

## SESLHD ALLIED HEALTH BUSINESS RULE - SESLHDBR/074

<b>Name</b>	<b>Registered Allied Health Professions with Conditions – Management of</b>		
<b>What it is</b>	To provide guidance to facilities regarding employment and ongoing management of registered Allied Health professionals with registration conditions.		
<b>Risk Rating</b>	Medium	<b>Review Date</b>	January 2024
<b>What it is not</b>	It is not a policy, procedure, guideline, Safe Work Practice, Standard Operating Procedure or similar document.		
<b>Who it applies to</b>	Physiotherapy, Psychology, Pharmacy, Podiatry and Occupational Therapy and Medical Radiation Practitioner staff across SESLHD.		
<b>Why the rule is necessary</b>	The business rule is necessary to ensure that Allied Health staff with registration conditions are appropriately supervised and work within these conditions.		
<b>When to use it</b>	When employing new staff with registration conditions or managing existing staff with registration conditions.		
<b>How to use it</b>	Managers to adhere to the business rules as noted		
<b>Who is responsible</b>	Physiotherapy, Psychology, Pharmacy, Podiatry and Occupational Therapy Department Heads, Managers of Registered Allied Health Professions including Medical Radiation Practitioners.		
<b>Executive Sponsor</b>	Director of Allied Health, SESLHD		
<b>Author</b>	Director of Allied Health, SESLHD		

### Definitions:

- AH – Allied Health
- Allied Health Department Heads: Include Physiotherapy, Psychology, Pharmacy, Podiatry Occupational Therapy
- Medical Radiation Practitioner: includes diagnostic radiographers, nuclear medicine technologists and radiation therapists
- DAH – Director of Allied Health
- Home Site: The designated hospital/facility within a network responsible for the rostering of term rotations/secondments for employees/trainees
- Secondment Site: A hospital/facility receiving networked employees/trainees from the home facility
- Conditions: A National Board or an adjudication body can impose a condition on the registration of a practitioner or student, or on an endorsement of registration. A condition aims to restrict a practitioner’s practice in some way, to protect the public.

Conditions can be placed on a practitioner’s registration for disciplinary reasons i.e. a National Board has found that a practitioner has departed from accepted professional standards.

Conditions can also be placed on a practitioner's registration for reasons that are not disciplinary i.e. a practitioner who is returning to practice after a break.

Current conditions which restrict a practitioner's practice of the profession are published on the Australian Health Practitioner Regulation Agency - Register of Practitioners. When a National Board or adjudication body decides they are no longer required to ensure safe practice, they are removed and no longer published.

	<b>Action</b>	<b>Responsibility</b>
Person applies for position	<ul style="list-style-type: none"> <li>• Confirm status of the applicant's professional registration.</li> <li>• If registration conditions are in place, the selection panel (in consultation with the relevant Allied Health Department Head, Director of Pharmacy or Service Manager) determines if the applicant is employable in the position, taking into consideration site rotations with such appointment. Where there is no direct Allied Health Head, the selection panel should seek guidance from the relevant Discipline Advisor, Principle Psychologist, Director of Pharmacy or Director of Allied Health.</li> </ul>	<ul style="list-style-type: none"> <li>• Convenor and members of the selection panel</li> </ul>
Appointment process	<ul style="list-style-type: none"> <li>• The panel makes a recommendation for appointment to the appropriate delegated officer and provides advice of the registration conditions.</li> <li>• Delegated officer authorises offer of appointment and confirms appointment with the relevant AH Department Head / Director of Pharmacy / Site Manager.</li> <li>• AH Department Head / Director of Pharmacy / Site Manager advises the DAH and the site General Manager of the appointment and the nature of the conditions.</li> <li>• AH Department Head / Director of Pharmacy / Site Manager advises the DAH to place the practitioner on the <i>Local Health District Register of Allied Health Practitioners with Conditions</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Convenor</li> <li>• AH Department Head / Director of Pharmacy / Site/Service Manager</li> </ul>
Governance Process	<ul style="list-style-type: none"> <li>• AH Department Head/Director of Pharmacy/Service Manager is to ensure registration conditions are met, with the appointment of a Board approved supervisor if necessary (the approved supervisor may or may not be the AH Department Head / Director of Pharmacy).</li> <li>• Board approved supervisor is to ensure that regular reports, as required by the Board, are completed and forwarded to the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy</li> </ul>
Rotating /Secondment	<p>If the allied health practitioner is to rotate to another site as part of their employment or training:</p> <ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy of the home site confirms with the relevant Registration Board that the allied health practitioner registration conditions will allow</li> </ul>	<ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy / Site Manager at</li> </ul>

	<p>them to conduct authorised practice at the secondment site. AH Department Head / Director of Pharmacy at the home site to liaise with similar position at the seconding facility.</p> <ul style="list-style-type: none"> <li>• If necessary the AH Department Head / Director of Pharmacy to arrange for Registration Board approval to add the secondment site to the practitioners conditions of registration.</li> <li>• The AH Department Head / Director of Pharmacy of the home site ensures that the AH Department Head / Director of Pharmacy of the secondment site is aware of the intention to rotate the allied health practitioner with registration conditions and the specific nature of the conditions.</li> <li>• Prior to the move to the secondment site, the AH Department Head / Director of Pharmacy at the secondment site checks with the relevant registration Board for the exact nature of the conditions to ensure that compliance can be met.</li> <li>• The AH Department Head / Director of Pharmacy arranges for conditions of the registration to be met at the secondment site, including appointment of a Board approved supervisor if necessary.</li> <li>• The AH Department Head / Director of Pharmacy ensures that the Executive at all relevant sites is made aware.</li> <li>• If relevant, Board appointed supervisor ensures reports are submitted to the Registration Board as required under the allied health practitioner's registration conditions.</li> <li>• The AH Department Head / Director of Pharmacy provides quarterly reports to the DAH confirming the allied health practitioner is working in accordance with the conditions of registration. This information is to be verified by the site General Manager.</li> </ul>	<p>Home site</p> <ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy / Site Manager at secondment site</li> <li>• AH Department Head / Director of Pharmacy / Site Manager</li> <li>• AH Department Head / Director of Pharmacy / Site Manager to DAH</li> </ul>
<p>Change in Condition Status</p>	<ul style="list-style-type: none"> <li>• If the conditions of registration are lifted for an individual employee, the AH Department Head / Director of Pharmacy is to ensure that the DAH and the relevant site Executive is notified.</li> <li>• The AH Department Head / Director of Pharmacy must check registration annually as per Allied Health registration policy SESLHDPD/191.</li> </ul>	<ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy / Site Manager</li> </ul>

A new condition is applied	<ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy / Site Manager advises the DAH and the site General Manager of the new status and the nature of the conditions.</li> <li>• AH Department Head / Director of Pharmacy / Site Manager to review whether employee is still able to perform role.</li> <li>• AH Department Head / Director of Pharmacy / Site Manager advises the DAH to place the practitioner on the Local Health District Register of Allied Health Practitioners with Conditions.</li> <li>• The ongoing Governance process (outlined above) must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>• AH Department Head / Director of Pharmacy / Site Manager</li> </ul>
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### Revision and Approval History

Date	Revision Number	Author and Approval
September 2010	DRAFT	Trish Bradd, Area Director Allied Health
February 2011	0	Approved by Combined Clinical Council
July 2017	1	Minor review approved by Lara Boss, A/Director of Allied Health
January 2021	2	Risk rating amended from High to Medium. Review date adjusted to align with a medium risk. Executive Sponsor updated from A/Director Allied Health, to Director Allied Health. Inclusion of Medical Radiation Practitioner as registered profession. Approved by Executive Sponsor.