



Application for specialist registration

For a competence assessment

Profession: **Dental**

Part 7 Division 6 of the Health Practitioner Regulation National Law (the National Law)

This form is for applicants who:

- have applied for, or hold general registration
- wish to apply for specialist registration, and
- hold a qualification in one of the following specialties:
 - forensic odontology, or
 - public health (community dentistry)

Your qualification will be assessed to determine its relevance for the specialty and you will be required to undertake an assessment against the entry-level competencies for the specialty you are applying for. These entry-level competencies can be found at www.dentalboard.gov.au/Registration/Specialist-Registration.

If you are also making an application for general registration as a dentist, please submit both application forms at the same time and one set of supporting documentation.

It is important that you refer to the Board's registration standards, codes and guidelines when completing the form. Registration standards, codes and guidelines can be found at www.dentalboard.gov.au.



This application will not be considered unless it is complete and all supporting documentation has been provided.

Supporting documentation **must** be certified and translated in accordance with the Australian Health Practitioner Regulation Agency (Ahpra) guidelines. For more information, see *Certifying documents* in the *Information and definitions* section of this form.

Privacy and confidentiality

The Board and Ahpra are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth). The ways the Board and Ahpra may collect, use and disclose your information are set out in the collection statement relevant to this application, available at www.ahpra.gov.au/privacy.

By signing this form, you confirm that you have read the collection statement. Ahpra's privacy policy explains how you may access and seek correction of your personal information held by Ahpra and the Board, how to complain to Ahpra about a breach of your privacy and how your complaint will be dealt with. This policy can be accessed at www.ahpra.gov.au/privacy.

Symbols in this form



Additional information

Provides specific information about a question or section of the form.



Attention

Highlights important information about the form.



Attach document(s) to this form

Processing cannot occur until all required documents are received.



Signature required

Requests appropriate parties to sign the form where indicated.



Mail document(s) directly to Ahpra

Requires delivery of documents by an organisation or the applicant.

Completing this form

- Read and **complete all questions**.
- Ensure that **all pages** and required **attachments** are returned to Ahpra.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes: ☒
- **DO NOT** send original documents unless specified.



Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.

SECTION A: Trans-Tasman mutual recognition

1. Do you currently hold registration as a dental specialist in the relevant specialty with the Dental Council of New Zealand?

YES ☐

NO ☐ **Go to the next question**



You are not eligible to use this application form. To apply for specialist registration, please complete an online application at www.dentalboard.gov.au/Registration/Forms.

SECTION B: General dental practice experience



The Board's *Specialist registration standard* requires applicants applying for specialist registration to have completed a minimum of two years general dental practice in addition to meeting all other requirements for general registration as a dentist.

This general practice requirement may be achieved outside Australia, subject to assessment and approval by the Board.

2. Do you have at least two years general dental practice experience in Australia?

YES ☐

NO ☐ **Go to the next question**

Please read the information below – then go to Section C: Application inclusions



Details of your general dental practice experience in Australia **must** be described in your CV which is requested at question 12.



3. Do you have at least two years general dental practice experience outside of Australia?

YES ☐



Details of your general dental practice experience outside of Australia **must** be described in your CV which is requested at question 12. This experience is subject to assessment and approval by the Board.

NO ☐



If you do not have at least two years general dental practice experience in or outside of Australia you are not eligible to apply for specialist registration.

SECTION C: Application inclusions



The Board maintains a list of approved specialties and related specialist titles. The complete list of approved specialties, fields of specialty practice and related specialist titles are in the *List of specialties registration standard* which can be found on the Board's website at www.dentalboard.gov.au/Registration-Standards.

4. What specialty are you applying for?



If you are applying for more than one specialty, you must complete an application form for each specialty.

Mark the specialty you are applying for

☐ Forensic odontology

☐ Public health (community dentistry)

SECTION D: Personal details



The information items in this section of the application marked with an asterisk (*) will appear on the public register.

5. What is your name and date of birth?

Title* MR ☐ MRS ☐ MISS ☐ MS ☐ DR ☐ OTHER

Family name*

First given name*

Middle name(s)*

Previous names known by (e.g. maiden name)

Date of birth / /



If you have ever been formally known by another name, or you are providing documents in another name, you **must** attach proof of your name change unless this has been previously provided to the Board. For more information, see *Change of name* in the *Information and definitions* section of this form.

SECTION E: Contact information



Once registered, you can change your contact information at any time. Please go to www.ahpra.gov.au and:

- download and complete the change of address form *CHDT-00 – Request for change of address details on the register*, or
- log in to your Ahpra account to change your details online.

6. What are your contact details?

Provide your current contact details below – place an ☒ next to your preferred contact phone number.

Business hours

 ☐

Mobile

 ☐

After hours

 ☐

Email

**Specialist qualification**

Title of qualification

Name of institution (university/college/examining body)

Country

Year commenced

Year completed

Number of academic years of the qualification (as described in course information)



Attach a separate sheet if your specialist qualification details do not fit in the space provided.

SECTION G: Registration history**11. What is your health practitioner registration history?**

If you have been previously registered outside of Australia, the Board requires a Certificate of Registration Status or Certificate of Good Standing from **every** jurisdiction outside of Australia in which you are currently, or have previously been registered as a health practitioner **during the past five years**.

Most recent registration

State/Territory/Country

Profession

Period of registration

 / / to / /
Additional registration

State/Territory/Country

Profession

Period of registration

 / / to / /


If you have been previously registered outside of Australia, you **must** arrange for original Certificates of Registration Status or Certificates of Good Standing to be forwarded directly from the registration authority to your Ahpra state office. Refer to **www.ahpra.gov.au/About-Ahpra/Contact-Us** for your Ahpra state office address.



Attach a separate sheet if your registration history does not fit in the space provided.

SECTION H: Work history**12. What is your full practice history?**

It is important that you refer to *Curriculum vitae* in the *Information and definitions* section of this form for **mandatory requirements** of the CV. Your curriculum vitae will further inform the Board in relation to your recency of practice and registration history.



You **must** attach to your application a **signed and dated** curriculum vitae that describes your full practice history and any clinical or procedural skills training relevant to the specialty you are applying for.



SECTION I: Supporting your application

13. Use the checklist table below to make sure you provide all the necessary additional information and documentation in support of your application for specialist registration.



It is your responsibility to ensure that all required information is provided. Incomplete applications will not be assessed until all required documents have been received by Ahpra.



You **must** provide all the documents supporting your application for specialist registration listed in the checklist below. The documents must be submitted in the order as listed in the checklist below.

Separate all documents with a clearly labelled cover sheet and add an index at the front. Do not use plastic sleeves or staples. If you are unable to provide the required documents you must provide a written statement that explains why.

	Documentation/Information	Notes	Attached	Office use only (tick if complete)
1	Certified copy of your academic transcript referring only to a single specialty	If the certified copy of your academic transcript does not indicate the specialty you have completed, you must also provide a certified copy of a letter from the education provider confirming your specialty.	<input type="checkbox"/>	<input type="checkbox"/>
2	Certified copy of your testamur (degree/award certificate) referring to a single specialty	If the certified copy of your testamur (degree/award certificate) does not indicate the specialty you have completed, you must also provide a certified copy of a letter from the education provider confirming your specialty.	<input type="checkbox"/>	<input type="checkbox"/>
3	Specialist program material such as curriculum, program overview, unit descriptors referring to: <ul style="list-style-type: none"> the single specialty, and the program duration 		<input type="checkbox"/>	<input type="checkbox"/>
4	Evidence from the dental regulatory authority or registration body confirming that the qualification is currently recognised for specialist registration		<input type="checkbox"/>	<input type="checkbox"/>
5	Self-assessment against entry level competencies	You must complete and submit the self-assessment template for your specialty available at www.dentalboard.gov.au/Specialist-Registration	<input type="checkbox"/>	<input type="checkbox"/>

SECTION J: General registration status



If you currently hold general registration as a dentist, you must provide an annual statement on your suitability as defined in the National Law and the requirements set out in the Board's registration standards. Refer to www.dentalboard.gov.au/Registration-standards for further information.

If you do not hold general registration as a dentist, you must complete and submit the application form *Application for general registration as a dental practitioner – AGEN-20*. Information on your suitability for registration is required on this form.

14. Do you currently hold general registration as a dentist? YES ☐

Details required below – then go to Section K: Suitability statements

Registration number

D E N

NO ☐

Choose appropriate option – then go to Section L: Obligations and consent

☐ I am lodging my application for general registration as a dentist at the same time as my application for specialist registration.

☐ I have already submitted my application for general registration.



SECTION K: Suitability statements



Information required by the Board to assess your suitability for specialist registration is detailed in the following questions. It is recommended that you provide as much information as possible to enable the Board to reach a timely and informed decision.

Please note that registration is dependent on suitability as defined in the National Law, and the requirements set out in the Board's registration standards. Refer to www.dentalboard.gov.au/Registration-Standards for further information.

15. Since your last declaration to Ahpra, has there been any change to your criminal history in Australia that you have not declared to Ahpra?



It is important that you have a clear understanding of the definition of criminal history. For more information, see *Criminal history* in the *Information and definitions* section on page two of this form.

YES ☐

NO ☐



You **must** attach a signed and dated written statement with details of any change to your criminal history in Australia and an explanation of the circumstances.

16. Since your last declaration to Ahpra, has there been any change to your criminal history in one or more countries other than Australia that you have not declared to Ahpra?

NO ☐

Go to the next question

YES ☐

You are required to:

- *obtain an international criminal history check from an approved vendor for each country and provide details below, and*
- *provide details of the change in your criminal history in a signed and dated written statement.*



For more information, see *Criminal history* in the *Information and definitions* section of this form.

If you answer **Yes** to this question, you are required to obtain an international criminal history check (ICHC) from an approved vendor, who will provide a check reference number and ICHC reference page. For a list of approved vendors and further information about international criminal history checks, refer to www.ahpra.gov.au/internationalcriminalhistory.

Country	Check reference number



You **must** attach a separate sheet if the list of overseas countries and corresponding check reference number does not fit in the space provided.



You **must** attach the international criminal history check (ICHC) reference page provided by the approved vendor.



You **must** attach a signed and dated written statement with details of any change to your criminal history in each of the countries listed and an explanation of the circumstances.

17. Were you awarded your specialist qualifications more than one year ago?

YES ☐

NO ☐

18. Have you practised in the specialty in the past five years?

YES ☐

NO ☐



For more information on practice, see *Practice* in the *Information and definitions* section.



The Board will assess your recency of practice and may require you to provide additional information before progressing your application.



19. Will you be performing exposure-prone procedures in your practice?



Exposure prone procedures (EPPs) are procedures where there is a risk of injury to the healthcare worker resulting in exposure of the patient's open tissues to the blood of the healthcare worker. These procedures include those where the healthcare worker's hands (whether gloved or not) may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

The CDNA has developed guidance on exposure-prone procedures in *Guidance on classification of exposure prone and non-exposure prone procedures in Australia 2017* available online at <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cda-cdna-bloodborne.htm>

Most dental practitioners working in clinical practice will perform EPPs.

You can seek additional information about whether you perform exposure-prone procedures from your relevant organisation in *Appendix 2* of the national guidelines online at [https://www1.health.gov.au/internet/main/publishing.nsf/Content/36D4D796D31081EBCA257BF0001DE6B7/\\$File/nat-guidelines-work-bbv-Oct2019.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/36D4D796D31081EBCA257BF0001DE6B7/$File/nat-guidelines-work-bbv-Oct2019.pdf).

You can also seek additional advice from your employer or professional association.

YES ☐ **Go to the next question** NO ☐ **Go to question 21**

20. Do you commit to comply with the *Australian National Guidelines for the management of healthcare workers living with blood borne viruses and healthcare workers who perform exposure prone procedures at risk of exposure to blood borne viruses*?



This includes testing for HIV, Hepatitis C and Hepatitis B at least once every three years. Testing for Hepatitis B is not necessary if you have demonstrated immunity to HBV through vaccination or resolved infection.

YES ☐ NO ☐

21. Do you have an impairment that detrimentally affects or is likely to detrimentally affect your capacity to practise the profession?



For more information, see *Impairment* in the *Information and definitions* section of this form.

YES ☐ NO ☐



You **must** attach to this application details of any impairments and how they are managed.

22. Is your registration in any profession, in Australia or overseas, currently suspended or cancelled?

YES ☐ NO ☐



You **must** attach to this application details of any registration suspension or cancellation.

23. Have you previously had your registration cancelled, refused or suspended in Australia or overseas?

YES ☐ NO ☐



You **must** attach to this application details of any cancellation, refusal or suspension.

24. Has your registration ever been subject to conditions, undertakings or limitations in Australia or overseas?

YES ☐ NO ☐



You **must** attach to this application details of any conditions, undertakings or limitations.

25. Are you disqualified from applying for registration, or being registered, in any profession, under the National Law or a corresponding prior Act?

YES ☐ NO ☐



You **must** attach to this application details of any disqualifications.



26. Have you been, or are you currently, the subject of conduct, performance or health proceedings whilst registered under the National Law, a corresponding prior Act or the law of another jurisdiction in Australia or overseas, where those proceedings were not finalised?

YES ☒

NO ☐



You **must** attach to this application details of any conduct, performance or health proceedings.

27. Do you commit to having appropriate professional indemnity insurance (PII) arrangements in place for all practice undertaken during the registration period?



The Board requires all applicants to have appropriate professional indemnity arrangements in place when practising the profession in Australia. Applicants unable to meet this requirement are ineligible for registration. For more information, see *Professional indemnity insurance* in the *Information and definitions* section of this form.

YES ☐

NO ☒

SECTION L: Obligations, consent and declaration



Before you sign and date this form, make sure that you have answered all of the relevant questions correctly and read the statements below. An incomplete form may delay processing and you may be asked to complete a new form. For more information, see the *Information and definitions* section of this form.

Obligations of registered health practitioners

The National Law pt 7 div 11 sub-div 3 establishes the legislative obligations of registered health practitioners. A contravention of these obligations, as detailed at points 1, 2, 4, 5, 6 or 8 below does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken by the Board. Registered health practitioners are also obligated to meet the requirements of their Board as established in registration standards, codes and guidelines.

Continuing professional development

1. A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health profession in which the practitioner is registered.

Professional indemnity insurance arrangements

2. A registered health practitioner must not practise the health profession in which the practitioner is registered unless appropriate professional indemnity insurance arrangements are in force in relation to the practitioner's practice of the profession.
3. A National Board may, at any time by written notice, require a registered health practitioner registered by the Board to give the Board evidence of the appropriate professional indemnity insurance arrangements that are in force in relation to the practitioner's practice of the profession.
4. A registered health practitioner must not, without reasonable excuse, fail to comply with a written notice given to the practitioner under point 3 above.

Notice of certain events

5. A registered health practitioner must, within 7 days after becoming aware that a relevant event has occurred in relation to the practitioner, give the National Board that registered the practitioner written notice of the event.
Relevant event means—
 - a) the practitioner is charged, whether in a participating jurisdiction or elsewhere, with an offence punishable by 12 months imprisonment or more; or
 - b) the practitioner is convicted of or the subject of a finding of guilt for an offence, whether in a participating jurisdiction or elsewhere, punishable by imprisonment; or
 - c) appropriate professional indemnity insurance arrangements are no longer in place in relation to the practitioner's practice of the profession; or
 - d) the practitioner's right to practise at a hospital or another facility at which health services are provided is withdrawn or restricted because of the practitioner's conduct, professional performance or health; or
 - e) the practitioner's billing privileges are withdrawn or restricted under the

Human Services (Medicare) Act 1973 (Cth) because of the practitioner's conduct, professional performance or health; or

- f) the practitioner's authority under a law of a State or Territory to administer, obtain, possess, prescribe, sell, supply or use a scheduled medicine or class of scheduled medicines is cancelled or restricted; or
- g) a complaint is made about the practitioner to the following entities—
 - (i) the chief executive officer under the *Human Services (Medicare) Act 1973* (Cth);
 - (ii) an entity performing functions under the *Health Insurance Act 1973* (Cth);
 - (iii) the Secretary within the meaning of the *National Health Act 1953* (Cth);
 - (iv) the Secretary to the Department in which the *Migration Act 1958* (Cth) is administered;
 - (v) another Commonwealth, State or Territory entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners.
- h) the practitioner's registration under the law of another country that provides for the registration of health practitioners is suspended or cancelled or made subject to a condition or another restriction.

Change in principal place of practice, address or name

6. A registered health practitioner must, within 30 days of any of the following changes happening, give the National Board that registered the practitioner written notice of the change and any evidence providing proof of the change required by the Board—
 - a) a change in the practitioner's principal place of practice;
 - b) a change in the address provided by the registered health practitioner as the address the Board should use in corresponding with the practitioner;
 - c) a change in the practitioner's name.

Employer's details

7. A National Board may, at any time by written notice given to a health practitioner registered by the Board, ask the practitioner to give the Board the following information—
 - a) information about whether the practitioner is employed by another entity;
 - b) if the practitioner is employed by another entity—
 - (i) the name of the practitioner's employer; and
 - (ii) the address and other contact details of the practitioner's employer.
8. The registered health practitioner must not, without reasonable excuse, fail to comply with the notice.



Consent to nationally coordinated criminal history check

I consent to Ahpra and the National Board, at any time during the next 12 months, obtaining a written report about my criminal history through a nationally coordinated criminal history check. I acknowledge that:

- Ahpra and the National Boards may obtain a written report about my criminal history at any time during the next 12 months
- a complete criminal history, including resolved and unresolved charges, spent convictions, and findings of guilt for which no conviction was recorded, will be released to Ahpra and the National Board
- my personal information currently held by Ahpra and from this form will be provided to the Australian Criminal Intelligence Commission (ACIC) and Australian police agencies for the purpose of conducting a nationally coordinated criminal history check, including all names under which I am or have been known
- my personal information may be used by police for general law enforcement purposes, including those purposes set out in the Australian Crime Commission Act 2002 (Cth)
- my identity information provided with this application will be enrolled with Ahpra and used by Ahpra and the National Board when obtaining a written report about my criminal history at any time during the next 12 months
- if I have not provided any identity information with this application, and Ahpra needs to obtain a written report about my criminal history at any time during the next 12 months, I will provide the required identity information when requested by Ahpra
- Ahpra may validate documents in support of this application, or that I provide when requested at any time during the next 12 months, as evidence of my identity at any time during the next 12 months
- if and when this application for renewal of registration is granted, Ahpra may obtain a written report about my criminal history at any time during the next 12 months for the purpose of:
 - a) checking a statement made by me in this application for renewal,
 - b) an audit carried out by the National Board,
 - c) assessing my ongoing suitability to hold health practitioner registration, including if a complaint is made about me to Ahpra, or
 - d) considering an application made by me about my health practitioner registration, and
- I may dispute the result of the nationally coordinated criminal history check by contacting Ahpra in the first instance.

Declaration

I **declare** that:

- the statements made, and any documents provided, in support of this application are true and correct, and
- I am the person named in this application and in any documents provided.

I make this declaration in the knowledge that a false declaration amounts to a contravention of the National Law and may lead to refusal of registration or health, conduct or performance action under the National Law.

I **confirm** that if I advertise any of my services or my business, the advertising* complies with section 133 of the National Law and the National Board's Advertising Guidelines as it:

- Is not false, misleading or deceptive or likely to be misleading or deceptive
- does not offer a gift, discount or other inducement without stating the terms and conditions of the offer
- does not use testimonials or purported testimonials about the service or business
- does not create an unreasonable expectation of beneficial treatment, and
- does not directly or indirectly encourage the indiscriminate or unnecessary use of my services.

*For information about advertising obligations please see the advertising resources page on:

<https://www.ahpra.gov.au/Publications/Advertising-hub.aspx>

I **acknowledge** that:

- the National Board may validate documents provided in support of this application as evidence of my identity
- failure to complete all relevant sections of this application for renewal of registration and to enclose all supporting documentation may result in this application not being accepted
- notices required under the National Law and other correspondence relating to my application for renewal of registration will be sent to me electronically to me via my nominated email address
- Ahpra uses overseas cloud service providers to hold, process, and maintain personal information where this is reasonably necessary to enable Ahpra to perform its functions under the National Law. These providers include Salesforce, whose operations are located in Japan and the United States of America.

I **undertake** to comply with the all relevant legislation and National Board registration standards, codes and guidelines.

I **understand** that personal information that I provide may be given to a third party for regulatory purposes, as authorised or required by the National Law.

Signature of applicant



SIGN HERE

Name of applicant

Date

 / /



SECTION M: Payment



You are required to pay an application fee and assessment fee.

If you are applying for and submitting your complete application for general registration at the same time, you only need to pay one application fee.

Your required payment is detailed below

Application fee:	Assessment fee:	Amount payable:
\$362	\$1696	\$2058
Applicants must pay 100% of the stated fees at the time of submitting the application.		



Refund rules

The application and assessment fees are non-refundable.

28. How are you paying your fee?



Payment by cheque, money order or bank draft must be in Australian currency, drawn on an Australian bank.
A receipt will be provided.

Mark one box below only



Visa or Mastercard

Complete credit/debit card payment slip below



Cash/EFTPOS

(only available if paying in person)



Cheque/Money order/Bank draft



You **must** attach cheque or money order payable to the Australian Health Practitioner Regulation Agency.



On the back of the cheque, money order or bank draft, you **must** write your:

- name
- date of birth, and
- registration number (if you have one).

Credit/Debit card payment slip – please fill out

Amount payable

\$

Visa or Mastercard number

Expiry date

Name on card

Cardholder's signature



SIGN HERE



SECTION N: Checklist

Have the following items been attached or arranged, if required?

<i>Additional documentation</i>		Attached
Question 5	Evidence of a change of name	<input type="checkbox"/>
Question 10	Certified copies of your specialist qualifications	<input type="checkbox"/>
Question 10	A separate sheet with additional specialist qualification details	<input type="checkbox"/>
Question 11	Certificate of Registration status or Certificate of Good Standing has been requested from relevant authority	<input type="checkbox"/>
Question 11	A separate sheet with additional registration history details	<input type="checkbox"/>
Question 12	Your curriculum vitae	<input type="checkbox"/>
Question 13	Certified copies of all the documentation supporting your application for specialist registration	<input type="checkbox"/>
Question 13	A separate sheet explaining why you are unable to provide required documents (if applicable)	<input type="checkbox"/>
Question 15	A signed and dated written statement with details of any change to your criminal history in Australia and an explanation of the circumstances	<input type="checkbox"/>
Question 16	A separate sheet of overseas countries and corresponding ICHC reference number	<input type="checkbox"/>
Question 16	ICHC reference page provided by the approved vendor	<input type="checkbox"/>
Question 16	A signed and dated written statement with details of any change to your criminal history overseas and an explanation of the circumstances	<input type="checkbox"/>
Question 21	A separate sheet with your impairment details	<input type="checkbox"/>
Question 22	A separate sheet with your current suspension or cancellation details	<input type="checkbox"/>
Question 23	A separate sheet with your previous cancellation, refusal or suspension details	<input type="checkbox"/>
Question 24	A separate sheet with your conditions, undertakings or limitations details	<input type="checkbox"/>
Question 25	A separate sheet with your disqualification details	<input type="checkbox"/>
Question 26	A separate sheet with your conduct, performance or health proceedings	<input type="checkbox"/>
<i>Payment</i>		
	Application fee	<input type="checkbox"/>
	If paying by cheque/money order/bank draft, your name and registration number are written on the back	<input type="checkbox"/>

Please post this form with payment and required attachments to:

Ahpra
GPO Box 9958
Sydney NSW 2001

You may contact Ahpra on
 1300 419 495 or you can lodge an enquiry
 at www.ahpra.gov.au



Information and definitions

AUSTRALIAN NATIONAL GUIDELINES FOR THE MANAGEMENT OF HEALTHCARE WORKERS LIVING WITH BLOOD BORNE VIRUSES AND HEALTHCARE WORKERS WHO PERFORM EXPOSURE PRONE PROCEDURES AT RISK OF EXPOSURE TO BLOOD BORNE VIRUSES

The Communicable Diseases Network Australia (CDNA) has published these guidelines. The following is a summary of the requirements in the CDNA guidelines:

Healthcare workers who perform exposure prone procedures (EPPs) must take reasonable steps to know their blood-borne virus (BBV) status and should be tested for BBVs at least once every three years. They are also expected to:

- have appropriate and timely testing and follow up care after a potential occupational exposure associated with a risk of BBV acquisition
- have appropriate testing and follow up care after potential non-occupational exposure, with testing frequency related to risk factors for virus acquisition
- cease performing all EPPs if diagnosed with a BBV until the criteria in the guidelines are met, and
- confirm that they comply with these guidelines when applying for renewal of registration if requested by their board.

Practitioners who are living with a blood-borne virus and who perform exposure-prone procedures have additional requirements. They are expected to:

- be under the ongoing care of a treating doctor with relevant expertise
- comply with prescribed treatment
- have ongoing viral load monitoring at the appointed times
- not perform EPPs if particular viral load or viral clearance criteria are not met (see detailed information in the guidelines according to the specific BBV)
- seek advice regarding any change in health condition that may affect their fitness to practise or impair their health
- release monitoring information to the treating doctor
- if required, release de-identified information to the relevant area of the jurisdictional health department/Expert Advisory Committee, and
- if required, release health monitoring information to a designated person in their workplace in the event of a potential exposure incident to assess the requirement for further public health action.

Additional information can be found in the CDNA *Australian National Guidelines for the Management of Healthcare Workers Living with Blood Borne Viruses Who Perform Exposure Prone Procedures at Risk of Exposure to Blood Borne Viruses* available online at [https://www1.health.gov.au/internet/main/publishing.nsf/Content/36D4D796D31081EBCA257BF0001DE6B7/\\$File/nat-guidelines-work-bbv-Oct2019.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/36D4D796D31081EBCA257BF0001DE6B7/$File/nat-guidelines-work-bbv-Oct2019.pdf)

CERTIFYING DOCUMENTS

DO NOT send original documents unless specified.

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents. Each and every certified document **must**:

- be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with Ahpra guidelines, which are available at www.ahpra.gov.au/registration/registration-process
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit www.ahpra.gov.au/certify
- be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer, and
- list the name, date of certification, and contact phone number, and position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied.

Certified copies will only be accepted in hard copy by mail or in person (not by fax, email, etc). Photocopies of previously certified documents will not be accepted.

For more information, Ahpra's guidelines for certifying documents can be found online at www.ahpra.gov.au/certify.

CHANGE OF NAME

You must provide evidence of a change of name if you have ever been formally known by another name(s) or if any of the documentation you are providing in support of your application is in another name(s).

Evidence must be a certified copy of one of the following documents:

- Standard marriage certificate (ceremonial certificates will not be accepted).
- Deed poll.
- Change of name certificate.

Faxed, scanned or emailed copies of certified documents will not be accepted.

CRIMINAL HISTORY

Criminal history includes the following, whether in Australia or overseas, at any time:

- every conviction of a person for an offence
- every plea of guilty or finding of guilt by a court of the person for an offence, whether or not a conviction is recorded for the offence, and
- every charge made against the person for an offence.

Under the National Law, spent convictions legislation does not apply to criminal history disclosure requirements. Therefore, you must disclose your complete criminal history as detailed above, irrespective of the time that has lapsed since the charge was laid or the finding of guilt was made. The Board will decide whether your criminal history is relevant to the practice of your profession. You are not required to obtain or provide your Australian criminal history report, Ahpra will obtain this check on your behalf. But if you have not given us certified proof of identity documents since October 2019, you will need to do this first.

Any document containing a photograph must be annotated with the statement '*I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.*'

You may be required to obtain international criminal history reports.

For more information, view the full registration standard online at

www.dentalboard.gov.au/Registration-Standards

and the requirements for supplying proof of identity and certified documents at www.ahpra.gov.au/Registration/Registration-Process/Proof-of-Identity and www.ahpra.gov.au/Registration/Registration-Process/Certifying-Documents

CURRICULUM VITAE

Your curriculum vitae **must**:

- detail any gaps in your practice history of more than three months from the date you obtained your qualification
- indicate whether positions were undertaken full-time or part-time, and specify the nature of any practice (e.g. provision of clinical care, management, administration, regulatory or policy development role) detail your continuing professional development over the last three years and refer to the Board's registration standard and guidelines for continuing professional development on the level of detail required
- be in chronological order
- be signed and dated with a statement 'This curriculum vitae is true and correct as at (insert date)', and be the original signed curriculum vitae (no faxes or scanned copies will be accepted).

It **must** also contain all the elements defined in Ahpra's standard format for curriculum vitae which can be found at www.ahpra.gov.au/cv.

IMPAIRMENT

The National Law defines impairment as 'a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect your capacity to practise the profession'.

An illness or health condition that is safely managed is not the same as impairment, as these do not have a detrimental impact on your capacity to practise. Examples you do not need to tell us about include:

- wearing prescription glasses to correct your vision or hearing aids to correct your hearing, or
- seeing a psychologist for anxiety and following a treatment plan.

The National Law requires you to declare any such impairments at the time of renewal, including details of the impairment and how it is managed.



INFECTION CONTROL

When applying for, and at renewal of, registration you are required to make a declaration that you are aware of your infection status for blood-borne viruses and that you will comply with the *Communicable Diseases Network Australia's Australian National Guidelines for the Management of Health Care Workers known to be infected with Blood-Borne Viruses* **and** with the requirements of the Board's guidelines on infection control.

For more information, view the full guideline online at www.dentalboard.gov.au/Codes-Guidelines/Policies-Codes-Guidelines.

PRACTICE

Practice means any role, whether remunerated or not, in which you use your skills and knowledge as a health practitioner in your profession. Practice 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 safe, effective delivery of services in the profession.

PROFESSIONAL INDEMNITY INSURANCE (PII)

You cannot practise as a dental practitioner in Australia unless you are covered by your own, or third-party professional indemnity insurance (PII) arrangements that meet the requirements of the Board's registration standard.

Remember, practising means using your skills and knowledge as a health practitioner in any paid or unpaid role in your profession.

For more information, view the full registration standard online at www.dentalboard.gov.au/Registration-Standards

REGENCY OF PRACTICE

To ensure that you are able to practise competently and safely, you **must** have recent practice in dentistry and in any field of practice in which you intend to work during the period of registration for which you are applying.

If in the previous five years you have not practised in dentistry or the field of practice in which you intend to work during the period of registration, you will need to satisfy the Board's recency of practice requirements before your application for registration can be decided.

Recent graduates who apply for registration within the first year of graduation will not need to meet the recency of practice requirements.

For more information, view the full registration standard online at www.dentalboard.gov.au/Registration-Standards.