

# Registration and Licensing of Personnel Policy



## Document Management

<b>Document owner:</b>	GIG Radiology Pty Ltd
<b>Version:</b>	Registration and Licensing of Personnel Policy
<b>Effective date:</b>	1 <sup>st</sup> March 2016
<b>Review cycle and responsibilities:</b>	Renee Zach – Operations and Client Services Manager, will review this document at intervals not greater than three years.
<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 (APHRA), 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>

## 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

- GIG Radiology Pty Ltd will ensure that all medical practitioners, medical radiation practitioners (radiographer, nuclear medicine technologists), dentists, nurses and allied health staff employed by the organisation have relevant and current State or Territory registration and, if applicable, radiation licensing as required by law.
- All medical practitioners, medical radiation practitioners, dentists, nurses and allied health staff will provide GIG Radiology Pty Ltd with copies of their relevant registration and/or licensing documents prior to commencing employment with GIG Radiology Pty Ltd. Where an employee/s fails to provide GIG Radiology Pty Ltd with copies of relevant

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documentation, GIG Radiology Pty Ltd will suspend the employee/s from their duties until the documents are provided to the organisation for their records.

- GIG Radiology Pty Ltd will ensure that all students employed by the organisation have relevant and current AHPRA registration documentation.
- GIG Radiology Pty Ltd will ensure that all Sonographers have relevant and current ASAR registration documentation.
- GIG Radiology Pty Ltd 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, medical practitioners, dentists, nurses, students, sonographers and allied health staff will provide GIG Radiology Pty Ltd with their copies of registration and, if applicable, radiation licensing issued by the relevant State or Territory authority prior to commencing employment with GIG Radiology Pty Ltd.
- GIG Radiology Pty Ltd 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 GIG Radiology Pty Ltd or electronically within a secured hard drive of GIG Radiology Pty Ltd computer.
- Where musculoskeletal ultrasounds are performed using item codes 55800 – 55855, GIG Radiology Pty Ltd will ensure the AHPRA registration number for the radiologist performing or overseeing the procedure is provided. (where applicable)
- GIG Radiology Pty Ltd 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, GIG Radiology Pty Ltd 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.