



PODIATRISTS REGISTRATION BOARD

RE-REGISTRATION TO THE REGISTER

1. INTRODUCTION

Podiatrists previously registered in New South Wales, and whose names were removed from the Register for non-payment of the annual registration fee, may apply for re-registration.

Applicants may apply under the Podiatrists Act 2003, the Mutual Recognition (NSW) Act 1992, or the Trans-Tasman Mutual Recognition Act 1997 (Commonwealth).

Applicants who are not registered in another State or Territory of Australia, or New Zealand, should apply under the Podiatrists Act. *Refer to item 1 below and Appendix 1.*

Applicants who are registered in another State or Territory (jurisdiction) of Australia, or New Zealand, should apply under mutual recognition. *Refer to item 2 below and Appendix 2.*

2. RE-REGISTRATION UNDER THE PODIATRISTS ACT 2003

Schedule 1, clause 28(1) of the Act provides a person whose name has been removed from the Register for failure to pay the annual registration fee is entitled to re-registration if the person pays to the Board any unpaid annual registration fee or fees together with any applicable late payment fee.

Schedule 1, clause 28(2) of the Act provides that a late payment fee is applicable when more than 3 months have elapsed since the person's name was removed from the Register. The late payment fee is such amount as the Board determines.

Schedule 1, clause 28(3) of the Act provides that the Board may waive payment of a late payment fee in a particular case if the Board thinks it appropriate to do so.

Schedule 1, clause 28(4) of the Act provides that the entitlement to re-registration is an entitlement to registration on the same terms and subject to the same conditions (if any) as applied to the person's registration immediately before the removal of his or her name from the Register.

Schedule 1, clause 28(5) of the Act provides that the Board may refuse to register a person under this clause if the Board is of the opinion, following an inquiry under Part 3 of this Schedule, that the person is not competent to practise podiatry or is not of good character.

Schedule 1, clause 28(6) of the Act provides that a person registered pursuant to an entitlement to re-registration under this clause is taken to have been so registered on and from the day the person's name was removed from the Register or on and from such later day as the Board determines and notifies to the person.

Schedule 1, clause 28(7) of the Act provides that an entitlement to re-registration under this clause does not override any other provision of this Act pursuant to which a person's name is authorised or required to be removed from the Register.

Application procedures

An application form is attached as Appendix 1. The documentary requirements, which must accompany the application form, are outlined in the form.

- An offence under section 42 of the Road Transport (Safety and Traffic Management) Act 1999 relating to driving a motor vehicle upon a public street furiously or recklessly or at a speed or in a manner which is dangerous to the public.
- An offence under section 42 of the Road Transport (Safety and Traffic Management) Act 1999 relating to driving a motor vehicle upon a public street negligently if the applicant is, by way of penalty, sentenced to imprisonment or fined a sum of not less than \$200.
- Any offence under section 19 (2) of the Road Transport (General) Act 1999 (which relates to refusing to produce a driver licence when required or to state name and home address, or stating a false name and home address).
- Any offence under section 12 (1) of the Road Transport (Safety and Traffic Management) Act 1999 (which relates to driving etc while under the influence of alcohol or any other drug).
- Any offence under section 25A (1), (2) or (3) of the Road Transport (Driver Licensing) Act 1998 (which relates to driving while unlicensed).
- Any offence under section 70 of the Road Transport (Safety and Traffic Management) Act 1999 (which relates to failing to stop after an accident).
- Any offence under section 9 of the Road Transport (Safety and Traffic Management) Act 1999 (which relates to presence of prescribed concentration of alcohol in person’s blood).
- Any offence under section 43 of the Road Transport (Safety and Traffic Management) Act 1999 (which relates to menacing driving).
- Any other offence under the road transport legislation if the court orders the disqualification of the applicant from holding a driver licence.

Re-registration is usually effected upon receipt of the completed application and fee/s. Applications for waiver of all or part of the fee/s, applications not accompanied by the fee/s [incomplete], and applications where the applicant has practised podiatry in New South Wales whilst unregistered, are referred to the next scheduled meeting of the Board following receipt for consideration. The Board normally meets on the third Wednesday of each month.

3. RE-REGISTRATION UNDER MUTUAL RECOGNITION

Under the provisions of the Mutual Recognition Act (NSW) 1992, and the Trans-Tasman Mutual Recognition Act 1997 (Commonwealth), a person who has a current authority to practise as a podiatrist in another jurisdiction of Australia, or New Zealand, is entitled to be registered in New South Wales.

Mutual recognition provides an additional and alternative avenue for obtaining re-registration to the Register.

Application procedures

An application form is attached as Appendix 2. The documentary requirements, which must accompany the application form, are outlined in the form. A checklist is appended to assist applicants in complying with the Board’s requirements.

Upon lodgement of a completed application “deemed” registration is granted. Deemed registration entitles the applicant to practise in New South Wales in accordance with the Podiatrists Act 2003. Applicants will receive a certificate of deemed registration indicating the duration of and any conditions that apply to their practice.

Deemed registration continues until substantive registration is granted, or until it is cancelled or refused by the Board. Deemed registrants must be notified of such decisions within one calendar month from the deemed registration date. The Board’s decision is subject to appeal to the Administrative Appeals Tribunal. Deemed registration automatically leads to substantive registration within one month of the grant of deemed registration if a written notice to the contrary has not been issued within this month by the Board.

Substantive registration may be postponed or refused in cases where, for example, statements made in the application/notice are found to be materially false or misleading.

Applicants granted substantive registration will be issued with a certificate of registration (if applicable) and an annual practising certificate.

4. FURTHER INFORMATION

Further information is available from:

Registrar
Podiatrists Registration Board
PO Box K599
HAYMARKET NSW 1238
Australia

Ph: (02) 9219 0277
Fax: (02) 9211 9318
E-mail: podreg@hprb.health.nsw.gov.au
Internet: www.podreg.health.nsw.gov.au

PODIATRISTS REGISTRATION BOARD

**PODIATRISTS ACT 2003
APPLICATION FOR RE-REGISTRATION AS A PODIATRIST**

**NEW SOUTH WALES
PODIATRISTS REGISTRATION BOARD**

To: The Registrar
Podiatrists Registration Board
PO Box K599
Haymarket NSW 1238
Australia

Level 6
477 Pitt Street
Sydney NSW 2000
Australia

I, **Full name** _____
hereby apply to be re-registered as a podiatrist in New South Wales under the provisions of the Podiatrists Act 2003,
and provide the following information in support of my application.

1.	PERSONAL DETAILS		
1.1	Surname:		
1.2	Given names:		
1.3	Previous name/s, aliases [if applicable]:		
1.4	Address:		
1.5	Telephone:	(H)	(W)
			(Mob)
1.6	E-mail address:		
<i>Your personal information is required by the Board to complete this application. Limited personal information may be provided to or accessed by any interested party to determine the registration status of the individual(s).</i>			

2.	REGISTRATION DETAILS		
2.1	Registration number:	CH	
2.2	Date of removal of name from the Register:		
<i>You may need to contact the Board's office in order to complete items 2.1 and/or 2.2.</i>			
2.3	Were you practising as a podiatrist in New South Wales during the period you were unregistered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.4	If the answer to Q2.3 is "YES", please provide full details, including dates, practice location/s, and employer's name/s		

3.	REGISTRATION IN OTHER JURISDICTIONS		
3.1	Are you or have you ever been registered, certified and/or licensed as a podiatrist or to otherwise practise podiatry in any other States, Territories or Countries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	If the answer to Q3.1 is "YES", please provide the following information in respect of each such registration, certification or licence:		
3.2.1	Name of State/s, Territory/s or Country/s:	3.2.2 Name of registering, certifying or licensing authority/s:	3.2.3 Date of registration/s, certification/s or license/s:
			3.2.4 Registration number/s [if any]
<i>If you do hold registration in another State, Territory or Country it is necessary for you to arrange for a Certificate of Good Standing to be forwarded to the Board by the registering authority in that State, Territory or Country. Certificates of Good Standing must be dated within three months of the date of the application.</i>			

Applicant's signature _____

PODIATRISTS REGISTRATION BOARD

4.	Have you been convicted of any offence in or outside of New South Wales, except an excluded offence (please see following notes 4.1)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.1	<ul style="list-style-type: none"> • Parking tickets, and minor traffic offences are excluded offences, and are not required to be disclosed. • The following more serious traffic offences must be disclosed: <ul style="list-style-type: none"> a) furious or reckless driving, or driving in a manner dangerous to the public b) negligent driving, with a fine greater than \$200, or imprisonment c) refusing to produce licence, to state name and address, or stating a false name and address d) driving under the influence of alcohol or any other drug e) driving whilst unlicensed f) failing to stop after an accident g) presence of prescribed concentration of alcohol h) menacing driving i) any offence leading to disqualification from driving 	
4.2	If the answer to Q4. is “YES”, please supply full details.	
5.	Has a criminal finding for a sex/violence offence been made against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.1	If the answer to Q5. is “YES”, please supply full details.	
6.	“Have you had a judgement entered against you, whether by consent or otherwise, in any court action for negligence or other malpractice in the provision of podiatry?”	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.1	If the answer to Q6. is “YES”, please supply full details.	
7.	“Have you reported any claims, whether initiated or threatened, for negligence or other malpractice in the provision of podiatry services to your professional indemnity insurer?”	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1	If the answer to Q7. is “YES”, please supply full details.	
8.	Has a criminal finding been made against you for an offence committed in the course of podiatry practice or purported podiatry practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.1	If the answer to Q8. is “YES”, please supply full details.	
9.	Are any criminal proceedings pending against you for a sex/violence offence alleged to have been committed in the course of podiatry or purported podiatry practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.1	If the answer to Q9. is “YES”, please supply full details.	
10.	Are any criminal proceedings pending against you for a sex/violence offence alleged to have been committed against a minor or to involve child pornography?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.1	If the answer to Q10. is “YES”, please supply full details.	
11.	Have you suffered any significant illness that may detrimentally affect your physical or mental capacity to practice as a podiatrist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.1	If the answer to Q11. is “YES”, please supply full details.	
12.	Has your registration as a podiatrist been suspended or cancelled, or had any conditions imposed on it, in any other jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.1	If the answer to Q12. is “YES”, please supply full details.	
13.	Were you registered under a health registration Act in any jurisdiction other than as a podiatrist in NSW as at the time of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.1	If the answer to Q13. is “YES”, please supply full details	
14.	Has any registration held by you under a health registration Act been suspended or cancelled, or had any conditions imposed upon it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.1	If the answer to Q14. is “YES”, please supply full details	
15.	Have you been refused registration as a podiatrist in any other jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.1	If the answer to Q15. is “YES”, please supply full details.	

Applicant's signature _____

STATUTORY DECLARATION

I, *Full name* _____

of _____

Address

do sincerely declare that:

1. I am the applicant for re-registration as a podiatrist referred to in this application;
 2. the information supplied by me in this application is complete and true to the best of my knowledge and belief;
- and I make this declaration conscientiously believing the same to be true, and by virtue of the Oaths Act 1900.

Date

Declared at _____
Place of declaration

before me _____
Applicant's signature

Signature of Justice of the Peace

NOTES

- *This application for re-registration as a podiatrist in New South Wales under the Podiatrists Act 2003 comprises pages 4-8 of the document entitled "Re-registration of podiatrists in New South Wales" approved by the New South Wales Podiatrists Registration Board.*
- *A photocopy of any of the documents required to accompany this application may be provided if it is certified by a Justice of the Peace, solicitor or public notary as being a true copy of the original.*
- *Each page of the application must be signed by the applicant.*

AUTHORISATION

1. I authorise and consent to the Podiatrists Registration Board of New South Wales and its Registrar, inspectors and employees to approach and request information from persons, institutions and organisations as the Board may consider appropriate in order to determine my eligibility for re-registration as a podiatrist in New South Wales.
2. I indemnify the Podiatrists Registration Board, its Registrar, inspectors and employees from any actions and claims by any person arising from any request for and supply of information and the consideration and processing of my application for re-registration as a podiatrist in New South Wales.

Applicant's signature

Date

**MUTUAL RECOGNITION (NSW) ACT 1992
(SECTION 19 NOTICE)**

**TRANS-TASMAN MUTUAL RECOGNITION ACT 1997 (Commonwealth)
(SECTION 18 NOTICE)**

APPLICATION FOR REGISTRATION

STATUTORY DECLARATION

To: The Registrar
Podiatrists Registration Board
PO Box K599
Haymarket NSW 1238
Australia

Level 6
477 Pitt Street
Sydney NSW 2000
Australia

I, *Full name* _____
hereby apply to be registered as a podiatrist in New South Wales and do solemnly and sincerely declare as follows in support of my application.

1.	PERSONAL DETAILS		
1.1	Surname:		
1.2	Given names:		
1.3	Previous name/s, aliases [if applicable]:		
1.4	Address:		
1.5	Telephone:	(H)	(W)
1.6	E-mail address:		
1.7	Date of birth:		
1.8	Place of birth:		
1.9	Gender [M or F]:		
<i>Your personal information is required by the Board to complete this application. Limited personal information may be provided to or accessed by any interested party to determine the registration status of the individual(s).</i>			

2.	I am currently registered in _____ which is the jurisdiction upon which my application is based. <i>Jurisdiction</i>
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3.	I am seeking registration in accordance with the provisions of the Mutual Recognition Act (NSW) Act 1992, or the Trans-Tasman Mutual Recognition Act 1997.
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4.	CURRENT REGISTRATION		
4.1	I have equivalent registration in the following States and Territories of Australia, or New Zealand, including the one in item (2) above.		
	<i>4.1.1 Registered occupation</i>	<i>4.1.2 Registration Number</i>	<i>4.1.2 Current to/ lapsed date</i>
			<i>4.1.3 Jurisdiction</i>

Applicant's signature _____

NSW PODIATRISTS REGISTRATION BOARD

Continuing Podiatric Professional Education

Activities and Points

ACTIVITY	POINTS
1. Publish an article in a peer-reviewed journal	30
2. Higher Education - Tertiary Education Units	30
3. AAPSM Fellowship (upon completion)	30
4. ACPS Fellowship (upon completion)	30
5. Attend relevant podiatry seminar/conference – state/national/international (must provide evidence)	10 per day
6. Online relevant education (per module/unit/course)	5
7. Lecture to peers 1 hour	10
8. Lecture to public groups	5
9. Review of research publication/journals/editorials/texts	5
10. Lecture to Podiatry Students 1 hour	10
11. Podiatry student (university) Clinical Placement per hour (maximum 20 points)	1 per hour
12. Attend relevant health based lecture one hour	5
13. Complete journal based education questionnaire	5
14. Visiting health professional student per hour (max 20)	1 per hour
15. Complete Board approved course eg sterilisation	20
16. Complete quality assurance/risk management exercise in podiatry practise (report required)	10
17. Other Activities	

Extract from Health Care Liability Regulation 2007

Clause 7 Exemption from insurance requirement

- (1) In accordance with section 25 (5) of the Act, the following health practitioners are exempt from the requirement for professional indemnity insurance:
 - (a) a person whose registration as a health practitioner is subject to the condition that the person does not practise,
 - (b) a health practitioner who practises primarily outside New South Wales and who is covered by professional indemnity insurance of any kind while practising in New South Wales,
 - (c) a health practitioner whose practice is limited to the rendering of assistance, in the practitioner's capacity as a health practitioner, on a voluntary basis in emergency situations,
 - (d) a health practitioner who practises in the course of being:
 - (i) employed by another person, or
 - (ii) engaged by another person under some contractual arrangement,
 - (e) a health practitioner whose practice does not include the provision of health care or of an opinion given in the practitioner's capacity as a health practitioner in respect of the physical or mental health of any person,
 - (f) a health practitioner who, while practising, is covered by an indemnity arrangement established or entered into by the State or the Commonwealth to cover civil liability,
 - (g) a health practitioner who, while practising in accordance with a function conferred or imposed by or under any State or Commonwealth Act or regulation, does not, under that Act or regulation, incur any personal liability.
- (2) An exemption under subclause (1) (b)–(g) applies to a health practitioner only to the extent to which the health practitioner practises in the circumstances described in the exemption concerned.
- (3) Without limiting subclause (2), the exemption under subclause (1) (d) applies only in relation to a health practitioner:
 - (a) to the extent that the health practitioner is practising as an employee of, or under contract to, the other person, and
 - (b) to the extent that the health practitioner is indemnified, under an insurance policy issued to the other person, for civil liability arising out of the provision of, or failure to provide, health care by the health practitioner, and
 - (c) if the other person is not the health practitioner's practice company.

The following does not form part of the legislation or regulations and is provided as a guide only.

The Board is unable to advise health professionals which exemption category they fit into as they must determine this themselves depending on their circumstances. Please refer below for assistance with the interpretation of the various exemptions. The following must be read in conjunction with the Professional Indemnity Insurance (PII) exemption clauses in the Health Care Liability Regulation above.

7(1)(a) - Applies only to a very limited number of health professionals who are restricted from practise by conditions imposed by the Board.

7(1)(b) - Applies to health professionals practising outside NSW (overseas or interstate). Where the health professional returns to practise in NSW, they must either obtain PII or ensure they are exempt from holding PII.

7(1)(c) - Applies to health professionals who are not practising. This exemption allows a health professional to practise without PII if required as a volunteer in an emergency situation should they happen to be at the scene of the emergency.

7(1)(d) - Applies to health professionals whose PII is provided by their employer. This exemption only applies to the workplace of the employer providing the cover. Where a health professional works for multiple employers, or also practises privately, they must either hold PII or be exempt from holding PII for all areas of their practise.

7(1)(e) - Applies to health professionals who may be practising within the discipline of physiotherapy but are not providing treatment to clients and are not providing opinions related to the treatment of any particular client.

7(1)(f) - Applies to most health professionals practising in State or Commonwealth government facilities such as public hospitals. Health professionals in this category are advised to confirm their insurance entitlement with their employer before claiming this exemption. As with exemption 7(1)(d), this exemption only applies to the workplace of the employer providing the cover. Where a health professional works for multiple employers, or also practises privately, they must either hold PII or be exempt from holding PII for all areas of their practise.

7(1)(g) - Applies to a very limited number of health practitioners who legislatively do not incur any personal liability.