



AUDIT EVIDENCE TOOL FOR NURSES AND MIDWIVES

The Australian Health Practitioner Regulation Agency (AHPRA) and the National Boards are developing a nationally-consistent approach to auditing health practitioners' compliance with mandatory registration standards:

- recency of practice
- continuing professional development
- professional indemnity insurance and
- criminal history

If you have been randomly selected to be audited, you will receive notification from AHPRA on behalf of the Nursing and Midwifery Board of Australia (NMBA), outlining what you need to do. You will be required to produce documentation as evidence of your compliance with the registration standards. It is essential to keep this evidence current in case you are audited (examples as provided below), as a non response to an audit could result in your application for renewal being withdrawn. If withdrawn, your registration will lapse and you will no longer be able to practice. In this situation you will be notified in writing, prior to your name being removed from the public register. Once you have received the initial audit notice, you must return the documentation within one month of the date of the initial letter. You will be notified of the outcome of the audit.

Please also note that the National Law requires that you provide written notice within 30 days of any change to your principle place of practice, change of name or change of address.

For a copy of the NMBA Registration Standards go to the following website link:
<http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

If you have further questions about audit requirements, please contact your state AHPRA office or your relevant ANMF Branch. The ANMF has provided the tool below to assist with collecting evidence for an audit. Original documents must not be sent to AHPRA.

Recency of Practice

Recency of practice compliance is a requirement for Registration. Under the National Law, the NMBA can request that you provide evidence of this, when you renew your registration.

Your evidence can be demonstrated through the provision of one or more of the following documents:

- a signed statement of service from your employer/agency (noting the hours worked) OR payslips (require a minimum of 3 months full time equivalent [FTE], for example, 38 hr/wk x 12 weeks = 456 hours in 5 yrs)
- a curriculum vitae detailing dates of employment including full or part time hours
- evidence of successful completion of a national board approved re-entry program or an approved period of supervised practice
- evidence of time spent undertaking postgraduate education leading to an award or qualification that is relevant to the practice of nursing and/or midwifery



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Continuing Professional Development (CPD)

CPD compliance is a requirement for Registration. Under the National Law, the NMBA can request that you provide evidence of hours completed, when you renew your registration.

Evidence of hours must match requirements based on each registration and endorsement:

- registered nurse (20 hours per year)
- registered midwife (20 hours per year)
- enrolled nurse (20 hours per year)
- registered nurse/midwife with scheduled medicines endorsement (additional 10 hours per year related to endorsement)
- nurse practitioner (additional 10 hours per year related to scope of practice)
- midwife practitioner (additional 10 hours per year related to scope of practice)
- eligible midwife (additional 20 hours per year)

Evidence of CPD including self-directed learning must be kept for a period of three years. Self-directed learning evidence should include: the identification of the learning need; a learning plan; participation in the learning activity; and the outcome achieved.

Your evidence can be demonstrated through:

- Portfolio - as per ANMF CPD portfolio, available online at: <http://anmf.org.au/pages/online-education-programs> or your State and Territory Branch CPD portfolio.
- Continuing professional development template for nurses and midwives, available online at: www.ahpra.gov.au/registration/audit

Professional Indemnity Insurance (PII)

You must comply with the PII Registration Standard, as it is mandatory under the National Law.

Your evidence can be demonstrated through **ONE** of the following:

- certificate of currency from ANMF(VIC, ACT, NT, TAS, SA), QNU, NSWNMA, ANF IUWP **OR**
- certificate of currency from your insurer

Criminal History

You must comply with the criminal history Registration Standard, as it is a mandatory requirement under the National Law. The National Law requires the health practitioner to notify the Board within 7 days of a relevant event¹. You should keep a copy of any updates in relation to relevant criminal history that you have provided to the NMBA.

If you are audited, AHPRA will perform a criminal history check and if an undisclosed criminal history is identified you may be required to provide information/full disclosure relating to the particular incident. In addition you may be instructed to explain why this criminal history was not disclosed as required by the National Law.

1. Section 130 (2) and Section 130 (3) of the National Law identify a relevant event as (a) in relation to a registered health practitioner (i) the practitioner is charged whether in a participating jurisdiction or elsewhere, with an offence punishable by 12 months imprisonment or more; or (ii) the practitioner is convicted of or the subject of a finding of guilt for an offence, whether in a participating jurisdiction or elsewhere, punishable by imprisonment.