

# National Restrictions Library – Conditions for shortfall on registration standards

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#### **Background**

This library of restrictions is drafted for imposition where a restriction is being recommended as a registrant has a shortfall, arising at application or renewal of registration, in meeting the requirements of a registration standard and/or a shortfall in a required qualification.

These restrictions should NOT be used for concerns arising due to a registrant's health, conduct or performance, regardless of whether these concerns arise at application or renewal of registration.

#### **Approved forms**

Where reference is made in the restrictions to an approved form, these forms can be accessed on Ahpra's website using the following link: <a href="https://www.ahpra.gov.au/Registration/Monitoring-and-compliance/National-Restrictions-Library.aspx">https://www.ahpra.gov.au/Registration/Monitoring-and-compliance/National-Restrictions-Library.aspx</a>

#### Structure of the library

The National Restrictions Library uses the following framework:

**Core restriction:** This is the component of the restriction which addresses the particular behaviour or issue.

**Operating restrictions:** This is the supplementary information that defines the practitioner's responsibilities, the Board's expectations, the monitoring activities and the information by which compliance with the core restriction will be monitored.

**Configurable elements:** Within each restriction there may be configurable elements which the user can modify in such a way as to address the circumstances in which the restrictions are to be recommended or imposed. Examples of configurable elements include timeframe for completion, topics to be addressed by education or frequency of reporting. Within this document configurable elements appear in **bold text**, bracketed with #.

# **Supervised practice**

# Supervised practice – All professions except Medicine (IMG), Pharmacy and Psychology

Core restriction	Operating restrictions
The Practitioner must practise as a <b>#profession#</b> under supervision of a supervisor approved by the Board, consistent with the Board's Supervised practice framework, and	If an approved supervisor is not available or not able to provide supervision at the level required, the Practitioner must immediately cease practice and must not resume practice until an approved supervisor is available.
a. in accordance with a supervised practice plan approved by the Board	
b. at the level of supervision outlined in the supervised practice plan, and	
c. at approved practice location(s) published to the public register.	
For the purposes of this condition, 'practise' is as defined in the Board's Supervised practice framework.	

#### Supervised practice - Psychologists only

#### Core restriction Operating restrictions Without National Psychology Exam: Include the following operating restrictions for both core restrictions: The Practitioner must successfully complete a period of supervised practice in The Practitioner must, within #timeframe# of the notice of the imposition of this accordance with the Re-entry to Practice Plan (the plan) approved by the condition, submit a plan on the re-entry program plan template for approval by Board the Board. The plan will include: For the purposes of this condition supervised practice is to be carried out in a. Proposed number of psychological practice hours that will be accordance with a Re-entry to Practice Plan approved by the Board. completed. b. Supervision with a Board-approved supervisor. c. Direct observation of practice by a Board-approved supervisor. d. Continuing professional development. With National Psychology Exam: e. Identification of how achievement of learning aims and current competence to practise will be demonstrated to the Board and my The Practitioner must successfully complete: supervisor. a. a period of supervised practice in accordance with the Re-entry to Include the following operating restriction for core restriction that does Practice Plan (the plan) approved by the Board, and not require the National Psychology Exam: b. the National Psychology Examination. The Practitioner must, within 14 days of being provided with the approved form For the purposes of this condition supervised practice is to be carried out in (SE-4), return the form acknowledging The Practitioner must: accordance with a Re-entry to Practice Plan approved by the Board. a. Complete the requisite period of supervised practice as determined by the Board and as detailed in the plan. b. Provide progress reports to the Board as outlined in the plan, at a minimum of once every six months. c. Satisfactorily complete a final assessment of competence report. d. Provide at least one case report for every six months of full-time equivalent practice as a psychologist that has been assessed as satisfactory by the Board or its delegate.

Include the following operating restriction for core restriction that

The Practitioner must, within 14 days of being provided with the approved form

requires the National Psychology Exam:

(SE-16), return the form acknowledging that they must:

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a. Complete the requisite period of supervised practice as determined by
the Board and detailed in the plan.
b. Provide progress reports to the Board as outlined in the plan, at a minimum of once every six months.
<ul> <li>c. Satisfactorily complete a final assessment of competence report.</li> </ul>
d. Provide at least one case report for every six months of full-time
equivalent practice as a psychologist that has been assessed as
satisfactory by the Board or its delegate.
e. Pass the National Psychology Exam.

# Supervised practice for limited registration for <u>less</u> than four weeks — Medical Practitioners only (ELS exemption)

Core restriction	Operating restrictions
The Practitioner must only practise under direct supervision of another registered medical practitioner (the supervisor), at the locations published as Registration Restrictions on the public register.  For the purposes of this condition 'direct supervision' is defined as the supervisor taking direct and principal responsibility for individual patients. The supervisor must be physically present at the workplace at all times when the Practitioner is providing clinical care. The Practitioner must consult their supervisor about the management of all patients. Supervision via telephone contact is not permitted.	If an approved supervisor is not available or not able to provide supervision at the level required, the Practitioner must immediately cease practice and will not resume practice until an approved supervisor is available. The Practitioner will advise Ahpra within #timeframe (e.g. 7 business days)# of any period of time the supervisor was not available or not able to provide supervision at the level required.
The practitioner must not:  i. undertake independent ward rounds  ii. supervise other medical practitioners  iii. write any medical notes, orders or instructions unless  contemporaneously countersigned by my supervisor, or  iv. be the sole communicator responsible for providing orders, information, or instructions for patient care.	

# Supervised practice for limited registration for more than four weeks — Medical Practitioners only (ELS exemption)

Core restriction	Operating restrictions
The Practitioner must only practise under direct supervision of another registered medical practitioner (the supervisor), at the locations published as Registration Restrictions on the public register, and in accordance with a supervised practice plan approved by the Board.	If an approved supervisor is not available or not able to provide supervision at the level required, the Practitioner must immediately cease practice and will not resume practice until an approved supervisor is available.
For the purposes of this condition 'direct supervision' is defined as the supervisor taking direct and principal responsibility for individual patients. The supervisor must be physically present at the workplace at all times when the Practitioner is providing clinical care. The Practitioner must consult their supervisor about the management of all patients. Supervision via telephone contact is not permitted.	Within #timeframe (e.g. 14 days)# of being provided with the approved form (SE-15) the Practitioner must return the form acknowledging that Ahpra may obtain a report from the approved supervisor on the timeframe within the supervision plan, or at other times as necessary.
The Practitioner must not:	
i. undertake independent ward rounds	
ii. supervise other medical practitioners	
iii. write any medical notes, orders or instructions unless	
contemporaneously countersigned by my supervisor, or	
iv. be the sole communicator responsible for providing orders,	
information, or instructions for patient care.	

#### Supervised practice - Pharmacists only

# Core restriction

#### The Practitioner must:

- a. always practise as a pharmacist under the supervision of another pharmacist, and
- b. within #timeframe# from the date of the notice of the imposition of this condition, complete not less than #number of hours# of supervised practice hours in accordance with the Pharmacy Board of Australia (the Board's) Registration standard: Supervised practice arrangements.

For the purposes of this condition, 'practise' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a pharmacist. 'Practise' in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in pharmacy profession.

For the purposes of this condition, 'supervised practice hours' are defined as the hours spent practising under a Board approved supervised practice arrangement with the supervision of a pharmacist who holds general registration (the preceptor or another supervising pharmacist), while pharmacy services are provided in pharmacy premises or in other premises and circumstances determined by the Board.

# **Operating restrictions**

Within 14 days of receipt of the approved form (SE-12) the Practitioner must return the form to Ahpra with acknowledgement they are aware that:

- a. they must always practise as a pharmacist under the supervision of another pharmacist
- only hours spent practising under a Board approved supervised practice arrangement, in accordance with the Board's Registration Standard: Supervised practice arrangements, after receiving Board approval may be counted towards the supervised practice hours required by condition 1(b), and
- c. at the completion of the requisite supervised practice hours they must provide evidence of successful completion of these hours in a format specified by the Board.

#### Supervised practice and continuing professional development – Pharmacists only

#### Core restriction

#### The Practitioner must:

- a. always practise as a pharmacist under the supervision of another pharmacist, and
- within #timeframe# from the date of the notice of the imposition of this condition, complete not less than #number of hours# of supervised practice hours in accordance with the Pharmacy Board of Australia (the Board's) Registration standard: Supervised practice arrangements
- c. within **#timeframe#** from the date of the notice of the imposition of this condition, provide to the Board a continuing professional development plan (CPD plan) that details how the requirements of the Board's Registration Standard: Continuing professional development will be met for the year **#year#**, and
- d. successfully complete the current annual CPD requirements by **#timeframe#** and provide acceptable evidence of this completion, by **#timeframe#** to the Board.

For the purposes of this condition, 'practise' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a pharmacist. 'Practise' in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in pharmacy profession.

For the purposes of this condition, 'supervised practice hours' are defined as the hours spent practising under a Board approved supervised practice arrangement with the supervision of a pharmacist who holds general registration (the preceptor or another supervising pharmacist), while pharmacy services are provided in pharmacy premises or in other premises and circumstances determined by the Board.

# **Operating restrictions**

Within 14 days of receipt of the approved form (SE13) the Practitioner must return the form to Ahpra with acknowledgement they are aware that:

- a. they must always practise as a pharmacist under the supervision of another pharmacist
- only hours spent practising under a Board approved supervised practice arrangement, in accordance with the Board's Registration Standard: Supervised practice arrangements, after receiving Board approval may be counted towards the supervised practice hours required by condition 1(b)
- c. at the completion of the requisite supervised practice hours they must provide evidence of successful completion of these hours in a format specified by the Board
- d. all CPD will be undertaken in accordance with the Board's Registration Standard: Continuing professional development, and
- e. the CPD plan referred to condition 1(c) above will be updated to include the following information for each activity undertaken:
  - i. start and finish date of activity
  - ii. source or provider
  - iii. type of activity
  - iv. topics covered during activity
  - v. accreditation status
  - vi. CPD activity group
  - vii. number of Board CPD credits assigned, and
  - viii. how the activity will impact on my practice.

#### Supervised practice, continuing professional development and examinations – Pharmacists only

# The Practitioner must: a. always practise as a pharmacist under the supervision of another pharmacist b. within #timeframe# from the date of notice of the imposition of this condition, complete not less than #number of hours# of supervised practice hours in accordance with the Pharmacy Board of Australia Operating restrictions Within 14 days of receipt of the approved form (SE14) the Practitioner must return the form to Ahpra with acknowledgement they are aware that: a. they must always practise as a pharmacist under the supervision of another pharmacist a. they must always practise as a pharmacist under the supervision of another pharmacist b. only hours spent practising under a Board approved supervised b. only hours spent practising under a Board approved supervised

- (the Board's) Registration standard: Supervised practice arrangements
   within #timeframe# from the date of the notice of the imposition of this condition, provide to the Board a continuing professional development plan (CPD plan) that details how the requirements of the Board's Registration Standard: Continuing professional development will be met for the year #year#
- d. successfully complete the current annual CPD requirements by
   #timeframe# and provide acceptable evidence of this completion, by
   #timeframe# to the Board, and
- e. successfully complete within #timeframe# of notice of the imposition of this condition an #oral examination (pharmacy practice)/oral examination (pharmacy law and ethics)/oral examinations (pharmacy practice and pharmacy law and ethics)# in accordance with the Board's Registration Standard: Examinations for Eligibility for General Registration.

For the purposes of this condition, 'practise' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a pharmacist. 'Practise' in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in pharmacy profession.

For the purposes of this condition, 'supervised practice hours' are defined as the hours spent practising under a Board approved supervised practice arrangement with the supervision of a pharmacist who holds general

- only hours spent practising under a Board approved supervised practice arrangement, in accordance with the Board's Registration Standard: Supervised practice arrangements, after receiving Board approval may be counted towards the supervised practice hours required by condition 1(b)
- c. at the completion of the requisite supervised practice hours they must provide evidence of successful completion of these hours in a format specified by the Board
- d. all CPD will be undertaken in accordance with the Board's Registration Standard: Continuing professional development, and
- e. the CPD plan referred to condition 1(c) above will be updated to include the following information for each activity undertaken:
  - i. start and finish date of activity
  - ii. source or provider
  - iii. type of activity
  - iv. topics covered during activity
  - v. accreditation status
  - vi. CPD activity group
  - vii. number of Board CPD credits assigned, and
  - viii. how the activity will impact on my practice, and
- f. the examination(s) requirement for condition 1(e) above will be undertaken in accordance with the Board's Registration Standard: Examinations for Eligibility for General Registration.

registration (the preceptor or another supervising pharmacist), while pharmacy	
services are provided in pharmacy premises or in other premises and	
circumstances determined by the Board.	

# **Restricted scope of practice**

# Restricted scope of practice – Medical Practitioners only

Core restriction	Operating restrictions
Core restriction  General and specialist registration:  The Practitioner must, when practicing as a #specialist title#, only practise in #scope of practice within specialty# as defined by #relevant college#.  Specialist registration only:  The Practitioner must only practise in #permitted scope of practice within specialty# as defined by the #relevant college#.	Operating restriction for general and specialist registration:  Within 14 days of receipt of the approved form (SE-11) the Practitioner must return the form to Ahpra acknowledging that they are aware that:  a. when practicing as a *specialist title*, they may only practise in *scope of practice within specialty* as defined by *relevant college*, and  b. for the purposes of monitoring compliance with this condition Ahpra may obtain or receive information from relevant authorities (such as, but not limited to, Medicare).  Operating restriction for specialist registration only:  Within 14 days of the receipt of the approved form (SE-10) the Practitioner must return the form to Ahpra acknowledging that they are aware that:  a. they may only practise in *permitted scope of practice within specialty*, and  b. for the purposes of monitoring compliance with this condition Ahpra may obtain or receive information from relevant authorities (such as, but not limited to, Medicare)
	<ul> <li>for the purposes of monitoring compliance with this condition Ahpra may obtain or receive information from relevant authorities (such as, but not limited to, Medicare)</li> </ul>
	Operating restrictions for both core restrictions:  Within 14 days of receipt of the approved form (SE-2) the Practitioner must return the form to Ahpra with acknowledgement from the senior person at each practice location that they have seen a copy of the restrictions on my registration, and that they are aware Ahpra may seek reports from them.

# Restricted scope of practice - Non-specialist position - with rotation in specialty - Medical Practitioners only

Core restriction	Operating restrictions
The Practitioner must only practise either:  a. in #specialty# in a non-specialist position, or b. under supervision at locations published as a notation to the public register, and in accordance with a supervision plan approved by the Board to complete #applicable rotations (e.g. emergency)# at a location approved by the Board.	In the event the Practitioner is undertaking a rotation and no approved supervisor is available to provide the supervision required, the Practitioner must cease the rotation immediately and not resume the rotation until an approved supervisor is available.  Within 14 days of receipt of the approved form (SE-18) the Practitioner must return the form to Ahpra acknowledging that they are aware:  a. they may only practise in #specialty1# in a non-specialist position or under supervision at locations published as a notation to the public register, and in accordance with a supervision plan approved by the Board to complete #applicable rotations (e.g. emergency)# at a location approved by the Board.  b. Ahpra may seek or obtain reports and/or information from the senior person at each place I practise in #specialty2# in a non-specialist position and/or each approved practice location.  c. For the purposes of monitoring compliance with this condition Ahpra may receive or obtain information from relevant authorities (such as, but not limited to, Medicare).  d. They are not permitted to use the title of #protected specialist title#.  e. Ahpra may obtain a report from the approved supervisor on the timeframe within the supervision plan when approved.  f. they must cease practise in a rotation if they are undertaking a rotation and an approved supervisor is not available.  Within 14 days of receipt of the approved form (SE-2) the Practitioner must return the form to Ahpra with acknowledgement from the senior person at each practice location that they have seen a copy of the restrictions on my registration, and that they are aware Ahpra may seek reports from them.

# Restricted scope of practice - Non specialist position - without rotation - Medical Practitioners only

Core restriction	Operating restrictions
The Practitioner must only practise in #speciality# in a non-specialist position.	Within 14 days of the receipt of the approved form (SE-19) The Practitioner must return the form to Ahpra acknowledging that they are aware:  a. they must only practise in #speciality1# in a non-specialist position.  b. Ahpra may seek or obtain reports and/or information from the senior person at each and every place I practise in #specialty2# in a non-specialist position.  c. Ahpra may receive or obtain information from relevant authorities (such as but not limited to Medicare) for the purposes of monitoring compliance with this condition.  d. They are not permitted to use the title of #protected specialist title#.  Within 14 days of receipt of the approved form (SE-2) the Practitioner must return the form to Ahpra with acknowledgement from the senior person at each practice location that they have seen a copy of the restrictions on the Practitioner's registration, and that they are aware Ahpra may seek reports from them.

#### **Education**

#### Undertake education prior to practice

#### **Core restriction**

The Practitioner must only practise for the purpose of undertaking and successfully completing a program of education (the education), approved by **#Board name /Ahpra#**, in relation to **#topics to be covered#** and for a minimum of **#number of hours#**.

For the purposes of this condition, 'practise' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a **#profession (noun)#**. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in **#profession (verb)#**.

# **Operating restrictions**

Within 14 days of being provided with the approved form (SE-5) the Practitioner must, on that form, nominate for approval by **#the Board/Ahpra#** an education course, assessment or program (the education) addressing the topics required. The Practitioner must ensure:

- a. the nomination includes a copy of the curriculum of the education, and
- b. the education consists of a minimum of **#requisite minimum time#** and includes **#any topics/areas to be specifically covered#**.

Within 14 days of being provided with the approved form (SE-7) the Practitioner must provide to Ahpra, on that form, acknowledgement that they are aware:

- a. that they must only practise for the purpose of undertaking the education
- b. of the definition of 'practice' as it relates to this condition
- c. that Ahpra may contact the education provided to confirm the evidence provided, and
- that Ahpra may audit to ensure the education is not used as contribution to any current or future continuing professional development (CPD) period.

The Practitioner must complete the education within **#timeframe#** of the notice of the approval of the education

# Undertake continuing professional development

Core restriction	Operating restrictions
The Practitioner must complete the outstanding #number of hours/points/credits# of continuing professional development (the required CPD) from the #year# registration period.	All CPD undertaken in compliance with this condition will meet the requirements for CPD as outlined in the #profession# Board of Australia's (the Board's) CPD registration standard (the standard) and, where they exist, any Board guidelines on CPD.  The Practitioner must, within #timeframe# of the imposition of this condition, provide evidence of having undertaken and successfully completed the required CPD.  The Practitioner must not use the required CPD completed in compliance with this condition as contribution to any current or future CPD period.  Within 14 days of being provided with the approved form (SE-8) The Practitioner must return the form acknowledging that they are aware:  a. of the Board's current registration CPD standard and, where they exist, any Board guidelines on CPD  b. what constitutes acceptable evidence to demonstrate successful completion of the required CPD  c. that Ahpra may contact the CPD provider to confirm the evidence provided, and d. that Ahpra may audit to ensure the required CPD is not used as contribution to any current or future CPD period.  Operating restrictions where Board has specific CPD requirement:  All CPD undertaken in compliance with this condition will meet the requirements for CPD as outlined in the #profession# Board of Australia's (The Board) CPD registration standard (the standard) and, where they exist, any Board guidelines on CPD.

Of the required CPD to be completed at least #number of hours/credits/points# will relate to #specific requirement identified#.

The Practitioner must, within #timeframe# of the imposition of this condition, provide evidence of having undertaken and successfully completed the required CPD.

The Practitioner must not use the required CPD completed in compliance with this condition as contribution to any current or future CPD period.

Within fourteen days of being provided with the approved form (SE-8) The Practitioner must return the form acknowledging that they are aware;

- a. of the Board's current registration CPD standard and, where they exist, any Board guidelines on CPD
- b. what constitutes acceptable evidence to demonstrate successful completed of the required CPD
- c. that Ahpra may contact the CPD provider to confirm the evidence provided, and
- d. that Ahpra may audit to ensure the required CPD is not used as contribution to any current or future CPD period.

#### Undertake education

Core restriction	Operating restrictions
The Practitioner must undertake and successfully complete a program of education (the education), approved by #Board name/Ahpra#, in relation to #any topics to be covered# and of a minimum of #number of hours#.	Within 14 days of being provided with the approved form (SE-5) the Practitioner must, on that form, nominate for approval by #the Board/Ahpra# an education course, assessment or program (the education) addressing the topics required. The Practitioner must ensure:  a. the nomination includes a copy of the curriculum of the education, and b. the education consists of a minimum of #number of hours# including #any topics/areas to specifically be covered#.  Within 14 days of being provided with the approved form (SE-6) the Practitioner must provide to Ahpra, on the approved form, acknowledgement that they are aware:  a. that Ahpra may contact the education provider to confirm the evidence provided, and  b. that Ahpra may audit to ensure the education is not used as contribution to any current or future continuing professional development (CPD) period.  The Practitioner must complete the education within #timeframe# of the notice of #the Board's/Ahpra's# approval of the education and provide to Ahpra evidence of successful completion of the education.

# **Progression**

Show progress to general or specialist registration – For limited registrants – Medical Practitioners only

Core restriction	Operating restrictions
The Practitioner must provide evidence of progress towards qualifying for either general or specialist registration.	By the completion of the next full registration period the Practitioner must provide either:  a. evidence of obtaining the Australian Medical Council (AMC) certificate by either:  i. passing the AMC Clinical Examination, or ii. satisfactorily completing the AMC accredited work-based assessment by #date#, or b. evidence of having carried out and successfully completed all requirements for #specialist college# fellowship.

# Undertake multi-source feedback – Medical Practitioners only

Core restriction	Operating restrictions
The Practitioner must complete the Board-approved Client Focused Evaluations Program (CFEP) multi-source feedback (MSF) process within five months of notice of the imposition of this condition	Within #timeframe (e.g. 14 days)# of the receipt of the approved form (SE-21) the Practitioner must return the form to Ahpra acknowledging that they are aware:  a. The Board will seek information from CFEP on the outcome of the process and review the results of the process.  b. The Board expects me to incorporate any recommendations from the program into my practice.

# Re-entry to practice

# Complete re-entry to practice program – Nursing and Midwifery only

Core restriction	Operating restrictions
The Practitioner must only practise in order to undertake clinical training as part of an approved re-entry to practice program.	Within #timeframe# the Practitioner must provide evidence of successful enrolment in an approved re-entry to practice program.
For the purposes of this restriction an 'approved re-entry to practice program' is defined as a program of study accredited by Australian Nursing and Midwifery Accreditation Council and approved by the Nursing and Midwifery Board of Australia (the Board) as preparation for nurses for re-entry to the register after a lapse of practise and removal from the register for a period exceeding the requirement in the Recency of practice registration standard. It contains both a theoretical and a clinical experience component.  For the purposes of this condition 'practise' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a nurse/midwife. 'Practise' in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a	Within 14 days of being provided with the approved form (SE-9) the Practitioner must provide to the Board, on the approved form, acknowledgement that they:  a. have read and understood the definition of 'practice' as it relates to these conditions, and  b. are aware they can only practise in order to undertake the clinical training required for the approved re-entry to practice program.
direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in nursing and/or midwifery.	