

9. Reason for seeking Limited Registration, and period for which it is sought

.....

10. Details of experience in practice of Physiotherapy in the last five years (including dates and indicating whether full-time or part-time, and in the case of part-time the hours spent)

.....

(attach list if space insufficient)

11. Registration in other Jurisdictions

Are you or have you ever been registered, certified and/or licensed as a physiotherapist or to otherwise practise Physiotherapy in any other State, Territory or Country?

Yes No

If the answer above is "Yes", please provide the following information in respect of each such registration, certification or license:

<i>Name of State/s, Territory/s or Country/s:</i>	<i>Name of registering, certifying or licensing authority/s:</i>	<i>Date of registration/s, certification/s or license/s:</i>	<i>Registration Number/s (if any)</i>

APPLICANTS FROM OTHER THAN AUSTRALIA OR NEW ZEALAND

If you hold registration in another country it is necessary for you to arrange for an original Certificate of Good Standing to be forwarded directly to the Board by the registering authority in that Country. Certificates of Good Standing must be dated within three months of the date of the application.

12 Convictions/Criminal Findings

Have you been convicted of any offence or made the subject of a criminal finding in this State or elsewhere?

Yes No

(Excludes any offence relating to the parking of motor vehicles and other minor traffic infringements).

If the answer above is "Yes", please supply the following information in respect of each offence:

<i>Date of offence/s</i>	<i>Nature of offence/s</i>	<i>Date of conviction/s</i>	<i>Court imposing conviction/s</i>

13. Fitness to Practise

▪ **Professional Discipline**

Has any application for registration, certification or licensing with any professional body or registration authority ever been refused/suspended/withdrawn/revoked, cancelled or removed for any reason?

Yes No

▪ Have you ever been subject of a disciplinary inquiry or action (including conditions placed on registration) by any registration authority.

Yes No

▪ Are you currently subject to any preliminary investigations or action that might lead to disciplinary proceedings by any registration authority.

Yes No

(If you answered "Yes" to any of the three questions above under "Professional Discipline", please provide full details on a separate sheet attached to this application.)

14. Impairment

Are you aware of any medical condition or potential medical condition (*whether physical or mental*) that may impact on your ability to provide physiotherapy treatment or may endanger a patient's health or safety?

Yes No

If the answer is "Yes", please provide a report from your treating medical practitioner confirming the extent of your impairment of your ability to practise physiotherapy.

15. Professional Indemnity Insurance

Are you personally covered by professional indemnity insurance against civil liabilities arising from physiotherapy practise, for a minimum of \$5m cover on any one claim and \$15m in aggregate with unlimited run-off cover and no policy exclusions relating to scope of practise?

Yes No

If **"Yes"** - a Certificate of Currency/Compliance from your insurer/broker must be provided.

Are you covered by your employers policy?

Yes No

If **"Yes"** please provide a completed and signed Employer Declaration confirming that your employment and cover under the arrangements for employed physiotherapists.

Are you a current student covered by a University policy?

Yes No

Name of University.....

If other than University of South Australia please provide a declaration from the University confirming your cover. Please contact the Board for further information.

If **"No"** to all questions - your application for registration will not be processed until you are able to provide a evidence of professional indemnity insurance cover as detailed above.

16. Proof of Identity

All applicants for registration must satisfy the Board of their identity. Applicants will need to provide proof of personal identity by way of presentation of verifiable documentation. The Board uses a 100 point system, similar to that used by banks and other financial institutions.

Provided below is a list of those documents that may be presented to the Board, along with their matched value.

Documents with a minimum value of 100 points must be submitted:

- You cannot submit more than ONE document from Category A, however you must submit ONE Category A document
- All documents must be originals or certified copies. (DO NOT SEND ORIGINALS THROUGH POST)
- At least one document must include a recent photograph.
- **ALL documents must be valid at the date of submission.**

Acceptable Documents:

Category A (70 points)

- Passport and visa
- Birth Certificate/Birth Card (full certificate or extract)
- Citizenship Certificate

Category B (40 points)

- Licence or permit issued under a law of the Commonwealth or State or Territory
- Identification Card issued to a public employee
- Identification Card issued by Commonwealth, State or Territory as evidence of a person's entitlement to a financial benefit
- Student ID Card issued from Australian tertiary education institution
- International English Language Testing System Test Report Form (IELTS -TRF) - original document must be provided (**with photograph only**)

Category C (25 points)

- International Drivers Licence
- Medicare Card/Public Utilities Accounts/Rates Notice
- Financial Institution Credit Card/Cash card or Passbook (**a maximum of two credit cards may be used**)
- Evidence of current physiotherapy registration from overseas regulatory authority

AUTHORISATION AND DECLARATION

I consent to the Physiotherapy Board of South Australia making enquiries of, and exchanging information with, the authorities of any Australian State or Territories, or other countries, regarding my practise as a physiotherapist or otherwise regarding matters relevant to this application.

I undertake to comply with all relevant legislation, codes of ethics and policies of the Physiotherapy Board of South Australia.

I have read the Physiotherapy Board of South Australia's Policy on Professional Indemnity Insurance.

I solemnly and sincerely declare that the statements made in this application are true and correct in every particular to the best of my knowledge and belief; that I am the person named in the attached documents and that I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

.....
Print Full Name of Applicant

.....
Signature of Applicant

Declared at.....

this.....day of.....20.....

Before me.....(see below)

Indicate whichever is applicable:

- A Justice of the Peace
- A Notary Public
- A Commissioner for Taking Affidavits (includes solicitors on the roll of Practitioners of the Supreme Court of South Australia)
- A Proclaimed Member of the Police Force] *must include name of town or place where situated*
- A Proclaimed Manager (under the Oaths Act 1936)] *must include name of town or place where situated*

NOTE:

All witnesses must provide their registration number or identity number and address and if applicable, seal or stamp when witnessing the Declaration and any certified accompanying documentation.

Any person who wilfully takes any declaration, not being lawfully authorised to do so, shall be guilty of a misdemeanour in accordance with Section 30 of the Oaths Act 1936.

PROFESSIONAL INDEMNITY INSURANCE

EMPLOYERS DECLARATION

Name of employer.....

Address of employer.....

.....

.....

Contact person

It is declared that:

.....is employed by/will be employed by
(name of employed physiotherapist) (subject to registration)

.....
(name of employer)

and that he/she is covered by professional indemnity insurance provided by this organisation.

This professional indemnity insurance:

- provides cover of at least \$5,000,000 any one claim and \$15,000,000 in aggregate Yes No
- has no exclusions relating to scope of practice Yes No
- provides run-off cover for an unlimited period Yes No

Signed.....

Name in full.....

Position.....

Date.....

CHECKLIST FOR APPLICANTS

PLEASE SEND ORIGINAL APPLICATION FORM AND *CERTIFIED COPIES ONLY OF ACCOMPANYING DOCUMENTATION

*A **certified** copy is a photocopy, certified to be a true copy of the original document. The certification should be made by a Justice of the Peace, Notary, a Commissioner for taking Declarations, a Commissioner for Oaths or a person holding a position of similar responsibility. The witness **must** state on the copy that it is a true copy of the original and must include their full name and address and the qualification that authorises them to be a witness.

- Evidence of change of name if applicable
- Certified copy of passport/birth certificate/citizenship certificate and all Proof of Identity documents.
- Certified copy Working Holiday Visa, showing date of first entry into Australia and confirming permission to work in Australia (if applicable)
- Full details as requested if required under question No. 10 in relation to details of experience
- Certified copy of your annual practising certificate(s) or other evidence of current registration as required under question No. 11. An original letter or certificate of good standing from your overseas registration authority **must be forwarded directly to the Board** by that registration authority. Please note that your application cannot be finalised until this letter or certificate is received by the Board.
- Full details as requested if required under question No. 13 - "Fitness to Practise"
- Full details as requested if required under question No. 14 - "Impairment"
- Full details as requested as required under question No. 15 - "Professional Indemnity Insurance"
- Proof of Identity - refer Section 16 and "Acceptable documents" Page 3 of application form
- Declaration duly signed by either a Justice of the Peace, Notary Public, Commissioner for Taking Affidavits (includes solicitors on the roll of Practitioners of the Supreme Court of South Australia), Proclaimed Member of the Police Force, Proclaimed Manager. All witnesses must provide their registration number or identity number and address and if applicable, seal or stamp when witnessing the Declaration and any certified accompanying documentation.
- It is recommended that you take a copy of the application for your own records.

NOTE: Fees are payable with this application for Limited Registration.
Payment can be made by Cash/Cheque/Money Order.
(DO NOT SEND CASH IN MAIL)
PLEASE NOTE FEES ARE NOT REFUNDABLE

THE PHYSIOTHERAPY BOARD OF SOUTH AUSTRALIA

PROFESSIONAL INDEMNITY INSURANCE POLICY

Section 27 of the Physiotherapy Practice Act 2005 states:-

- (1) *Subject to this Act, a natural person is eligible for registration on the register of physiotherapists if the person, on application to the Board, satisfies the Board that he or she—*
 - (d) *is, unless exempted by the Board, insured or indemnified in a manner and to an extent approved by the Board against civil liabilities that might be incurred by the person in connection with the provision of physiotherapy as a physiotherapist; and*

Section 64 of the Physiotherapy Practice Act 2005 states:-

- (1) *A registered person or physiotherapy services provider must not, unless exempted by the Board, provide physiotherapy unless insured or indemnified in a manner and to an extent approved by the Board against civil liabilities that might be incurred by the person or provider in connection with the provision of physiotherapy.*
Maximum penalty: \$10,000.
- (2) *The Board may, subject to such conditions as it thinks fit, exempt a person, or a class of persons, from the requirements of this section and may, whenever it thinks fit, revoke an exemption or revoke or vary the conditions under which an exemption operates.*

This Policy outlines minimum requirements for professional indemnity insurance for the purposes of satisfying the registration requirements of the Act. Persons applying for registration, or renewal of registration are advised to seek independent advice regarding their specific needs in terms of such insurance. The Board and its officers cannot provide insurance advice or recommend insurers or products.

1. Level of cover

The Physiotherapy Board of South Australia (hereafter 'The Board') has determined that registered physiotherapists and physiotherapy service providers are required to have professional indemnity cover of no less than \$5,000,000 on any one claim and \$15,000,000 in aggregate. The onus is on the registered physiotherapist to ensure they have insurance cover appropriate to their individual level of risk.

2. Exclusions within the insurance cover

The Board has determined that it will only approve professional indemnity insurance cover that has no exclusions relating to scope of practice.

3. Run-off Cover

The Board has determined that the professional indemnity insurance must provide run-off cover for an unlimited period.

4. Continuity of cover

The Board has determined that professional indemnity insurance cover for registered physiotherapists must be continuous throughout the period of registration. Registered physiotherapists are required to notify the Board if professional indemnity insurance cover ceases during the period of registration for any reason (eg. failure to renew, termination of cover). This notification must occur within 2 working days of cover cessation.

5. Documentation of cover

The Board has determined that applicants for registration and registered physiotherapists applying for renewal of registration must provide evidence of current insurance cover.

The Board will accept the following as documentation of professional indemnity insurance cover:-

- A certificate of currency/compliance from the insurance broker detailing the cover provided.
- An invoice detailing the cover provided for professional indemnity insurance that has been stamped and signed as paid.

Applicants for registration, and registered physiotherapists applying for renewal of registration, whose insurance cover is provided by their employer are required to provide:-

- a signed declaration from their employer which confirms employment and professional indemnity cover (see attached proforma)

The Board has determined that applicants for registration, and registered physiotherapists whose professional indemnity insurance is provided by their employer must not practice physiotherapy except through the stated employer, unless the Board is first notified, and provided with evidence of insurance cover appropriate to all areas of their practice.

Applicants for registration and registered physiotherapists who are employed, and whose professional indemnity insurance is provided by their employer, must ensure that they have adequate professional indemnity insurance if they intend to practise physiotherapy outside their stated employment, including when undertaking practical components of professional development activities. In these instances, additional professional indemnity insurance cover is mandatory and the Board must be provided with details of this additional policy.

6. Registered physiotherapists who do not reside in South Australia and do not intend to provide physiotherapy services in South Australia during the period of registration

The Board has determined that registered physiotherapists who do not reside in South Australia and do not intend to provide physiotherapy services in South Australia be exempted under Section 27 (1)(d) of the Physiotherapy Practice Act 2005 from the requirement to be insured or indemnified. This exemption will cease to apply if the person commences work during the period of registration within South Australia. Registered physiotherapists must notify the Board if they commence or re-commence physiotherapy practice in South Australia during the period of registration.

7. Limited Registration

The Board has determined that applicants for limited registration, and those seeking extension of limited registration must comply with the same professional indemnity insurance requirements as applicants for registration or for renewal of registration (see Sections 1-4 above)

The Board acknowledges that those persons who are eligible for limited registration through enrolment in post graduate programs at the University of South Australia may be eligible for cover by the University. Please contact the Board if this circumstance applies to you.

8. Large Employers and Physiotherapy Service Providers

Large employers with specific or special administrative requirements may make application to the Registrar for consideration by the Board.