Pharmacist ↑ Line Manager
Allied health and health science professionals, including contractors**	Director Allied Health	Co-Director ↑ Line Manager

*NurseWest has governance accountability for all NurseWest and agency nurses and midwives employed through their system; however the line manager has responsibility to confirm registration on the AHPRA online register and check that the individual's registration is current for the duration of their term with CAHS.

**For contracted health practitioners, the contracted agency has governance accountability for health professional registration, however the line manager has responsibility to confirm registration on the AHPRA online register and check the individual's registration is current for the duration of their term with CAHS.