

PP83 STUDENT REGISTRATION WITH PROFESSIONAL BOARDS POLICY

PURPOSE

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.

SCOPE

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

DEFINITIONS

AHPRA	Australian Health Practitioner Regulation Agency
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 applies 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
Diploma of Nursing	Refers to: HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing); and HLT54115 Diploma of Nursing
Education provider	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.
SCEI	Southern Cross Education Institute
The National Law	Health Practitioner Regulation National Law Act 2009

POLICY

1. Student Nurse Registration

- 1.1. SCEI is responsible for making sure they have provided the Australian Health Practitioner Regulation Agency (AHPRA), on behalf of the Nursing and Midwifery Board of Australia (NMBA), with the details of all students enrolled in the Diploma of Nursing or who are undertaking clinical training.
- 1.2. Consistent with the National Law, Southern Cross Education Institute will:
 - 1.2.1. nominate a single point of contact for the collection, collation and submission of all students across all campuses/locations
 - 1.2.2. provide a single file only that contains details of all students
 - 1.2.3. record file information in the sheet named 'File Info' of the Education Provider Student Data Template
 - 1.2.4. 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
 - 1.2.5. 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.
- 1.3. SCEI will only provide information required under the National Law. If the information is not available, or is not held by the SCEI, SCEI will advise AHPRA of this when submitting the Education Provider Student Data Template, to avoid delays.

- 1.4. AHPRA will confirm students are registered with the education provider only after all student data received has been successfully processed.
- 1.5. SCEI will send the populated Education Provider Student Data Template to studentregistration@ahpra.gov.au
- 1.6. 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, this will be submitted by SCEI.

2. Mandatory and voluntary notification requirements

- 2.1. In accordance with the National Law, SCEI will notify AHPRA if they reasonably believe:
- 2.2. 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
- 2.3. 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.
- 2.4. Any entity (person or organisation) may make a voluntary notification about a student to AHPRA when they believe that the student:
 - 2.5. 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
 - 2.6. has, or may have, an impairment that they believe may harm the public; or
 - 2.7. has, or may have, contravened a condition of the student's registration or an undertaking given by the student to the National Board.
- 2.8. 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.

3. Reporting requirements

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

4. Notifying AHPRA of graduating students

- 4.1. When a student graduates the education provider must do two things:
 - 4.1.1. SCEI is required to follow the existing process of notifying their local AHPRA office of students who have successfully graduated.
 - 4.1.2. SCEI must also advise AHPRA of students' course completion using the Education Provider Student Data Template and indicate the actual completion date and reason for completion and then email this to studentregistration@ahpra.gov.au.

RELATED DOCUMENTS

AHPRA Education Provider Student Data Template

LEGISLATIVE CONTEXT

Health Practitioner Regulation National Law Act 2009

RESPONSIBILITIES

Nursing Course Coordinator

Responsible for the implementation and adherence of this policy.

CEO and Campus Manager

Responsible for the implementation and review of this policy.

Author	Compliance Manager
Approved by	Chief Executive Officer
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