

Tips to help prepare osteopaths for practitioner audit on recency of practice registration standard (RoP)

As a registered osteopath you must renew your registration annually to keep practising.

Audits are a nationally consistent approach to check your compliance with the four [mandatory registration standards](#) and that the declarations you make at renewal are true and correct. Audits review your evidence to confirm that you have met these standards and provide an important assurance to the community and the [Osteopathy Board of Australia](#) (the Board). They are an important part of the way the Board and the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#) can better protect the public.

Each year the Board decides to audit one (or more) registrations standard. For the 2017 audit, the Board has decided to audit the **RoP registration standard**.

1. What happens at audit?

A number of practitioners are randomly selected for audit and will receive an audit notice. The 2017 audit is against the declarations made in the most recent application for registration renewal.

This relates to the registration period **1 December 2015 to 30 November 2016**, however the RoP standard requires you to have practised a minimum of 450 hours during the three (3) years prior to 30 November 2016 (spanning the period 1 December 2013 to 30 November 2016).

2. How do I know?

If you are selected for audit of compliance with the RoP standard, you will be notified by hard copy mail that includes an Audit notice and an Audit checklist.

The first thing you should do is sit down and read through the checklist carefully. It will tell you what you need to provide as evidence to confirm that the declarations you made at registration renewal in relation to compliance with the RoP standard is true and correct.

3. What should I provide?

The Checklist specifies exactly what you need to submit in response to the Audit notice.

The RoP registration standard requires all osteopaths who hold general registration to have practised for a minimum of 450 hours during the previous 3 registration periods – relevant to their domain or scope of practice. In addition practitioners are required to maintain records as evidence of this practice for a minimum of 5 years.

Practitioners are reminded to consider the RoP registration standard and ensure both full disclosure and record keeping. There are no exemptions to this standard.

A key consideration is recency that matches the osteopath's clinical or non-clinical practise. 'Clinical practice' is defined in the registration standard. You are therefore required to provide evidence that your practise duration matches your domain or scope of practice.

The Board has recognised that many osteopaths are self-employed practitioners. For these reasons the evidence required to demonstrate compliance with the RoP standard will include a robust curriculum vitae, which is signed by you.

Employed osteopaths are required to submit original signed statement(s) from their employer(s) for the period 1 December 2013 to 30 November 2016.

The Board has a number of helpful documents on the [audit page](#) of its website, including templates on RoP evidence.

If you have any questions about the information you need to provide **call 1300 419 495** and ask to speak to the audit assessment team or email audit@ahpra.gov.au

4. What happens next?

Return the completed audit checklist with your supporting documentation in hard copy to the address details provided in your Audit Checklist, by the due date that is specified in your Audit notice.

Original documents which are signed by you and or your employer (if applicable) must be sent to AHPRA. Keep a copy of what you send by mail for your records, such as the checklist and cover letter.

Once AHPRA has received the completed checklist and supporting documentation, the information will be validated and assessed and also compared against your declarations made in your last registration renewal application.

AHPRA may request further documentation from you or refer cases of non-compliance to the Board.

You will be advised in writing of the outcome of the audit.

5. What happens if I don't meet the standard?

The expectation is that you must comply with the Board's ROP registration standard.

You should never make false declarations in your renewal applications.

Cases of possible non-compliance will be referred to the Osteopathy Board or New South Wales Osteopathy Council or the Queensland Office of Health Ombudsman (OHO) for consideration.

Depending on the circumstances of your case and any explanation you provide, the Board may decide to caution you or place conditions on your registration.

The Board will take action against a registered practitioner who is found to have made a false declaration at renewal of their registration.

6. What happens if I fully meet the standard?

You will receive a closure letter. This may take several weeks to receive because of the volume of audits being processed at any one time by AHPRA.

7. Please read the RoP standard if you haven't already

You are expected to be totally familiar with your obligations under the mandatory RoP registration standard.

For more information

Please go to the Board's website: www.osteopathyboard.gov.au.

On this site you will find full details of the registration standards that may be subject to [audit](#) and a reminder about [your obligations](#).

If you are being audited and need help, call 1300 419 495 and ask to speak to the audit team or email audit@ahpra.gov.au

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