

TAHO

Tasmanian Archive + Heritage Office

Disposal Schedule for Functional Records of the Australian Health Practitioner Regulation Agency

Disposal Authorisation No: 2507

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Functional Records of the Australian Health Practitioner Regulation Agency

Retention & Disposal Schedule number: 2507

INTRODUCTION

Overview

Introduction

This Authority, **DA2507** *Disposal Schedule for the Functional Records of the Australian Health Practitioner Regulation Agency*, applies to the records of the National Scheme for registration and accreditation of health practitioners as administered by the 14 National Boards and the National Agency that supports them - the Australian Health Practitioner Regulation Agency (AHPRA). It should be used in conjunction with **DA2437** *Disposal Schedule for Functional Administrative Records of Inter-Governmental Agencies* which covers records of the common administrative functions of national bodies.

Background

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

National bodies are established under National Schemes where Constitutional powers rest with States and Territories, and not the Commonwealth, and where the bodies concerned are not otherwise Commonwealth bodies. National bodies may be subject to the records and archives laws of multiple State and Territory jurisdictions.

The National Scheme has been established under the Health Practitioner Regulation National Law Act 2009 (the National Law), which is 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.

The National Law is enacted by the following Acts:

Health Practitioner Regulation National Law Act 2009 (Qld)

Health Practitioner Regulation National Law Act 2010 (ACT)

Health Practitioner Regulation National Law (NSW) No 86a

Health Practitioner Regulation (National Uniform Legislation) Act 2010 (NT)

Health Practitioner Regulation National Law Act 2010 (SA)

Health Practitioner Regulation National Law Act 2010 (Tas)

Health Practitioner Regulation National Law Act 2009 (Vic)

Health Practitioner Regulation National Law Act 2010 (WA)

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The National Scheme commenced in 2010. Initially, 10 health professions were regulated nationally by a corresponding National Board; subsequently, four additional health professions joined the scheme. 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 fourteen 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 (AHPRA) which has offices in each State and Territory and a national office in Melbourne.

CAARA Endorsement

This Authority was endorsed by the Council of Australasian Archives and Records Authorities (CAARA) on 3rd November 2017. The Public Record Office Victoria (PROV) has been approved as the archival host for the functional records of the Australian Health Practitioner Regulation Agency (AHPRA) and the National Boards represented.

DA2507, the *Disposal Schedule for Functional Records of the Australian Health Practitioner Regulation Agency (AHPRA)*, was developed in accordance with CAARA Policy 11 *Guidelines for the Treatment of Records of Inter-Governmental Agencies*. DA2437, the *Disposal Schedule for functional administrative records of Inter-governmental Agencies* was also developed by CAARA. It was issued in all States and Territories during 2014 and covers records of common administrative functions of National Bodies.

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The purpose of this schedule is to provide an agreed set of function-based disposal classes with corresponding disposal actions and retention periods for adoption by the State and Territory members of CAARA.

Archives Legislation

The Archives Act 1983 (Tas) stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist.

Disposal of records involves their destruction, removal from the custody of their creating Agency, or transfer to the Public Records Office Victoria (PROV).

This authorised schedule is the authority to dispose of records according to their status as defined below.

Schedule elements and arrangement

- **Reference**

All function and activity headings are allocated a reference number which is used to identify records in the disposal documentation. These numbers can also be used by agencies, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Public Records Office Victoria (PROV) to be retained. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

Destruction of records

Central to the accountability process, records should be destroyed in accordance with Section 20 (2) (b) of the *Archives Act 1983* (Tas).

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Contacts

Any enquiries relating to this schedule should be directed to the Public Records Office Victoria, <https://www.prov.vic.gov.au/contact-us>

Authorisation

Title: Disposal Schedule for Functional Records of the Australian Health Practitioner Regulation Agency (AHPRA)

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham

State Archivist

Transfer of Custody number DA2514 authorises the transfer of relevant records to Public Records Office Victoria

Document Development History

Version	Date	Reason	Sections
1.0	7/6/2018	Initial release	All

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No	Function/Activity	Description	Status	Disposal Action
1	<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><i>See DA2437 Administrative Records of Inter-Governmental Agencies</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><i>See DA2437 Administrative Records of Inter-Governmental Agencies</i> for Board papers including summaries of consultation and records of National</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION AND ACCREDITATION STANDARDS, CODES, GUIDELINES AND PROCEDURES</i>				
		Board consideration and decisions regarding standards, codes, guidelines and procedures.		
1.1		Final approved: <ul style="list-style-type: none"> • registration standards • codes, guidelines and procedures • accreditation standards. These are released by the Boards: <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 Archive
1.2		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).
2	HEALTH PRACTITIONER REGISTRATION AND REGULATION	The registration and regulation of health practitioners. Includes the assessment of eligibility for registration of practitioners, renewals of registration,		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH PRACTITIONER REGISTRATION AND REGULATION</i>				
		<p>notifications/complaints and their investigation, and compliance monitoring.</p> <p><i>See DA2437 Administrative Records of Inter-Governmental Agencies</i> for Board papers including the consideration of applications and renewals for registration.</p>		
2.1		<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 Archive
2.2		<p>Receipt and assessment of applications and renewals, including required supporting evidence, to register and regulate health practitioners.</p> <p>Includes, but not limited to:</p>	Temporary	Destroy 99 years after date of birth.

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No	Function/Activity	Description	Status	Disposal Action
<i>ACCREDITATION</i>				
		<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 • 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. 		
3	ACCREDITATION	The assessment of applications from education providers for accreditation of their programs of study		

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<i>ACCREDITATION</i>				
		<p>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><i>See DA2437 Administrative Records of Inter-Governmental Agencies Boards and Committees</i> for records of Board deliberations and decisions regarding accredited programs of study put forward for approval.</p>		
3.1		<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</p>	Temporary	Destroy 30 years after accreditation expires or is revoked.

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ACCREDITATION

		<p>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>		
3.2		<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, • 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. 	Temporary	Destroy 15 years after accreditation expires.

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ACCREDITATION

3.3		<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.
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