

MANDATORY DECLARATION POLICY

Policy number	BALU2603	Version	Version 1
Drafted by	Jane Hedger	Approved by Board	08/08/2023
Responsible person	CEO/EO	on Scheduled review date	31/08/2026

Introduction

Mandatory Declarations are declarations made by new applicants and renewing members of ACAud confirming that they currently meet, and will continue to meet, the eligibility requirements for admission and ongoing membership of ACAud as a self-regulating professional practitioner body. Clinical members must also declare that they continue to maintain eligibility for clinical certification within their specialty area.

Purpose

The Mandatory Declaration Policy assists ACAud to ensure that members are of good character, remain eligible to practice and continue to develop their skills and knowledge. It is a proactive measure to identify practitioners who may place the public at risk of harm and promotes practitioner reflection in relation to their Fitness to Practice, including the Code of Conduct and National Competency Standards. This policy provides clarity regarding ACAud's declaration requirements and the expectations of NASRHP Professional Bodies in relation to declaration management and professional accountability.

Policy

All members are required to provide declarations as a mandatory component of membership, competency, and the ongoing renewal of these.

Scope

The Mandatory Declaration Policy applies to all new member applicants and all renewing members of ACAud. The declaration must be completed personally by the member through the Member Portal prior to the generation of a membership renewal invoice. The making of the declaration cannot be assigned or delegated to someone else.

Member Declarations and Professional Obligations

Members holding a current clinical competency certificate are required to make the following declarations confirming their compliance with ACAud's mandatory policies and procedures as part of their initial membership and competency application, and in all subsequent membership and competency renewals:

Code of Conduct Declaration

- I have read and understand the implications of the Code of Conduct and agree to abide by the Code of Conduct, Constitution, By-Laws and all other relevant policies and procedures of ACAud.
- If I am a full member, I undertake to display a copy of the Code of Conduct Summary, and my current Membership and/or Competency Certificate in my office premises.

Privacy Declaration

- I give consent to ACAud to use the information they hold in my membership record for all matters or functions that are reasonably necessary or directly related to the provision and services of membership and other services in accordance with ACAud's Privacy Policy.
- I authorise ACAud to provide relevant membership information to the Department of Health, Disability and Ageing - Hearing Services Program (under the Memorandum of Understanding) and relevant health insurance providers.
- I agree to enable ACAud to report on my membership and competency status to my employer.

Criminal Offence and Clinical Sanctions Declaration

- I declare that, within the past 5 years, I have not been convicted of, found guilty of, or currently subject to proceedings relating to any criminal offence punishable by imprisonment for 12 months or more in Australia or overseas.
- I declare that, within the past 5 years, I have not been subject to any disciplinary findings, professional sanctions, restrictions, suspensions, or

conditions relating to my clinical practice by any employer, professional body, regulatory authority, or tribunal in Australia or overseas.

Continuing Professional Development Declaration

- I agree to complete a minimum of 20 Continuing Professional Development points (or pro-rata equivalent for my membership level) over the current 1 year cycle in accordance with ACAud's Continuing Professional Development Policy.
- I declare that I have been meeting these requirements in the past 12 months.

Recency and Resumption of Practice Declaration (only applies to full members with clinical competency certificates).

- I agree to complete at least 200 hours of practice in the next 12 months, or to complete at least 1000 hours of practice within this 5-year period in accordance with ACAud's Recency of Practice Policy. If I am a renewing member, I declare that I have been meeting these requirements.

Accuracy of Information Declaration

- I agree that these declarations are made in good faith and the information I have provided to ACAud continues to accurately represent my qualifications, CPD, employment, and work history. I acknowledge that I may be required to substantiate this information as part of annual member audits.
- I will notify ACAud immediately if any of my information changes or if I am no longer meeting one or more of the above Declarations.

Non-Clinical Members of ACAud (Affiliate, Student and Retired) must agree to a shortened declaration:

- I have read and understand the implications of the Code of Conduct and agree to abide by the Code of Conduct, Constitution, By-Laws and all other relevant policies and procedures of ACAud.
- I give consent to ACAud to use the information they hold in my membership record for all matters or functions that are reasonably necessary or directly related to the provision and services of membership and other services in accordance with ACAud's Privacy Policy.
- I agree that these declarations are made in good faith and the information I have provided to ACAud continues to accurately represent my qualifications, CPD,

employment, and work history. I acknowledge that I may be required to substantiate this information as part of annual member audits.

- I will notify ACAud immediately if any of my information changes or if I am no longer meeting one or more of the above Declarations.
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Non-Compliance

These declarations are mandatory. There are no exemptions from this requirement.

Members must undertake a self-assessment around their compliance with the relevant policies and procedures each time they make the declaration.

Evidence of meeting the requirements for each of these declarations will be assessed via annual audits.

Where a member has been found under audit to have made a false declaration of compliance with one or more policies, a review of membership status will be undertaken by the Clinical Professional and Excellence Committee (CPEC) in line with the relevant policies.

The outcome and any actions to be taken must be finalised within 30 days of advising the member of an adverse audit finding unless exceptional circumstances apply. Any actions required by the member must be completed within 60 days of receipt of the outcome unless exceptional circumstances apply.

Consideration

New member applicants, or renewing members who self-assess that they cannot complete the declaration must proactively notify the ACAud Secretariat and may apply for consideration of their circumstances (for example where a criminal conviction may not be related to, or impact upon, the efficacy of their clinical practice) to the CPEC Committee, who will make a determination within 30 days.

Related Documents

- Code of Conduct
- National Competency Standards
- Fitness to Practice Policy
- Recency and Resumption of Practice Policy
- Clinical Certification Policy
- Continuing Professional Development Policy
- Privacy Policy
- Complaints and Appeals Policy