

Australian Capital Territory

Territory Records (Records Disposal Schedule – National Registration and Accreditation Scheme for Health Practitioners Records) Approval 2019 (No 1)

Notifiable instrument NI2019—160

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – National Registration and Accreditation Scheme for Health Practitioners Records) Approval 2019 (No 1)

2. Commencement

This instrument commences on the day after notification.

3. Approval

I approve the Records Disposal Schedule – National Registration and Accreditation Scheme for Health Practitioners Records.

Danielle Wickman
Director of Territory Records
26/3/2019

Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners

No	Function/Description	Status	Disposal Action
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INTRODUCTION

Context

AHPRA Context Description

In 2008 the Council of Australian Governments decided to establish a single National Registration and Accreditation Scheme (the **National Scheme**) for health practitioners.

The National Scheme commenced in 2010. On 1 July 2010 (18 October for Western Australia), 10 health professions became nationally regulated by a corresponding National Board. A further four health professions joined the scheme from 1 July 2012. As at July 2017, the 14 National Boards with national regulation are:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia
- Chinese Medicine Board of Australia
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Medical Radiation Practice Board of Australia
- Nursing and Midwifery Board of Australia
- Occupational Therapy Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia.

The 14 National Boards consist of members appointed by a Ministerial Council of all State, Territory and Commonwealth Health Ministers. Each Board may establish whichever committee structure it chooses in order to deliver its responsibilities.

The **National Agency** that supports the Boards and the National Scheme is the Australian Health Practitioner Regulation Agency (hereafter referred to as AHPRA). AHPRA has offices in each State and Territory, with the national office in Melbourne.

The National Scheme has been established under the Health Practitioner Regulation National Law Act (the National Law), in place in each State and Territory. The main purpose of the National Boards is to protect the public by registering suitably qualified, safe and competent practitioners, and considering notifications about the health, conduct and/or performance of registered practitioners.

Each National Board consists of practitioners in the relevant profession and community members. The National Law provides that a board must act in the interests of the public, not the profession.

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The National Law is enacted in each state and territory by the following Acts:

- Queensland *Health Practitioner Regulation National Law Act 2009*
- New South Wales *Health Practitioner Regulation National Law (NSW) No 86a*
- Victoria *Health Practitioner Regulation National Law (Victoria) Act 2009*
- Australian Capital Territory *Health Practitioner Regulation National Law (ACT) Act 2010*
- Northern Territory *Health Practitioner Regulation (National Uniform Legislation) Act 2010*
- Tasmania *Health Practitioner Regulation National Law (Tasmania) Act 2010*
- South Australia *Health Practitioner Regulation National Law (South Australia) Act 2010*
- Western Australia *Health Practitioner Regulation National Law (WA) Act 2010*

This Retention and Disposal Authority covers the records of the unique functions of the National Scheme, such as the registration and regulation of health practitioners, the accreditation of programs of study and the development and setting of national standards for health practitioners.

The Council of Australasian Archives and Records Authorities (CAARA) National Bodies Working Group developed the General Retention and Disposal Authority for the Administrative Records of National Bodies, which was issued in all States and Territories during 2014. This Authority covers records of common administrative functions and is for the use of all National Bodies including bodies comprising the National Scheme.

Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners

No	Function/Description	Status	Disposal Action
1.0	<p>Registration and Accreditation Standards, Codes, Guidelines and Procedures</p> <p>The development and issue of:</p> <ul style="list-style-type: none"> • Registration standards developed by National Boards for approval by the Ministerial Council. • Codes, guidelines and procedures developed and approved by National Boards to provide guidance to the professions they regulate. • Accreditation standards developed for education providers by an Accreditation Authority and approved by a National Board <p>An Accreditation Authority is appointed by the National Board to administer the receipt and assessment of applications for the accreditation of programs of study which lead to an approved qualification for registration as a health practitioner.</p> <p>For records of Accreditation of education and training, see 3.0.</p> <p>See <i>GDA for Administrative Records of National Bodies</i> for records of policies, including those that guide and support the development of standards, codes, guidelines and procedures, or the operations of the National Agency.</p> <p>See <i>GDA for Administrative Records of National Bodies</i> for Board papers including summaries of consultation and records of National Board consideration and decisions regarding standards, codes, guidelines and procedures.</p>		
1.1	<p>Final Approved</p> <p>Final approved:</p> <ul style="list-style-type: none"> • registration standards • codes, guidelines and procedures • accreditation standards. <p>These are released by the Boards:</p> <ul style="list-style-type: none"> • for implementation to govern administrative processes for the registration and regulation of health practitioners • for publication for access by the general public. 	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners

No	Function/Description	Status	Disposal Action
1.2	Working Papers Drafts, background research, versions which were not approved and any other inputs to the development and approval of standards, codes and guidelines, and/or procedures.	Temporary	Destroy 7 years after superseded or development ceased (where no version approved).

Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners

No	Function/Description	Status	Disposal Action
2.0	<p>Health Practitioner Registration and Regulation</p> <p>The registration and regulation of health practitioners. Includes the assessment of eligibility for registration of practitioners, renewals of registration, notifications/complaints and their investigation, and compliance monitoring.</p> <p>See <i>GDA for Administrative Records of National Bodies</i> for Board papers including the consideration of applications and renewals for registration.</p>		
2.1	<p>Summary Record of Applications, Registrations and Regulatory Actions</p> <p>The summary record of applicants for registration and registered health practitioners.</p> <p>Includes summary information regarding applications (including those that do not proceed), renewals, notifications, restrictions and compliance monitoring.</p> <p>The summary information consists of details about the applicant or health practitioner (name, date of birth, unique identifier etc), and a high level description of the transactions taking place, and the outcomes, throughout the registration of the practitioner.</p> <p>Includes all categories of registration, including general, specialist, provisional, limited, non-practicing, and student categories.</p>	Permanent	Retain as State Archives, Transfer to PROV
2.2	<p>Applications, Registrations and Regulation of Health Practitioners</p> <p>Receipt and assessment of applications and renewals, including required supporting evidence, to register and regulate health practitioners. Includes, but not limited to:</p> <ul style="list-style-type: none"> • supporting documents received as part of an application to register, or a renewal of registration • internal assessment and decision records • correspondence with applicants/practitioners • notifications and their investigation • decisions, including any submissions and appeals • ongoing monitoring and compliance 	Temporary	Destroy 99 years after date of birth.

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	<ul style="list-style-type: none">• documents prepared for presentation to the Board on any matter concerning registration and/or regulation• documents prepared for presentation to a tribunal, or other external body, concerning registration and/or regulation• immediate action to suspend a health practitioner• incomplete or withdrawn applications• applications that are refused.		

Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners

No	Function/Description	Status	Disposal Action
3.0	<p>Accreditation</p> <p>The assessment of applications from education providers for accreditation of their programs of study by an Accreditation Authority (appointed by the National Board for the profession). Includes the ongoing monitoring of programs.</p> <p>For records of the development and approval of accreditation standards, see 1.0.</p> <p>See <i>GDA for Administrative Records of National Bodies</i> Boards and Committees for records of Board deliberations and decisions regarding accredited programs of study put forward for approval.</p>		
3.1	<p>Summary Record of Program Accreditation and Monitoring</p> <p>The summary record of programs of study accredited and monitored by an Accreditation Authority appointed by the National Board for a health profession.</p> <p>The summary record includes the name of the education provider, the name of the program of study and the name/type of qualification obtained, which profession the course leads to, and what type of registration may be applied for (e.g. general, specialist etc.)</p> <p>The summary record may also include checklists or summary notes of transactions, process steps completed or additional information requested by the National Board.</p> <p>When a program of study has been recommended to the National Board for approval as an accredited program of study by an accreditation authority, the relevant National Board considers whether it will approve, or refuse to approve, that program of study.</p> <p>Only graduates of approved programs are eligible to apply for registration.</p>	Temporary	Destroy 30 years after accreditation expires or is revoked.
3.2	<p>Program Assessment and Monitoring</p> <p>Records documenting the assessment and ongoing monitoring of an education provider and its programs of study to ensure they meet accreditation standards. Includes:</p> <ul style="list-style-type: none"> • records of initial expressions of interest, • applications and supporting documentation, 	Temporary	Destroy 15 years after accreditation expires.

Retention and Disposal Authority for Records of the National Registration and Accreditation Scheme for Health Practitioners

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	<ul style="list-style-type: none"> • assessment reports, • accreditation decisions including details of any conditions and/or specific monitoring requirements, • responses by education providers to conditions, evaluation of those responses and decisions on removal of conditions, • reporting to the relevant National Board on program accreditation and monitoring, • the receipt of complaints or concerns regarding an accredited program, their investigation and resolution. 		
3.3	<p>Applications that are Unsuccessful, Incomplete or Withdrawn</p> <p>Applications that do not result in accreditation and/or approval of the program of study. Includes any supporting documentation received, any assessment reports, and any correspondence with the education provider.</p> <p>Includes any further submissions made by the education provider, and any appeal process entered into.</p> <p>Also includes applications that are incomplete or withdrawn by the applicant.</p>	Temporary	Destroy 7 years after action completed.