



POLICY	
Professional Registration Policy	
Scope (Staff):	All permanent, fixed term contract, casual and sessional employees of North Metropolitan Health Service (NMHS)
Scope (Area):	All Areas of NMHS

Aim

The purpose of this policy is to ensure that all relevant employees and contractors engaged or intending to be engaged in professional practice are registered with and maintain registration with the appropriate statutory registration authority.

Background

Registration of health practitioners in Western Australia is governed by the Health Practitioner Regulation National Law (WA) Act 2010, referred to hereafter as the ‘National Law’.

The Australian Health Practitioner Regulation Agency (AHPRA) and National Registration & Accreditation Scheme (NRAS) for health practitioners commenced on 1 July 2010. Each profession has a national board which is responsible for regulating the practice of professions by registering practitioners and developing professional practice standards. AHPRA administers NRAS and provides administrative support to the national boards. Details of each board’s standards, including recency of practice, can be found on the AHPRA website. Concerns or questions about standards should be directed to the relevant board.

Under the National Law, any practitioner whose registration has been cancelled or not renewed is not permitted to practice as a health professional. The relevant National Board may grant a health practitioner a provisional registration to enable them to complete a period of supervised practice that they require to be eligible for registration in their health profession. The period of registration that is to apply to a health practitioner granted provisional registration is decided by the relevant National Board. Provisional registration may not be renewed more than twice. Refer to the [National Law](#) for further information.

Risk

Adhering to this policy will potentially mitigate risk for the organisation and its accountable officers being exposed to the industrial, legislative and reputational impacts of not appropriately managing legislative obligations under the National Law.

Significant legislated penalties apply to both the individual and to the employer if the National Law is breached. In order to comply with the National Law, an employer must ensure all relevant employees and contractors are registered with the appropriate statutory registration authority.

Failure to comply with this policy may constitute a breach of the [WA Health Code of Conduct](#).

Principles

All health practitioners employed or contracted by North Metropolitan Health Service (NMHS) who are engaged or intending to engage in professional practice which requires statutory registration in Western Australia, are to demonstrate they possess a license to practice, having satisfied the requirements of the relevant statutory registration board. Health practitioners who must comply are identified in [Appendix 1](#). The National Law stipulates that an application for renewal of a registered health practitioner's registration must be made no later than one month after the practitioner's period of registration ends.

Where a statutory registration authority is empowered to grant professional registration the essential selection criteria or appointment factors must cite the registration requirement rather than any particular qualification, as outlined in [Health Practitioners – Use of Formal Qualifications and/or Professional Registration and other Requirements as Essential Selection Criteria](#) (supporting information to Classification Mandatory Policy)

Where registration is not demonstrated to the satisfaction of NMHS, the affected employee will be deemed not to be able to perform the inherent requirements of their role and will not be permitted to commence or continue in their professional practice until the registration requirement is met. Non-registration may also result in the termination of a practitioner's employment.

Responsibilities

Health Practitioner

It is the responsibilities of the Health Practitioner (inclusive of employees, contractors or consultants) to:

- Maintain their registration currency, without restrictions to practice with the appropriate statutory registration board for professional practice.
- Provide evidence of competence as may be required by their contract of employment.
- Notify their line manager in writing of any change to their status of registration, for any reason. Notification must be forwarded to the relevant Tier 2 or 3 Officer (Executive Director, Director, Co-Director, Head of Department etc.).
- Notify their line manager of the details of any reprimand issued by the relevant statutory registration board for professional practice.
- Ensure they are familiar with (and comply with) the requirements of the National Law,

Sections 141 and 142 which outlines their responsibilities relating to notifiable conduct and mandatory reporting.

Heads of Department or equivalent (including line manager)

It is the responsibility of relevant Head of Department (HoD) or equivalent (including line manager) to:

- Ensure that where required, all employed/contracted health professionals/medical scientists providing a service to NMHS are appropriately registered.
- Monitor, remind and ensure the professional registration of all relevant employees is recorded in the Human Resource Information System (HRIS).
- Ensure requirements for professional registration are included in the Job Description Form (JDF) and other employment documentation for relevant employees within their responsibility.
- View evidence of professional registration and review any “conditions”, “undertakings” or “reprimands” conditional to the employee’s practice:
 - during the recruitment process;
 - upon an employee’s commencement of employment;
 - when an employee re-commences after long-term leave;
 - before the employee commences professional practice; and
 - after any notification of change in current employee registration status.
- Ensure that where registration of an employee has lapsed or cannot be demonstrated, that employee immediately ceases their professional practice until the registration requirement is met.

In addition, a HoD/line manager may check at any time the professional registration status of an employee on the AHPRA website via the online Register of Practitioners and online [Renewal Status Check](#).

Health Support Services

Health Support Services (HSS) will record the relevant registrations in the HRIS when entering the new employee into the system, when they commence employment within WA Health, including the expiry dates.

HSS will also maintain the registration information, when advised/notified by the HOD or equivalent, in the HR Data warehouse report. The HR Data warehouse report can be used by NMHS for ongoing reporting and management of registrations.

Exceptions

Health practitioners who are absent from work on unpaid leave such as long term sick leave, unpaid parental leave or leave without pay will be retained on the HRIS and not terminated, however prior to resuming practice must provide evidence of registration.

A health practitioner who is involved in a long-term workers compensation process and who is unlikely to return to practice, but requires payment of wages as legislated by the

[Workers Compensation and Injury Management Act 1981](#), may remain on HRIS without registration, however prior to resuming any clinical practice must produce evidence of registration.

Credentialing

Registered health practitioners must practice in accordance with the [National Law](#), and registration standards, codes and guidelines set by the relevant national board.

Registration with a national board does not guarantee or specify current competency of all practitioners across all areas of specialised practice for which they were initially qualified.

Where the scope of clinical practice is focused in a particular clinical area, NMHS may need to undertake additional competency testing and/or seek evidence that demonstrates the health practitioner's competency and ability to fulfil the scope of clinical practice.

For further information, refer to the [Credentialing and Defining the Scope of Clinical Practice Policy](#) which outlines the minimum requirements of credentialing and defined scope of clinical practice for:

- Medical Practitioners;
- Nursing and Midwifery; and
- Specific Allied Health Practitioners and Health Science Practitioners.

Credentialing requirements for Dental Health Service (DHS) employees including Dental Officers, Dental Hygienists, Dental Therapists and Oral Health Therapists are managed by the DHS Credentialing Committee and consistent with the Credentialing for Dental Practitioners Policy. To obtain a copy of this policy please contact DHS.

Monitoring

Monitoring of compliance is to be carried out by those identified as having governance accountability for the relevant professional group.

The compliance rate required for accreditation is 100%

HOD/Managers are required to confirm that 100% of practicing health professionals, as identified in HRIS as requiring a statutory license, hold a valid registration/licence and the details of their current registration are recorded in the HRIS by HSS.

NMHS Workforce will report on compliance every quarter as part of the Quarterly Workforce Profile Report.

Compliance and Evaluation

Each NMHS site or service Executive Director is to ensure compliance with this policy.


Non-compliance with this policy must be reported to the relevant line manager, or directly to site Human Resources.

Definitions

AHPRA	Australian Health Practitioner Regulation Agency (AHPRA) is the statutory authority responsible for implementing the National Registration and Accreditation Scheme (NRAS) across Australia which came into effect on 1 July 2010, enabling a single national registration and accreditation system for practicing health professionals in Western Australia.
Credentialing	Credentialing refers to the formal process used to verify the qualification, experience, professional standing and other professional attributes of a professional employee. In the health sector credentialing is used to support safe practice and can be used to assist in the determination of an individual's appropriateness, and authority, to practice within a particular scope of their professional responsibilities.
Health Practitioner	As defined under section 6 of the Health Services Act 2016, Health professional means a person who is — (a) a health practitioner registered under the Health Practitioner Regulation National Law (Western Australia); or (b) in a class of persons prescribed for the purposes of this definition.
Recency of practice	Recency of practice means that a health practitioner has maintained an adequate connection with, and recent practice in the profession since qualifying for, or obtaining registration.
Registration	A process of including an individual on a register usually based on their attainment of a number of criteria. In this policy, registration refers to the process a health practitioner undertakes to become a member of a government approved professional registration body.
National board	National boards are responsible for registering practitioners. All national boards are supported by AHPRA. Each health profession that is part of the NRAS is represented by a National Board.
National Law	Statutory registration of health practitioners in Western Australia is governed by the Health Practitioner Regulation National Law (WA) Act 2010. In order to comply with the National Law, an employer must ensure all relevant employees and contractors are registered with the appropriate statutory registration authority.

Related internal policies, procedures and guidelines[Credentialing and Defining Scope of Clinical Practice Policy MP 0084/18](#)[Discipline Policy MP 0040/16](#)[Notifiable and Reportable Conduct Policy MP 0125/19](#)[Code of Conduct Policy MP 0124/19](#)[Recruitment, Selection and Appointment Policy and Procedure MP 0033/16](#)**References**[Australian Health Practitioner Regulation Agency \(AHPRA\)](#)[Credentialing health practitioners and defining their scope of clinical practice – A guide for managers and practitioners \(Dec 2015\)](#)[Employment Policy Framework](#)[Health Practitioner Regulation National Law \(WA\) Act 2010](#)[Health Services Act 2016](#)[National Registration and Accreditation Scheme \(NRAS\)](#)[Workers Compensation and Injury Management Act 1981](#)

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

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Policy Contact	Senior Policy Officer				
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The health impact upon Aboriginal people have been considered, and where relevant incorporated and appropriately addressed in the development of this health initiative (IS3P0719).



NMHS Statutory Health Professional Registration Policy – Appendix 1

HEALTH PROFESSION	GOVERNANCE	REGULATION	RENEWAL DETAILS
Dental Practitioner	Registered as a Dental Practitioner in the appropriate division with the Dental Board of WA https://www.dentalboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 30 November
Medical Imaging Technologist	Registered as a Medical Radiation Practitioner in the appropriate division with the Medical Radiation Practice Board of Australia https://www.medicalradiationpracticeboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010 and Radiation Safety Act 1975 (26)(1)(a), Regulation 4</i>	Annual registration renewal on 30 November and Radiation licence renewal every 3 years
Medical Practitioner	Registration as a Medical Practitioner with the Medical Board of Australia https://www.medicalboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 30 September
Midwife	Registration as a Midwife with the Nursing and Midwifery Board of Australia https://www.nursingmidwiferyboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 31 May
Nurse (Enrolled)	Registration as a Nurse – Enrolled Nurse (Division 2) with the Nursing and Midwifery Board of Australia	<i>Health Practitioner Regulation National Law</i>	Annual registration renewal on 31 May

	https://www.nursingmidwiferyboard.gov.au/	(WA) Act 2010	
Nurse (Practitioner)	Registration as a Nurse – Registered Nurse (Division 1) with endorsement as qualified to practice as a Nurse Practitioner with the Nursing and Midwifery Board of Australia https://www.nursingmidwiferyboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 31 May
Nurse (Registered)	Registration as a Nurse – Registered Nurse (Division 1) with the Nursing and Midwifery Board of Australia https://www.nursingmidwiferyboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 31 May
Occupational Therapist	Registration as an Occupational Therapist with the Occupational Therapy Board of Australia https://www.occupationaltherapyboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 30 November
Pharmacist	Registered as a Pharmacist with the Pharmacy Board of Australia https://www.pharmacyboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 30 November
Physiotherapist	Registration as a Physiotherapist with the Physiotherapy Board of Australia https://www.physiotherapyboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 30 November
Podiatrist	Registration as a Podiatrist with the Podiatry Board of Australia https://www.podiatryboard.gov.au/	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>	Annual registration renewal on 30 November
Psychologist	Full registration as a Psychologist with the Psychology Board of Australia	<i>Health Practitioner Regulation National Law</i>	Annual registration renewal on 30

	https://www.psychologyboard.gov.au/	<i>(WA) Act 2010</i>	November
Sonographer	Membership with the Australian Sonography Accreditation Registry (ASAR) in the relevant field https://www.asar.com.au/	Medicare Benefits Schedule	Annual subscription renewal on 1 January