Application for review of conditions or undertakings

Profession: Pharmacy

This form is to be used by registrants applying for a review of conditions or undertakings that apply to their registration. Under section 125(1) of the National Law, a registered health practitioner may apply to the National Board to:

• change or remove a condition imposed on the practitioner’s registration or endorsement, or
• change or revoke an undertaking given by the practitioner.

An application cannot be made during a review period applying to the condition or undertaking, unless the practitioner reasonably believes that there has been a material change in the practitioner’s circumstances (section 125(2)(a)). Conditions or undertakings relating to health, conduct or performance that were imposed by a council or tribunal in New South Wales (NSW) cannot be reviewed by the National Board and any request for review must be directed to the NSW council or tribunal.

It is important that you refer to the Pharmacy Board of Australia (the Board) registration guidelines before completing this application. Registration standards, codes and guidelines can be found at www.pharmacyboard.gov.au

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

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: Application inclusions

1. What are you applying for?

Mark all applicable options

☐ To change a condition on registration
☐ To change an undertaking
☐ To remove a condition on registration
☐ To revoke an undertaking
SECTION B: Personal details

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

2. What is your name and date of birth?

- **Title**
  - MR
  - MRS
  - MISS
  - MS
  - DR
  - OTHER
  - SPECIFY

- **Family name**

- **First given name**

- **Middle name(s)**

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

- **Date of birth**
  - DD
  - MM
  - YYYY

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.

3. What is your AHPRA registration number?

   **AHPRA registration number**

   - PHA

SECTION C: 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.

4. 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**
5. What is your mailing address?

- [ ] My residential address
- [ ] My principal place of practice
- [ ] Other *(Provide your mailing address below)*

Your mailing address is used for postal correspondence.

If your home address or principal place of practice details have changed, please complete Request for change of address details on the Register form.

Principal place of practice for a registered health practitioner is:

- the address at which you predominantly practise the profession, or
- your principal place of residence, if you are not practising the profession or are not practising the profession predominantly at one address.

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<tr>
<th>Site/building and/or position/department (if applicable)</th>
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<tr>
<th>Address/PO Box <em>(e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or PO BOX 1234)</em></th>
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City/Suburb/Town

State or territory *(e.g. VIC, ACT)/International province*          Postcode/ZIP

Country (if other than Australia)

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SECTION D: Current condition(s) or undertaking(s) on registration

You cannot apply for review during the review period unless you reasonably believe that there has been a material change in your circumstances. This application cannot be used in relation to conditions or undertakings relating to health, conduct or performance that were imposed by a council or tribunal in NSW.

6. What are the current conditions or undertakings on your registration that you are requesting to be reviewed?

Outline relevant conditions or undertakings

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

You must attach a separate sheet if your relevant conditions and undertakings do not fit in the space provided.

7. When were these conditions imposed or undertakings agreed to?

Date imposed

D D / M M / Y Y Y Y

8. When is the review date for these conditions or undertakings?

Review date

D D / M M / Y Y Y Y
9. Why should these condition(s) or undertaking(s) be reviewed?

Reasons for review

You must attach a separate sheet if your reasons do not fit in the space provided.

SECTION F: Obligations and consent

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 of conduct and policies.

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 practice 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 punishable by 12 months imprisonment or more; or

c) the practitioner is charged, whether in a participating jurisdiction or elsewhere, without reasonable excuse, with an offence punishable by 12 months imprisonment or more; or

d) the practitioner is convicted of or the subject of a finding of guilt for an offence punishable by 12 months imprisonment or more; or

e) the practitioner is charged, whether in a participating jurisdiction or elsewhere, with an offence punishable by 5 years imprisonment or more; or

g) the practitioner is convicted of or the subject of a finding of guilt for an offence punishable by 5 years imprisonment or more; or

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 practitioner’s place of practice; or

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 authorise AHPRA and the Board to carry out a nationally coordinated criminal history check for the purpose of assessing my suitability to hold health practitioner registration; or in response to a Notice of Certain Events; or an application for Removal of Reprimand from the National Register.

I acknowledge that:

• 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 Board;

• my personal information will be extracted from this form and 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 to allow for any subsequent criminal history checks during my period of registration;

• if and when this application for registration is granted, AHPRA may check my criminal history at any time during my period of registration as required by the Board for the purpose of assessing my suitability to hold health practitioner registration; or in response to a Notice of Certain Events; or an application for Removal of Reprimand from the National Register;

• I may dispute the result of the nationally coordinated criminal history check by contacting AHPRA in the first instance.
**Consent**

I consent to the Board and AHPRA making enquiries of, and exchanging information with, the authorities of any Australian state or territory, or other country, regarding my practice as a health practitioner or otherwise regarding matters relevant to this application.

I acknowledge that:

- the Board may validate documents provided in support of this application as evidence of my identity
- failure to complete all relevant sections of this application 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 and registration (if granted) will be sent electronically to me via my nominated email address, and
- 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 all relevant legislation and Board registration standards, codes, and guidelines.

I understand AHPRA may verify the accuracy of my registration details, including my date of birth and address, to entities (such as prospective employers) who disclose that information to AHPRA for the purpose of confirming my identity. AHPRA will only do this where the entity seeking the verification has given a legal undertaking they have obtained my consent to this verification.

I confirm that I have read the privacy and confidentiality statement for this form.

I understand AHPRA may verify the accuracy of my registration details, including my date of birth and address, to entities (such as prospective employers) who disclose that information to AHPRA for the purpose of confirming my identity. AHPRA will only do this where the entity seeking the verification has given a legal undertaking they have obtained my consent to this verification.

I declare that:

- the above statements, and the documents provided in support of this application, are true and correct, and

**SECTION G: Checklist**

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

<table>
<thead>
<tr>
<th>Additional documentation</th>
<th>Attached</th>
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<tr>
<td>Question 2: Evidence of a change of name</td>
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<tr>
<td>Question 6: A separate sheet with your relevant conditions and undertakings to your registration</td>
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<tr>
<td>Section E: Certified copies of evidence that you nominate to support the review of the conditions</td>
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<tr>
<td>Question 9: A separate sheet with your reasons</td>
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</tbody>
</table>

**AHPRA**

GPO Box 9958

IN YOUR CAPITAL CITY *(refer below)*

Sydney NSW 2001  Canberra ACT 2601  Melbourne VIC 3001  Brisbane QLD 4001

Adelaide SA 5001  Perth WA 6001  Hobart TAS 7001  Darwin NT 0801

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

**Information and definitions**

**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 initialised 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 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.