



Grand-parenting Requirements for Eligibility for Limited Registration for Supervised Practice

Preamble

These guidelines outline the requirements for individuals who are offered limited registration for supervised practice. Limited registration for supervised practice is a suitable type of registration for applicants who having applied for general or non-practising registration are deemed by ARONAH to require further training or skills development to achieve eligibility in general or non-practising registration.

This document sets out the requirements that an applicant for registration must meet in order to be granted limited registration for supervised practice within one or more of the following divisions of the Australian Register of Naturopaths and Herbalists (ARONAH):

- Naturopaths
- Western herbal medicine practitioners

An applicant for limited registration must comply with the requirements for registration set out in this document including:

- Compliance with a supervision and/or training plan approved by the ARONAH Limited Registration Assessment Committee
- Where requested, authorising and facilitating the provision of regular reports from their supervisors to the Board regarding their safety and competence to practise
- Satisfactory performance in the supervised practice position
- Evidence to confirm satisfactory progress towards meeting the qualifications required for general registration or non-practising registration.
- Restrict their practice to the approved position

These requirements are established under this standard to ensure safe and competent practice for the period of limited registration for supervised practice.

General requirements:

- a) Presentation to ARONAH of proof of identity in line with the Guidelines on Proof of Identity Requirements
- b) Evidence of current membership with a professional association as outlined in Schedule 2
- c) Evidence of having been awarded a qualification in naturopathy or Western herbal medicine leading to an entitlement to practice the designated profession in the country issuing the qualification
- d) Evidence of English language skills that meets with the Guidelines on English Language Proficiency Requirements
- e) Satisfactory completion of a criminal history check undertaken by ARONAH that meets the ARONAH Guidelines on Criminal History
- f) Provision of any other information ARONAH requires in order to determine whether the applicant is a suitable person to hold limited registration.

All documents must be certified copies of the original. All documents in foreign languages must be translated by a certified translator.

Renewal and variations

Limited registration is available for annual renewal. ARONAH will not renew limited registration more than three times.

If a practitioner has a significant change in circumstances, such as a change from the original training plan, they must have submit a new application for limited registration. However, practitioners can apply to the Board for a variation if there is a minor change to their circumstances, such as a change in their supervisor.

When making an application for a variation, ARONAH requires details of the change of circumstances from the supervisor and confirmation from the registrant that they agree to the change in circumstances. Supporting documentation of the change must be submitted. If ARONAH considers the variation is significant, it will require the registrant to submit a new application.

Assessment and approval of supervision and/or training plans

The development, assessment and approval of supervision plans and/or training plans for the requirements of limited registration will be determined through ARONAH's Limited Registration Assessment Committee. This committee will assess the current skills and competence of the applicant based upon the provided documentation and will determine the areas of skills, attributes and knowledge development necessary for the applicant to be eligible for general or non-practicing registration. These identified skills, attributes and knowledge will be provided to the applicant who will be required to develop a supervision and/or training plan to support their development in these areas. The supervision and/or training plan will then be presented to the Limited Registration Assessment Committee for assessment. The Committee will either approve the plan/s or recommend changes. The applicant is only eligible for limited registration for supervised practice once a supervision and/or training plan has been approved by the Committee.

Definitions

Supervision plan means a plan that sets out the arrangements or proposed arrangements for clinical supervision of the practice of the applicant for registration or registered practitioner.

Training plan means a plan that sets out the arrangements or proposed arrangements for formal training of the applicant for registration or registered practitioner.

Review

This standard will commence on 20 June 2013 and be reviewed on 20 June 2016.

SCHEDULE 1: Approved Documentary Evidence of Practice for Naturopathy and Western Herbal Medicine Practitioners

Type of evidence	Details and explanations
Taxation records	Must clearly identify occupation or earnings from the relevant area of practice
Health Fund (or other third party payer) Rebate Status	Evidence of health provider rebate status, including details of health fund, category, and provider number. This information varies between funds, years, etc. Whether this evidence satisfies evidentiary requirements will be assessed on a case-by case basis. Only one private health fund Provider Rebate Status per year can be claimed as approved evidence.
Evidence of attendance at continuing professional development activities specific to division applying for	Professional development activities which relate to naturopathy or western herbal medicine generally will be accepted for one division only in a given year
Invoices or statement from supplier of naturopathic products and/or herbal medicines	Invoice or statement must be in the name of the applicant
Professional Indemnity Insurance	Must be in the name of the applicant and cover the specific area of practice
Membership of a professional association relevant to the specific area of practice	Only one membership of a professional association can be claimed per year as approved evidence. Criteria by which professional associations are defined as acceptable is outlined in Schedule 2
Written record from an employer	The record must state the period of time employed, title and the applicant's duties related to the specific area of practice. Guidelines for Written Records from an Employer are outlined in Schedule 3

Type of evidence	Details and explanations
Non-identified Patient records	10 de-identified, certified copies of real patient records for each Division being applied for. Each patient record/file MUST comply with the Guidelines for Non-identified Patient Records as outlined in Schedule 4.

SCHEDULE 2: Criteria for Defining the Acceptability of a Professional Association as Appropriate Evidence

Professional association membership is a valid form of evidence of practice or competence if the association meets the following requirements:

1. Listed with the Therapeutic Goods Administration (TGA)
2. Require members to undertake a minimum of 20 hours of continuing professional education per annum

Based upon available information, ARONAH recognises membership with any one of the following associations as acceptable evidence for applicants:

- Association of Natural Medicine Practitioners
- Australian Committee of Natural Therapies
- Australian Natural Therapists Association
- Australian Naturopathic Practitioners Association
- Australian Traditional Medicine Society
- Complementary Medicine Association
- National Herbalists Association of Australia 
- Society of Natural Therapists & Researchers

Membership with any associations listed here will be accepted as evidence of practice or competence under the proviso that proof that the association complies with the above criteria.

SCHEDULE 3: Guidelines for Written Records from an Employer

Employer statements are used when an employee requires verification of experience that is outside of the standard ARONAH application approval criteria. Employer statements must comply with the following guidelines:

1. It must be presented on letterhead paper
2. Include the dates of employment
3. Describe the role in which employed including a brief explanation of responsibilities, skills etc. Inclusion of job title only in the statement is acceptable if a job description is also provided as an additional document.
4. State whether it is part time or full time hours
5. Be signed by a manager

SCHEDULE 4: Guidelines for Non-identified Patient Records

Applicants should treat with respect the participants of their clinical cases studies, and protect their welfare and privacy. This should encompass a respect for the inherent dignity and the rights of persons, and a commitment not to use a person only as a means to an end. By taking all steps to non-identify a clinical record, individual's privacy can be protected whilst information is shared.

To non-identify a patient record the following identifiers of the individual or of relatives, employers, or household members of the individual, are removed:

1. Names;
2. All geographic subdivisions smaller than a State, including street address, city, state, and post code;
3. All elements of dates (except year) for dates directly related to an individual, including birth date and date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
4. Telephone numbers;
5. Fax numbers;
6. Electronic mail addresses;
7. Tax file numbers;
8. Medical record numbers;
9. Health plan beneficiary numbers;
10. Account numbers;
11. Certificate/license numbers;
12. Vehicle identifiers and serial numbers, including license plate numbers;
13. Web Universal Resource Locators (URLs);
14. Internet Protocol (IP) address numbers;
15. Full face photographic images and any comparable images; and
16. Any other unique identifying number, characteristic, or code.

In addition to removal of these identifiers, non-identified patient records must include at least the following information:

1. Date/s of consultation
2. Non-identifying record of patient name (such as initial)
3. Presenting condition including signs and symptoms
4. Treatment provided

Additional guidelines for document format:

1. **Photocopied documents:** all details from the above list must be blacked out in a method that does not allow transparency or viewing of any nature
2. **Emailed documents:** document should have all details from the above list removed

3. **Original documents:** it is not recommended that original documents be used. All details from the above list must be blacked out in a method that does not allow transparency or viewing of any nature

It is recommended that patient records be transcribed onto non-original format. ARONAH may consider a patient record template to be completed, to avoid details being accidentally missed.