



## Registration and Licensing of Personnel Policy

### Introduction

- The Safety and Quality Governance Standard has been developed specifically in relation to diagnostic imaging procedures, both Commonwealth and State legislation mandates specific registration and/or licensing and includes renewal requirements.

### Objectives

- To ensure qualified and credentialed personnel are engaged appropriately. This is pertinent for both staff and contractors.

### Policy

- *Aged Care imaging* will ensure that all medical practitioners, Diagnostic Radiographers/Medical Imaging Technologists employed by the organisation have relevant and current State or Territory registration and, if applicable, radiation licensing as required by law.
- All medical practitioners, Diagnostic Radiographers/Medical Imaging Technologists will provide *Aged Care imaging* with copies of their relevant registration and/or licensing documents prior to commencing employment with *Aged Care imaging*. Where an employee/s fails to provide *Aged Care imaging* with copies of relevant documentation, *Aged Care imaging* will suspend the employee/s from their duties until the documents are provided to the organisation for their records.
- *Aged Care imaging* will ensure that all students employed by the organisation have relevant and current AHPRA registration documentation.
- *Aged Care imaging* will ensure that all Sonographers have relevant and current ASAR registration documentation.
- *Aged Care imaging* will maintain this information in a register which will be reviewed annually. Continuing Professional Development and/or other mandatory or specific eligibility requirements for registration and/or licensing remain the responsibility of the employee/s.



## Procedure

- All medical practitioners, Diagnostic Radiographers/Medical Imaging Technologists, students, sonographers will provide *Aged Care imaging* with their copies of registration and, if applicable, radiation licensing issued by the relevant State or Territory authority prior to commencing employment with *Aged Care imaging*.
- *Aged Care imaging* will record the employee name, registration number, issuing authority, date of issue, date of expiry and date of follow up in the practice register. This register will be filed either as a hard copy with the designated manager of personnel records for *Aged Care imaging* or electronically within a secured hard drive of *Aged Care imaging* computer.
- Where musculoskeletal ultrasounds are performed using item codes 55800 – 55855, *Aged Care imaging* will ensure the AHPRA registration number for the radiologist performing or overseeing the procedure is provided. (where applicable)
- *Aged Care imaging* will conduct an annual review of all medical practitioners, medical and technical staff, locums and contractors Registration and/or Licensing.
- Where a staff member's registration and/or license is expired, *Aged Care imaging* will notify the staff member in writing that current copies must be submitted within 5 working days to the designated manager of personnel records.
- Failure to submit current copies of registration and/or licenses within the specified timeframe will result in the employee being suspended from duties until the documents are provided.

<b>Reference documents:</b>	Department of Health Practice Accreditation Standards 2 <sup>nd</sup> edition 1.1 & 1.2 National, State or Territory: Australian Health Practitioner Regulation Agency (AHPRA), Australasian Sonographer Accreditation Registry Limited (ASAR), Australian New Zealand Society of Nuclear Medicine.
<b>Reference websites:</b>	<a href="http://www.air.asn.au">http://www.air.asn.au</a> <a href="http://www.asar.com.au">http://www.asar.com.au</a> <a href="http://www.medicalboard.gov.au/Medical-Registration.aspx">http://www.medicalboard.gov.au/Medical-Registration.aspx</a> <a href="http://www.anzsnm.org.au/servlet/NM">http://www.anzsnm.org.au/servlet/NM</a> <a href="http://www.humanservices.gov.au">http://www.humanservices.gov.au</a>