

## Guidelines on grandparenting requirements for registration

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Aboriginal and  
Torres Strait Islander  
Health Practice  
Board of Australia

## Introduction

The Aboriginal and Torres Strait Islander Health Practice Board of Australia (the Board) has developed these guidelines to provide further information about the grandparenting provisions and requirements outlined in the Board's *Grandparenting registration standard*.

The grandparenting provisions contained in the Health Practitioner Regulation National Law, as in force in each state and territory ([the National Law](#)), are designed to make sure that practitioners legitimately practising the profession (particularly those in jurisdictions that did not previously require registration) are not disadvantaged due to:

- their profession not having automatically transitioned to the National Registration and Accreditation Scheme (the National Scheme), or
- not holding an approved qualification.

## Who needs to use these guidelines?

Aboriginal and Torres Strait Islander health workers who:

- are not currently registered in the Northern Territory, and
- do not hold a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) but still wish to apply to the Board for registration on the basis of equivalent qualifications and experience.

## Background

All practitioners who are currently registered with the Aboriginal Health Workers Board of the Northern Territory were automatically transferred to the National Scheme on 1 July 2012.

Practitioners not currently registered in the Northern Territory but who hold a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) are eligible to apply for registration as an Aboriginal and Torres Strait Islander health practitioner.

All other practitioners, including those not registered in the Northern Territory and those without a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice), may still be eligible to apply for registration up until 1 July 2015 under the grandparenting provisions.

In these cases, it will be up to the Board to decide whether a practitioner's qualifications and experience in direct clinical care are sufficient for registration.

## 1. Requirements

The Board will consider all applications for registration under the grandparenting provisions to determine whether an individual's qualifications and experience are adequate for registration, noting that the Board's key consideration is to protect the public.

In its *Grandparenting registration standard*, the Board has provided guidance on what is required from practitioners seeking to register under the grandparenting provisions.

At the discretion of the Board, a practitioner with the following may be suitable for registration:

- Demonstrates a qualification (either a certified copy of the original or an authenticated copy from the issuing registered training organisation).  
  
Example: Certificate III before 2008 that includes medication administration and clinical assessment (such as, but not limited to, a Certificate III in Aboriginal Health Work Clinical, a Certificate III in Indigenous Primary Health Care).
- Has completed any further study, training or a minimum of 500 hours of clinical practice.
- Has practised between 1 July 2002 and 30 June 2012 as a clinical Aboriginal and/or Torres Strait Islander health worker for a total of five years (either five years straight or at intervals totalling five years).

Any applicant who seeks to register under grandparenting provisions must also demonstrate that they meet the requirements of the following Board registrations standards:

- continuing professional development
- criminal history
- English language skills
- professional indemnity insurance arrangements, and
- recency of practice.

The practitioner *must* also be an Aboriginal and/or Torres Strait Islander person.

## 2. What evidence will the Board need?

If you are applying for registration under grandparenting provisions, you will need to provide documents to support your qualifications and experience.

The Board requires you to provide the following documents:

- A minimum of two recent professional references from people who can be contacted by the Board or by the Australian Health Practitioner Regulation Agency

(AHPRA); at least one of your referees should be a supervisor.

References should provide details of your role in the organisation and provide the Board with an overview of the kind of clinical activities you were responsible for.

References should also note how skilled you were at carrying out these clinical activities and the amount of supervision, if any, required.

- Documented evidence of your professional practice for a minimum of five years or part-time equivalent between 1 July 2002 and 30 June 2012.

The Board will need a timeline of positions held over this period. This should include start and finish dates for each position and supporting documented evidence.

Documented evidence may include pay slips, tax returns or a letter from a manager or senior staff member in the organisation.

- Copies of position/job descriptions, certified by employer/s with a description of the nature of the qualification, knowledge and skills required.

The Board will require a copy of your qualification, with a breakdown of subjects you studied and results obtained.

As under bullet point one above, the Board will also require a copy of your job description for each position you have held and a summary of the knowledge and skills you required to fulfil this role.

Your employer(s) will need to certify this information, for example in the form of a letter to the Board.

- A résumé or professional portfolio.

The résumé or curriculum vitae (CV) should contain similar details to those outlined above, including start and finish dates for each position and a detailed summary of clinical tasks performed in that role.

- A statement of service or other documentation from employer/s that support claims of five years of practice.

Covered under bullet point two above.

- A declaration declaring that an applicant has practised for five years in the profession.

By signing your application form for initial registration or your application to renew registration, you are declaring that you have practised for five years in the profession. Separate documentation is not required.

- The Board may also request additional documents and/or clinical assessment, as required.

The Board will do this in writing and give you a reasonable timeframe to coordinate documents and/or undertake the clinical assessment.

### 3. Action by the Board

The Board may decide to accept or reject your application for registration, or may apply conditions to your registration, as stipulated by the grandparenting provisions of the National Law.

### Definitions

**An Aboriginal and Torres Strait Islander health practitioner** is an individual registered by the Aboriginal and Torres Strait Islander Health Practice Board. The practitioner may use the titles:

- Aboriginal health practitioner
- Aboriginal and Torres Strait Islander health practitioner, or
- Torres Strait Islander health practitioner.

**Practice** means any role, whether paid or not, in which an individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of these guidelines, practice is not restricted to the provision of direct clinical care. It also includes:

- working in a direct nonclinical relationship with clients
- working in management, administration, education, research, advisory, regulatory or policy development roles, and
- any other roles that impact on safe, effective delivery of services in the profession and/or use their professional skills.

**Professional development activities** means participation in formal learning activities, such as attendance at courses or conferences, as well as in formal learning gained through experience and interaction with colleagues.

### Attachments

Attachment A: Extract of relevant provisions from the Health Practitioner Regulation National Law Act 2009 (QLD)

Date: 27 March 2012

Date of review: This guideline will be reviewed at least every three years

Last reviewed: 27 March 2012

## Attachment A Extract of relevant provisions from the Health Practitioner Regulation National Law Act 2009(QLD)

### Division 3 Registration standards and codes and guidelines

#### Section 39 - Codes and guidelines

A National Board may develop and approve codes and guidelines—

- (a) to provide guidance to the health practitioners it registers; and
- (b) about other matters relevant to the exercise of its functions.

**Example.** A National Board may develop guidelines about the advertising of regulated health services by health practitioners registered by the Board or other persons for the purposes of Section 133.

#### Section 40 - Consultation about registration standards, codes and guidelines

- (1) If a National Board develops a registration standard or a code or guideline, it must ensure there is wide-ranging consultation about its content.
- (2) A contravention of subsection (1) does not invalidate a registration standard, code or guideline.
- (3) The following must be published on a National Board's website—
  - (a) a registration standard developed by the Board and approved by the Ministerial Council;
  - (b) a code or guideline approved by the National Board.
- (4) An approved registration standard or a code or guideline takes effect—
  - (a) on the day it is published on the National Board's website; or
  - (b) if a later day is stated in the registration standard, code or guideline, on that day.

#### Section - 41 Use of registration standards, codes or guidelines in disciplinary proceedings

An approved registration standard for a health profession, or a code or guideline approved by a National Board, is admissible in proceedings under this Law or a law of a co-regulatory jurisdiction against a health practitioner registered by the Board as evidence of what constitutes

appropriate professional conduct or practice for the health profession.

### Specific provisions

#### Section 303 - Qualifications for general registration in relevant profession

- (1) For the purposes of section 52(1)(a), an individual who applies for registration in a relevant health profession before 1 July 2015 is qualified for general registration in the profession.

if the individual—

- (a) holds a qualification or has completed training in the profession, whether in a participating jurisdiction or elsewhere, that the National Board established for the profession considers is adequate for the purposes of practising the profession; or
- (b) holds a qualification or has completed training in the profession, whether in a participating jurisdiction or elsewhere, and has completed any further study, training or supervised practice in the profession required by the Board for the purposes of this section; or
- (c) has practised the profession at any time between 1 July 2002 and 30 June 2012 for a consecutive period of five years or for any periods which together amount to five years.

- (2) This section applies despite Section 53.

