

PP83 STUDENT REGISTRATION WITH PROFESSIONAL BOARDS

SCOPE

This Policy applies to all staff and students of Southern Cross Education Institute (SCEI).

POLICY

This policy ensures that students enrolled in Diploma of Nursing course are registered and reports are made in accordance with the Australian Health Practitioner Regulation Agency (AHPRA) requirements.

PROCEDURE

Getting students registered

AHPRA will issue a formal notice consistent with the National Law to coincide with census dates for Universities and TAFEs (March and August) to all education providers who are running an approved program of study.

AHPRA will continue to work closely with education providers to make sure ongoing data transfer is smooth.

SCEI will:

- nominate a single point of contact for the collection, collation and submission of all students across all campuses/locations
- provide a single file only that contains details of all students
- record file information in the sheet named 'File Info' of the Education Provider Student Data Template
- include all of the required fields stipulated either using the template provided or by ensuring any data extracts replicate all the column headers exactly and in the same order as noted in the template, and
- provide a full extract of all students in approved programs of study to AHPRA. This will ensure AHPRA is advised of any changes to student details and or students who have ceased/completed their approved programs of study and/or clinical training.

Note: AHPRA has requested only information required under the National Law. If the information is not available, or is not held by the institution, education providers should advise AHPRA of this when submitting file/s to avoid any delays.

Send populated templates to studentregistration@ahpra.gov.au or contact AHPRA on this email address to arrange secure file transfer.

AHPRA will confirm students are registered with the education provider only after all student data received has been successfully processed.

Where there are data errors within a file, a report will be issued to the education provider outlining which records need corrections.

Individual students do not need to do anything to register as a student with their National Board and be part of the National Registration and Accreditation Scheme.

Mandatory and voluntary notification requirements for education providers

An education provider is required under the National Law to notify AHPRA if they reasonably believe:

- a student enrolled in a program of study provided by the education provider has an impairment that, in the course of the student undertaking the clinical component as part of the program of study, may place the public at substantial risk of harm; or
- a student for whom an education provider has arranged clinical training has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm.

Any entity (person or organisation) may make a voluntary notification about a student to AHPRA when they believe that the student:

- has been charged with an offence, or has been convicted or found guilty of an offence, that is punishable by 12 months imprisonment or more; or
- has, or may have, an impairment that they believe may harm the public; or
- has, or may have, contravened a condition of the student's registration or an undertaking given by the student to the National Board.

The National Law provides protection from civil, criminal and administrative liability for those persons, who in good faith make a notification under the National Law.

Reporting requirements

In circumstances when a National Board suspends a student, imposes conditions on their registration or accepts an undertaking from a student, the National Board is required to give written notice of the event to the education provider who must, as soon as practicable after receiving the written notice, give notice to any entity with whom the student is undertaking clinical training.

DEFINITIONS

The definition of an education provider

The definition of an education provider in the National Law is broad.

Education provider is defined as:

- a) a university; or
- b) a tertiary education institution, or another institution or organisation, that provides vocational training; or
- c) a specialist medical college or other health profession college.

The meaning of this definition includes:

- education providers delivering Board approved programs of study leading to registration; as well as;
- education providers, health services and other organisations or individuals who host students for clinical experience placements (clinical training)

The definition of clinical training

The National Law does not provide a definition for the term 'clinical training'. Under the obligations imposed by section 91 of the

National Law it has been taken to mean any form of clinical experience (also known as clinical placements, rotations etc.) in a health profession that does not form part of an approved program of study AND where the person does not hold registration in the health profession in which the clinical training is being undertaken. This might apply, for example:

- a) when an overseas student arranges a clinical placement as part of the course requirements set out by the education provider in their home country;
- b) when an education provider is running a course that is accredited by an Accreditation Authority but has not yet been approved by a National Board;
- c) when an education provider is running a course that has not yet been accredited by an Accreditation Authority OR approved by a National Board

Review

This Policy and Procedure will be reviewed annually in line with the SCEI Continuous Improvement Plan.