

Mandatory Declarations Policy

This document describes the mandatory declarations required from:

- (a) individuals seeking to obtain or renew their status as Full Members of Audiology Australia
- (b) Full Members of Audiology Australia who are seeking to obtain or renew their clinical certification as an Audiology Australia Accredited Audiologist
- (c) non-members of Audiology Australia who are seeking to obtain or renew their clinical certification as an Audiology Australia Accredited Audiologist.

Mandatory Declarations for Full Members of Audiology Australia

The following declarations are required for Full Members of Audiology Australia upon their initial application or subsequent membership renewal:

Code of Conduct Declaration

- [For new/renewing Full Members] I have read, understand and agree to abide by Audiology Australia's Code of Conduct, Constitution and all other relevant standards, policies and guidelines of Audiology Australia.

Criminal Offence Declaration

- I have been charged with an offence punishable by 12 months' imprisonment or more; or convicted or found guilty of an offence punishable by imprisonment in Australia and/or overseas.

Privacy Declaration

- I give consent to the information about me contained in my membership application being used by Audiology Australia for the purposes of processing my membership application and for other purposes related to my membership and agree to the use and disclosure of personal information provided by me in accordance with Audiology Australia's Privacy Policy.

Accuracy of Information Declaration

- I declare that the information I have provided is true and correct. I agree to notify Audiology Australia as soon as practical if information relating to any of the above changes.

Mandatory Declarations for Audiology Australia Accredited Audiologists

The following declarations are required for:

- Full Members of Audiology Australia who wish to obtain/renew their clinical certification as an Audiology Australia Accredited Audiologist
- non-Audiology Australia members who wish to obtain/renew their clinical certification as an Audiology Australia Accredited Audiologist.

Date updated:	01/2019	Summary of changes made: New Mandatory Declarations Policy created to meet NASRHP requirements. Revised to include new Criminal Offence Declaration.
Date approved:	09/2018	
Approved by:	Tony Coles	

Code of Conduct Declaration

- Declaration applicable to new/renewing Full Members of Audiology Australia who are seeking to obtain/renew certification as an Audiology Australia Accredited Audiologist:
 - I have read, understand and agree to abide by Audiology Australia's Code of Conduct, Competency Standards, Constitution and all other relevant standards, policies and guidelines of Audiology Australia.
- Declaration applicable to non-members of Audiology Australia who are seeking to obtain/renew certification as an Audiology Australia Accredited Audiologist:
 - I have read, understand and agree to abide by Audiology Australia's Code of Conduct, Competency Standards, Constitution and all other relevant standards, policies and guidelines of Audiology Australia.

Criminal Offence Declaration

- I have been charged with an offence punishable by 12 months' imprisonment or more; or convicted or found guilty of an offence punishable by imprisonment in Australia and/or overseas.

Privacy Declaration

- I give consent to the information about me being used by Audiology Australia for the purposes of processing my application and for other purposes related to my status as an Audiology Australia Accredited Audiologist and agree to the use and disclosure of personal information provided by me in accordance with Audiology Australia's Privacy Policy.

Continuing Professional Development Declaration

- I have completed a minimum of 20 CPD points (or pro-rata equivalent) in accordance with the requirements of Audiology Australia's CPD Policy and Procedure for Participants.

Recency and Resumption of Practice Declaration

I have practiced 200 hours in the past 12 months in accordance with the definition of practice and Audiology Australia's Recency and Resumption of Practice Policy.

If no, I have practiced 1000 hours over the last 5 years in accordance with the definition of practice in Audiology Australia's Recency and Resumption of Practice Policy.

If no, I have a Resumption of Practice plan in place in accordance with Audiology Australia's Recency and Resumption of Practice Policy.

Use of the Trade Mark Audiology Australia Accredited Audiologist

- I have read, understand and agree to abide by the Licensing Agreement and Conditions of Use of the Trade Mark and the Trade Mark Guidelines for Audiology Australia Accredited Audiologist®. This includes being listed in the public register of Audiology Australia Accredited Audiologists.

Accuracy of Information Declaration

- I declare that the information I have provided is true and correct. I agree to notify Audiology Australia as soon as practical if information relating to any of the above changes.

Assessment of Declarations

Audiologists seeking membership and/or accreditation with Audiology Australia must declare that they meet each required mandatory declaration. There are no exemptions from this requirement.

Audiologists seeking membership and/or accreditation with Audiology Australia must also meet the minimum thresholds for each mandatory declaration. The minimum thresholds for each mandatory declaration are set out in Appendix One of Audiology Australia's Mandatory Declarations Policy.

In making the declarations against the mandatory declarations thresholds in Appendix One, an individual is self-assessing their suitability for membership of and/or accreditation with Audiology Australia. The individual is also providing an assurance that they are a suitable person to be a member of Audiology Australia and/or accredited as an Audiology Australia Accredited Audiologist.

When an individual has concerns about meeting the CPD Declaration, they may apply to Audiology Australia for an extension of time to meet their CPD requirements or a reduction in the annual CPD requirements based on personal circumstances or hardship based on the CPD Policy and Procedure for Participants.

When an individual has concerns about meeting the mandatory declaration threshold(s) other than the CPD Declaration, they must provide to Audiology Australia a written statement of their concern in the form of a statutory declaration accompanied by substantiating evidence.

Any application for membership and/or accreditation requiring review in terms of any of the required mandatory declarations may be considered by the Chief Executive Officer and, if appropriate, sent to the Audiology Australia Board for review and determination. Please note: a false declaration may result in review of an application by the Ethics Review Committee.

Audiology Australia also has the ability to randomly audit or request evidence of compliance from Audiology Australia Accredited Audiologists at its discretion.

Appendix One - Declaration Thresholds

Code of Conduct Declaration

The Audiology Australia Code of Conduct threshold is applied to each accreditation period retrospectively and prospectively.

Audiologists meet the Code of Conduct threshold retrospectively for a membership and/or accreditation period when they have been in practice in a manner consistent with the Audiology Code of Conduct during the preceding membership and/or accreditation period. This does not apply at initial membership or accreditation.

Audiologists meet the Code of Conduct threshold prospectively for a membership or accreditation period when they intend practising in a manner consistent with the Code of Conduct in the coming membership and/or accreditation period. This applies to all membership and/or accreditation periods.

Non-compliance with the Code of Conduct Declaration is determined through the Assessment of Declarations process and against the Audiology Australia Code of Conduct as required.

Criminal Offence Declaration

Audiologists meet the criminal offence threshold through the Criminal Offence Declaration and by declaring that they have not been charged with an offence punishable by 12 months' imprisonment or more; or convicted or found guilty of an offence punishable by imprisonment in Australia and/or overseas.

If an audiologist declares that they have been charged with an offence outlined in the Criminal Offence Declaration, then they must provide the details of all relevant criminal history to Audiology Australia along with any other supporting information.

If the Audiology Australia Board reviews and determines that - in line with the factors set out in Audiology Australia Criminal History Policy – the audiologist is of low risk to the public and their criminal history will not impact on their practice of audiology, then that audiologist will pass the criminal offence threshold.

Non-compliance with the Criminal Offence Declaration will be determined through the Assessment of Declarations process and in accordance with the Audiology Australia Criminal History Policy and against the Audiology Australia Code of Conduct as required.

The Board may also decide whether or not any disciplinary action is required in accordance with Audiology Australia's Code of Conduct.

Privacy Declaration

The Privacy Declaration acts as the threshold for understanding how Audiology Australia manages personal information. Audiology Australia manages personal information in accordance with its Privacy Policy and relevant privacy legislation.

Understanding the management of personal information is a self-assessment declaration. Audiology Australia does not assess this declaration.

Continuing Professional Development Declaration

The Audiology Australia CPD points system and guidelines for each accreditation category act as the declaration threshold for meeting Audiology's CPD requirements.

Audiologists meet the CPD requirements threshold when they can provide substantiating evidence to demonstrate that they have acquired a minimum of 20 points across the relevant categories as set out in the Audiology Australia CPD Policy and Procedure for Participants.

Compliance with the CPD Declaration is assessed through the annual member audit as outlined in the Audiology Australia CPD Policy and Procedure for Participants.

Recency and Resumption of Practice Declaration

The Audiology Australia Recency and Resumption of Practice Policy acts as the threshold for establishing recency of professional practice as an audiologist.

Audiologists meet the recency of practice threshold when they can provide substantiating evidence to meet the Recency of Practice Policy requirements.

Non-compliance with the Recency and Resumption of Practice Declaration is assessed through the annual member audit, Audiology Australia Recency and Resumption of Practice Policy, Recency and Resumption of Practice Guidelines and the Code of Conduct.

Use of the Trade Mark Audiology Australia Accredited Audiologist Declaration

The Use of the Trade Mark Audiology Australia Accredited Audiologist Declaration is the threshold for the use of the Audiology Australia Accredited Audiologist trademark by appropriately certified audiologists.

Audiologists meet the threshold when they abide by the Licensing Agreement and Conditions of Use of the Trade Mark and the Trade Mark Guidelines for Audiology Australia Accredited Audiologist®.

Non-compliance with the Use of the Trade Mark Audiology Australia Accredited Audiologist Declaration will be determined through the Assessment of Declaration process and against the Code of Conduct as required.

Accuracy of Information Declaration

The Accuracy of Information Declaration acts as the Competency Standards threshold at initial accreditation.

The Recency and Resumption of Practice Declaration acts as the Competency Standards threshold at accreditation renewal and return from a leave of absence or period of lapsed accreditation or suspension.

Audiologists meet the threshold if they have maintained their recency of practice and CPD requirements or have an Audiology Australia approved Resumption of Practice program in place in accordance with the Audiology Australia Recency and Resumption of Practice Policy.

Audiologists are deemed to meet the competency standards threshold only in the activities, skills and knowledge relative to maintaining professional competency in the participant's current area/s of practice. This is determined by the definition of practice, relevant Competency Standards and the Audiology Australia Scope of Practice.

Non-compliance with the Competency Standards requirement is assessed through the relevant Competency Standards, the Audiology Australia Scope of Practice and Code of Conduct.