

Advanced Practice Recognition Terms & Conditions

1. Advanced Practice Recognition

While all members of Osteopathy Australia are qualified and registered osteopaths, Advanced Practitioners demonstrate advanced skills, achievements and capacity for depth of practice in a focus area, beyond osteopathy training.

The following benefits are given for Advanced Practice Recognition:

- a) A distinct title for professional use. The title can be used on websites, in email signatures and on business cards
- b) A formal certificate of acknowledgment for the three year period in which recognition is granted
- c) A searchable listing on “Find an Osteo” as an Advanced Practitioner for the validation period
- d) An electronic logo for Advanced Practitioners. It can be used for digital clinic promotions, on websites, letters, and email signatures
- e) A physical logo for Advanced Practitioners. The logo can be displayed at a clinic location, as an acknowledgement badge
- f) Access to a collegial network of peers for network building, events, collaboration, professional development, and informing standards and guidelines within the area of practice
- g) Representation in lobbying work seeking endorsements or recognition for focus area skills in third party programs, regulation, and funding schemes.

Beyond individual benefits, the recognition process also enables Osteopathy Australia to create reports and summaries on osteopathic skillsets, their application, and the benefits of osteopathic practice for other health professionals, health funds and government.

Note: refer to points under section 6 and 7 for rules on use of recognition benefits and removal of benefits.

2. Initial application and reapplication for Advanced Practice Recognition

- a) Application packs are housed in the Advanced Practice Recognition members application webpage of the Osteopathy Australia website. A complete application meeting all lodgement instructions must be submitted before a closure date for review. Late applications will be moved to next review period.

- b) Applications must be fully prepared by the individual candidate. Osteopathy Australia's policy is to provide no additional assistance in the application process; this policy prevents unfair disadvantage.
- c) All information contained in an application must be original and factual at the time of lodgement. False or misleading claims will attract an application preclusion period temporarily or permanently. When lodging an application, candidates declare that the information given is true, complete and accurate.
- d) Applications should be prepared and lodged in a format easy to relay to reviewers. Candidates should prepare their application and once finalised, scan components into a single document for email to the lodgement email inbox featured on the application. Applications lodged in multiple parts will be returned to applicants. Application components that candidates are precluded from lodging, for instance referee reports, are excepted.
- e) Continuing Professional Development (CPD) hours maybe claimed for aspects of the application requiring research, including case studies, if part of recognition requirements. Please refer to the Osteopathy Board of Australia's *Guidelines for Continuing Professional Development*.
- f) It is an expectation that all Advanced Practitioners will maintain currency and continuous improvement. Advanced Practitioners will need to reapply for recognition on a triennial basis (every three years)
- g) Advanced Practitioners will be contacted for any pending review and the applicable lodgement date. Osteopathy Australia will issue a reminder, however, failure to lodge by the due date will be managed under clause **2. h and/or i**
- h) Advanced Practitioners may provide written correspondence including evidence of extenuating or exceptional personal circumstances beyond their control. If this evidence is provided in advance of a review period and justified, short term exemptions may be made. This condition will be strictly governed and available only in personal hardship.
- i) If an Advanced Practitioner does not reapply for recognition or lapses in recognition requirements, all recognition benefits will be withdrawn. The title and any associated wording or branding must not be used; all recognition benefits must be removed from all promotions, advertising or websites.
- j) Osteopathy Australia reserves the right to conduct compliance checks. Use of unauthorised branding is a breach of copyright, the Trade Marks Act (1995) and AHPRA's *Guidelines for advertising regulated health services*.
- k) Whether an initial or subsequent application for Advanced Practice Recognition, candidates can generally expect six to eight weeks between time of lodgement and determination announcement.

3. Conflicts of Interest and applicant documents

- a) Candidates will avoid deferring to close personal relations for feedback or reports used in the recognition review process (including siblings, parents, children, spouses including de facto spouses, romantic partners, relations by marriage, grandchildren and grandparents, sexual partners or close friends), business relations (business partners, employees, employers).

4. Application fees, payment and cancellation refunds

- a) Osteopathy Australia aims to keep general membership fees reasonably priced and these fees have not increased for many years. While Advanced Practice Recognition has dividends for the profession, recognition is foremost an individual benefit with secondary benefits for the profession. The Advanced Practice Recognition application fee is therefore a user pays fee.
- b) Application fees are charged on a reasonable 'cost-recovery basis' for time spent by multidisciplinary reviewers with national and international standing assessing an application and fostering candidate growth. Fee rates may change from time to time. The schedule of fees is contained on the Advanced Practice Recognition application page.
- c) The full application fee is paid before the candidacy assessment occurs; partial payment is not accepted.
- d) Post payment, incomplete applications will be returned for completion and resubmission. Fees will be held until resubmission, however, lodgement timelines are not extended or altered, and late re-submission may delay a review.
- e) Application fees are a professional development expense and candidates are encouraged to speak with an accountant about any potential tax benefits.
- f) Refunds for cancellation can be requested only within 48 hours of lodging an application and before initial application administration and checking commences. Once administration and review work are in progress, the application fee is non-refundable.

5. Communication with candidates

- a) Only general application information is offered to individual candidates on request. When a question of importance to all candidates is asked, a written answer will be created for distribution or guidelines revised for clarity.

6. Conditions and use of titling and recognition

- a) Titling and all promotional benefits may only be used, referred to and cited in the precise manner designated and awarded by Osteopathy Australia.
- b) Any branding associated with Osteopathy Australia is trademarked and therefore incorrect or unauthorised use is a breach of the Trade Marks Act (1995). Candidates

accept that Osteopathy Australia has the right to vigorously defend its copyright and trademark protections.

- c) In applying a title, under no condition is the title to be associated or connected with the protected terms 'specialist', 'special', 'specialised', or 'specialisation' as protected AHPRA registration categories. For further information on what is expected in advertising regulated health services and practitioners, refer to AHPRA's *Guidelines for advertising regulated health services*.
- d) Titles will not be used to imply that a clinic and all its practitioners are Advanced Practitioners. A title is a designation for a single practitioner. Osteopathy Australia will make this clear to members of the public and health stakeholders inquiring of the scope of a title. Electronic/digital logos awarded to differentiate an Advanced Practitioner will generally not be positioned on clinic landing pages but on individual practitioner profiles unless a sole practitioner has been awarded and the website only promotes the sole practitioner.
- e) Advanced Practitioners engage in a trust-based system and responsibility is on practitioners to assist Osteopathy Australia to govern and uphold good practice in recognition.
- f) Osteopathy Australia takes no responsibility for misleading, wilful or clumsy misuse of a title. Misuse may attract certain penalties: removal of a title and recognition benefits, as well as exclusion from the Advanced Practice Recognition process and community of practice for a period or indefinitely. The reputation of Advanced Practitioners relies upon appropriate use of recognition benefits.
- g) Inappropriate misuse of titling or branding (intentional or otherwise) may result in referral to regulators or complaint bodies; candidates accept this consequence for potentially inappropriate behaviour or failure to follow guidelines.
- h) Osteopathy Australia accepts no responsibility for actions taken against osteopaths over inappropriate use of any information or branding associated with Advanced Practice Recognition.

7. Removing title beyond title misuse

- a) Advanced Practitioners are leaders whose behaviour, conduct or approach may be more liable to be scrutinised by the public and health stakeholders. All minimum AHPRA requirements must be adhered to by Advanced Practitioners in addition to focus area recognition requirements.
- b) Advanced Practitioners will notify Osteopathy Australia if AHPRA conditions, undertakings or other professional sanctions are applied to them as soon as they are applied.
- c) Failure to report can undermine the value of Advanced Practice Recognition and bring the system and organisation into disrepute. Failure to report may result in suspension or loss of recognition.

- d) Osteopathy Australia will determine the appropriate response to be applied once notification is made; responses may include revoking a title and recognition benefits and imposing a period of application preclusion.
- e) As part of the initial recognition and reapplication process, AHPRA records are reviewed. Where conditions, undertakings or professional sanctions are identified that have not been notified to Osteopathy Australia, this will be deemed to be a breach and a preclusion may apply.

8. Rights and safeguards

- a) Candidates acknowledge that information provision is voluntary in the recognition review process, but that failure to provide the requested information means an application cannot be processed.
- b) Candidates have the right to confidentiality, privacy and non-disclosure of lodged information to third parties beyond Osteopathy Australia's staff managing the Advanced Practice Recognition process and panel reviewers. Candidates provide information defined as 'personal' by the Privacy Act 1988 and is held as such. It may be given to service providers engaged by Osteopathy Australia. On occasion Osteopathy Australia may use data from the review process to support lobbying, develop deidentified annual reports or summary updates.
- c) Candidates have the right to access and alter personal information in accordance with the Australian Privacy Principles and our privacy policy.
- d) Candidates have the right to lodge a complaint, give feedback and suggest improvements to Advanced Practice Recognition processes or operations.
- e) Candidates can appeal a panel determination if one or more aspects of the review are not performed, performed inadequately or if data or evidence is overlooked in the review. Candidates will need to provide detailed reasons for an appeal to proceed.

Disclaimer

In the process of reviewing candidates, Osteopathy Australia will take all care possible to confirm the accuracy of information provided in an application.

Osteopathy Australia takes no responsibility for the accuracy, currency, reliability and correctness of any information provided by a candidate or by third parties, nor the accuracy, currency, reliability and correctness of links or references to information sources outside of Osteopathy Australia. Liability for any incorrect information, false claims or misrepresentations remains with the candidate or third parties.

While Osteopathy Australia makes reasonable efforts to include accurate and up-to-date application information, in the event any item is listed at an incorrect price or with other incorrect information due to a typographical or other error, Osteopathy Australia shall have the right to refuse or cancel orders placed for the product listed incorrectly.

Osteopathy Australia shall have the right to refuse or cancel any such orders whether or not the order has been confirmed and/or a credit card has been charged. If a credit card has

already been charged for the purchase and an order is cancelled, a credit will be issued in the amount of the charge.

In no event shall Osteopathy Australia and/or its respective suppliers be liable for any direct, consequential, incidental, special, punitive or other damages whatsoever (including without limitation, damages for loss of business profits, business interruption, or loss of business information), even if Osteopathy Australia has been advised of the possibility of such damages.