



Application for non-practising registration as a medical practitioner in Queensland – Form M13

Sections 150B Medical Practitioners Registration Act 2001

'Non-practise of the profession', for the purpose of non-practising registration, means the cessation of all medical practice activities including, but not limited to, the writing of remunerated or unremunerated prescriptions or specialist referrals.

Please read the Accompanying Guidelines before completing this form.

Please send the Completed Form with Accompanying Documents to the address below.



Mailing Address:

Medical Board of Queensland
GPO Box 1667
BRISBANE QLD 4001



Enquiries:

Telephone: (07) 3234 0176
Monday to Friday 9.00am – 5.00pm
E-mail: registrations@medicalboard.qld.gov.au
Website: www.medicalboard.qld.gov.au



Location:

Level 11, Forestry House
160 Mary Street
BRISBANE QLD 4000

NOTE:

YOUR APPLICATION CANNOT BE PROCESSED UNLESS YOU PROVIDE ALL THE REQUIRED DOCUMENTATION.

Suitability for Non-Practicing Registration:

If you answer "Yes" to any of the following, please provide full details on a separate sheet.

1. Do you have a criminal history?
(see accompanying information sheet for an explanation of 'criminal history'). Yes No
2. Have you been registered under the *Medical Practitioners Registration Act 2001* or the *Medical Act 1939* (repealed), or have you been registered under a corresponding law applying, or that applied, in another State, or Territory, or a foreign country, **and** the registration was affected either by an undertaking, the imposition of a condition, suspension or cancellation, or in any other way? Yes No
3. Have you ever been refused registration as a **medical practitioner** in any Australian State or Territory, or in another country? Yes No
4. Are you currently under investigation by any authority in any Australian State or Territory or in any other country? Yes No

IMPORTANT NOTES:

- "Non-practise of the profession", for the purpose of non-practising registration, means the cessation of all medical practice activities including, but not limited to, the writing of remunerated or unremunerated prescriptions or specialist referrals.
- If you currently hold general registration, but do not hold a primary medical qualification obtained in Australia or New Zealand or hold the Australian Medical Council Certificate, you may not be eligible for general registration should you wish to re-apply for that category in the future.
- If you answer "Yes" to any of the above questions you must attach a full explanation of the circumstances and detail any condition or current disciplinary or other orders to which you are subject. (Please attach in a sealed envelope).
- Please note that if you are granted registration, you must notify the Board of the following matters:
 - Within 14 days;
 - before carrying on a business providing professional services under a business name other than your own name, you must give the Board notice of the business name. If there is a change to the information in the notice, you must give the board notice of the change within 14 days
 - Within 21 days;
 - a change in your name
 - a change in your address (and email address)
 - the withdrawal or cancellation of your qualification for registration
 - Within 30 days;
 - conviction for an indictable offence in Queensland or under a corresponding law (please use form MHPPS385A).
 - if you are party to proceedings in court claiming damages or compensation for alleged negligence by you in the practice of your profession and in which either a judgement has been delivered or in respect of which there has been a settlement of the proceedings or part of the proceedings (please use form MHPPS385B).
 - if you are registered under a corresponding law and your registration, licence or certification under that law is affected by disciplinary action or is otherwise cancelled, suspended or made subject to a condition or an undertaking (please use form MHPPS385C).
- The Board may enquire with relevant authorities regarding an applicant's criminal history.
- The Board will cooperate with authorities of other States, territories or countries in providing information on undertakings agreed to or conditions imposed on a registration.

I consent to the Medical Board of Queensland making enquiries of, and exchanging information with, the authorities of any Australian States or Territories or any other countries regarding my practice as a medical or health practitioner, or otherwise regarding matters relevant to this application.

I declare that the above statements are true and correct, that I am the person named in the attached documents and that I am the person in the attached photographs which bear my signature and are a recent likeness, and that all documents and supporting material lodged with this application are true and correct.

I also undertake to comply with all relevant legislation, codes of practice, and Medical Board of Queensland policies.

.....
Printed Name of Applicant

.....
Signature of Applicant

.....
Printed Name of Witness

.....
Signature of Witness

Date: day of200.....

Please check that you have completed all sections of this form and provided the following:

All copies of documents required to be submitted with the application must be certified copies, that is, copies certified by a Justice of the Peace, Commissioner for Declarations, Notary or another authorised person as true copies of the original documents.

- original or certified copy of current registration or previous registration, as evidence of existing or previous registration in another Country or Australian State or Territory;
- a certified copy of your primary medical qualification;
- a recent passport type photograph of yourself signed on the back by you the applicant and certified on the back by a witness as a true likeness;
- **PROOF OF IDENTITY** - Refer to accompanying Information Sheet for details
- **AN ORIGINAL CERTIFICATE OF REGISTRATION STATUS (CORS):**
 - An original Certificate of Registration Status (CORS) from each registration authority where you HAVE been registered
 - A CORS is only valid for 3 months and must be current at the time of application.
 - All Certificate of Registration Status must be original and sent directly from the Licensing Authority to the Medical Board of Queensland.
 - Faxes and emails are not acceptable regardless of where they originate.
 - If the CORS is in a different language, the Board must receive the original as above and the licensing authority requested to provide a certified copy to the applicant to be translated. The original translation attached to the certified copy of the CORS is to be forwarded to the Board.
- evidence of any name change if applicable, e.g. marriage certificate/decreed nisi/deed poll/ statutory declaration;
- **A FULL CURRICULUM VITAE** - Refer to accompanying Information Sheet under the heading “Summary of the Nature, Extent and Period of Experience since Qualifying” and “Appendix A - Curriculum Vitae Form Guide” for details.

Appendix A

Curriculum Vitae Form Guide

Personal Information:

Qualifications Obtained:

Bridging programs:

- Dates
- Facility
- City
- State
- Results

Clinical/Procedural Skills:

- Competent
- Observed

Detailed Practicing History (must provide a continuous practicing history, including internship, rotations completed and any observership completed in an Australian Hospital):

- Current:
 - Dates
 - Position Title
 - Responsibilities
 - Facility
 - City
 - State
 - Country
- List previous:
 - Dates
 - Position Title
 - Responsibilities
 - Facility
 - City
 - State
 - Country

Current Licensing Authorities:

- _____
 - Registration Number _____
- _____
 - Registration Number _____

Etc

Previous Licensing Authorities:

- _____
 - Registration Number _____
- _____
 - Registration Number _____

Please note: The Curriculum Vitae **must** contain a statement from the applicant that “The Curriculum Vitae is true and correct as at (insert date)” then sign and date the Curriculum Vitae. The Board will only accept the original Curriculum Vitae. The applicant must also attach certified copies of any results or performance reports from Bridging Courses, Observership or Skills Assessments undertaken that have been stated in this CV.

Medical Practitioners Information Sheet

Non-Practising Registration as a Medical Practitioner

The following is provided to assist in completing an Application for Non-Practising Registration or an Application for Special Purpose Registration as a medical practitioner in Queensland.

Certified Copies of Documents

All copies of documents required to be submitted with the application must be certified copies, that is, copies certified by a Justice of the Peace, Commissioner for Declarations, Notary or another authorised person as true copies of the original documents.

Translation

Translated documents (if translated in Australia) must be bound to a certified copy of the original document, and certified with stamp or seal by an accredited translator certifying that it is a true translation (or similar statement). That translator must also state his or her NAATI accreditation number. The Board must receive the original translation.

Qualifications

The following must be included with the application form as proof of qualifications:

- certified copy of the academic qualifications nominate in the application if qualifications documents are not in English, an English translation by a certified translator must be attached.

Summary of the Nature, Extent and Period of Experience since Qualifying

Section 45(1)(g) of the Medical Practitioners Registration Act 2001 provides that in deciding whether an applicant for Non-Practising Registration is fit to practise the profession, the Board may have regard to the nature, extent and period of any practice of the profession by the applicant since the qualification day – i.e. the day the qualification relied upon by the applicant to obtain registration was confirmed or awarded – if the qualification day is more than 3 years before the date of application.

All applicants for Non-Practising must provide a Curriculum Vitae, in accordance with the Board's form guide for Curriculum Vitae (appendix A), with their application. The Curriculum Vitae should describe the nature, extent and period of any practice since qualifying as a medical practitioner. Details of the nature of practice, e.g. clinical, continuing education, research, study, teaching or administration should be provided. Any gaps in the applicants practice history must be explained.

The Curriculum Vitae must contain a statement from the applicant that "The Curriculum Vitae is true and correct as at (insert date)" then sign and date the Curriculum Vitae. The Board will only accept the original Curriculum Vitae.

Suitability for Non-Practising Registration

In the section titled suitability for Non-Practising Registration, the term “Criminal history” means:

- every conviction for an offence, in Queensland or elsewhere;
- every charge made against the applicant for an offence in Queensland or elsewhere.

The Board may have regard to an applicant’s criminal history in deciding whether an applicant is fit to practise the profession. In having regard to criminal history, the Board must have particular regard to any conviction that an applicant has:

- for an indictable offence;
- for an offence against:
 - the *Medical Act 1939* (repealed);
 - the *Medical Practitioners Registration Act 2001*;
 - the *Health Practitioners (Professional Standards) Act 1999*; or
 - a law providing for the same matter in another State, the Commonwealth or another country.
- for an offence, relating to the practice of the profession, against:
 - *the Health Act 1937*;
 - *the Fair Trading Act 1989*;
 - *another law in Queensland, the Commonwealth, another State or another country.*

Please Note: Under the provisions of Section 4(2) of the Criminal Law (Rehabilitation of Offenders) Act 1986 you are required to disclose all particulars of your criminal history even if the rehabilitation period has expired. If you have any doubts about this requirement, you should seek your own independent legal advice.

Where an applicant answers YES to questions on the application form pertaining to fitness or suitability to practise, a full explanation of the circumstances must be provided with the application.

Proof of Identity

The primary responsibilities of the Medical Board of Queensland as set down in the legislation are to protect the public by ensuring health care is delivered by registrants in a professional, safe and competent manner; to uphold the standards of practice within the medical profession, and to maintain public confidence in the profession. With regard to new applications for registration the Board achieves this by applying appropriate fitness to practise considerations.

fitness to practise considerations include such matters as relevant qualifications and experience, professional and criminal history and English language proficiency. Implicit in these considerations is that the Board must also have confidence in the personal identification processes employed to validate authenticity of all applicants for medical registration.

Validation of identity provides public assurance that regulatory authorities are assessing only those persons properly qualified to practise medicine by ensuring relevant documents are verified and matched to the applicant. The personal identification verification model adopted by the Medical Boards and Councils of Australia is based upon the Australian Financial Transactions Reports Act 1988.

For further information regarding the Board’s requirements, please refer to the National Identification Validation Standard for Medical Registration Applications located on the Board’s website at www.medicalboard.qld.gov.au.

Proof of Registration and Standing

An applicant who is currently registered elsewhere, or has recently been registered elsewhere, must present the following as proof of registration and standing, If not currently registered in Queensland:

- An original Certificate of Registration Status (CORS) from each registration authority where you HAVE been registered
- A CORS is only valid for 3 months and must be current at the time of application.
- All Certificate of Registration Status must be original and sent directly from the Licensing Authority to the Medical Board of Queensland.
- Faxes and emails are not acceptable regardless of where they originate.
- If the CORS is in a different language, the Board must receive the original as above and the licensing authority requested to provide a certified copy to the applicant to be translated. The original translation attached to the certified copy of the CORS is to be forwarded to the Board.

If you do not follow these guidelines and provide all of the requested supporting documentation, delays may occur in processing your application.

Should you need further information please contact a staff member of the Office of the Medical Board on:
(07) 3234 0176

e-mail: registrations@medicalboard.qld.gov.au

website: www.medicalboard.qld.gov.au

PRIVACY STATEMENT

The Medical Board of Queensland respects your privacy. The Medical Board is collecting the information on this form in order to consider your application for registration as a Medical Practitioner and carry out other functions relevant to the administration of the *Medical Practitioners Registration Act 2001*. (The fully shaded sections of the form may not be specifically or generally mandated by the Act, but have been included in order to confirm your identity and to expedite the processing of your application).

Your name, registration address, qualifications, type of registration and any conditions of registration will be entered on the Register, which is available to the public for inspection (with the exception that your residential address will only be available if you have given notice to the Board that you agree to the details being able to be inspected).