

TIPS

to prepare yourself for audit

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As a medical radiation practitioner you **must** renew your registration annually to keep practising. Audits are a nationally consistent approach to check your compliance with mandatory registration standards and that the declarations you make at renewal are true and correct. Audits help to ensure that you are meeting the standards and provide important assurance to the community and the Medical Radiation Practice Board of Australia. They are an important part of the way the Board and the Australian Health Practitioner Regulation Agency (AHPRA) can better protect the public.

TIP 1: TAKE ACTION

If you receive an audit notice letter, the first thing you should do is sit down and read through it carefully. You are being asked to provide further information to support the declarations you made when you last renewed your registration.

Your letter will identify which standard/s are being audited. It may be one or more of the following four mandatory registration standards:

- *Criminal history registration standard*
- *Continuing professional development (CPD) registration standard*
- *Recency of practice registration standard*
- *Professional indemnity insurance arrangements registration standard.*

TIP 2: PLAN AHEAD

Don't wait until you receive an audit notice letter before you gather evidence that will support the declarations you make at renewal.

Anticipate that you could be contacted at any time and take steps to keep and store documents that show you are meeting the minimum requirements for practice, as outlined in the registration standards.

TIP 3: DOCUMENT YOUR ACTIVITIES

Audit is a much easier process if you have kept good records that you routinely update.

You **must** document your CPD. Your CPD log is your record of what you've done and what you've learned. Your log is how you will prove your CPD activity if you are audited.

The Board has a log book template in the CPD section of its website under *Registration*.

For recency of practice and professional indemnity insurance arrangements keep records of your employment history, such as payslips, letters of confirmation of employment, position descriptions etc.

For recency of practice it may be useful to keep an up-to-date CV.

TIP 4: KEEP YOUR RECORDS SAFE

Consider keeping both paper and electronic versions of your records.

You need to store your CPD records safely for the **whole three year period** (sometimes called a 'triennium') **plus one more year**, i.e. you need to keep them for four years.

TIP 5: HAVE THE REQUIRED DOCUMENTS READY

Documents that show you are meeting the registration standard should be easy to access so you respond to the audit notice letter in the requested timeframes.

Regularly check you have kept evidence that is current and applicable to each of the standards that might be audited.

TIPS TO PREPARE YOURSELF FOR AUDIT

TIP 6: CONSULT YOUR COLLEAGUES

Ask your colleagues if any of them have been audited. Find out what evidence they provided to prove the declarations they made at renewal were 'true and correct'.

TIP 7: KNOW WHAT YOU WILL BE ASKED TO DO

Know what being audited means for you before you receive an audit notice letter.

Criminal history registration standard

AHPRA uses an independent service provider to check your domestic criminal history at no cost to you.

You don't have to do anything unless asked to provide more information.

Continuing professional development (CPD) registration standard

You must provide evidence of the CPD activities you have done to meet the standard's requirements.

Recency of practice registration standard

You must provide evidence of recency of practice activities you have done that meet the standard's requirements.

Professional indemnity insurance (PII) arrangements registration standard

You must provide evidence of PII arrangements that meet the standard's requirements.

TIP 8: READ THE STANDARDS IF YOU HAVEN'T ALREADY

If you are not totally familiar with the requirements of the mandatory registration standards read them again.

The Medical Radiation Practice Board of Australia will take action against a registered practitioner who is found to have made a false declaration at renewal.

For more information

www.medicalradiationpracticeboard.gov.au

On the Board's website, you'll find full details of the **registration standards** that may be subject to audit. There is also a tip sheet to help you stay on top of your CPD.

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