



Guide to Registration Restoration (General and/or Specialist)

This guide has been prepared to assist those medical practitioners who need to apply for restoration of their name to the Register following the expiration of their registration to practice in Queensland.

It outlines the requirements for registration restoration under the *Medical Practitioners Registration Act 2001* and the *Medical Practitioners Registration Regulation 2002*.

Annual registration renewal

After initial registration, all general and specialist medical registrations in Queensland expire on 30 June each year. To maintain registration, you need to submit an application for renewal of registration, together with payment of the registration fee, **before 30 June**.

If your application for renewal of registration and registration fee is not received by the Board before that date your registration expires and you must apply for **restoration** of registration within three months (by 30 September) and pay an additional restoration fee of \$105.

Your restoration application checklist

Before returning your restoration application, please ensure that you:

- provide contact details, if required, where indicated
- complete credit card details or enclose cheque
- answer **all** questions on the reverse page of the application form
- sign and date the declaration
- attach any further documentation required in relation to Question 2.

Failure to restore

If you do not restore your registration and want to practice medicine in Queensland after 30 September, you will need to reapply for registration and pay the application fee as well as the registration fee.

Completing your application

Your contact details

Change of address

If you have changed your registration address, please provide details in the space provided on the renewal application form.

Registration address

Your registration address is the address that will appear on the public register. If you have provided your residential address and do not want it to be available to view on the public register, you can tick the 'No' box on the front page of the renewal form.

Please Note: all PO Boxes will be made public.

Email address

While not a compulsory requirement, you are asked to provide the Board with your current email address. This will enable us to provide you with better communication in relation to your registration and to include you in the electronic distribution of bulletins and important information for medical practitioners.

Your restoration application cannot be processed unless you answer Questions 1 to 4 and sign the declaration.

Question 1 – Mandatory disclosure

It is a legal requirement¹ that you disclose any medical condition that you know, or ought to know, could impact on your ability to safely and competently practise medicine. This disclosure must be made each time you apply for renewal or restoration of registration.

If you are unsure whether you need to disclose your medical condition or what information you need to provide to the Board, call the Health Assessment and Monitoring information line on 07 3234 0183.

If you tick 'Yes' at Question 2, you must also select **only one** of the boxes available:

- **Box 1** – By ticking this box you are confirming that you are on the Board's Health Assessment and Monitoring (HAM) Program. The HAM Program helps practitioners with a medical condition, through expert advice and assistance, to stay in the workforce wherever possible, provided this can be done at no risk to patient or practitioner. The HAM Program is separated from the Board's disciplinary procedures, with the focus being on support and recovery for the medical practitioner.
- **Box 2** – By ticking this box you are indicating that you have already advised the Board of your medical condition at a previous renewal period and your condition or circumstances have not changed.
- **Box 3** – By ticking this box you are advising that you may have a condition which could impact on your ability to practise and that you have provided explanatory information that will be considered by the Board. You should provide as much information as possible to assist the Board, including reports from treating practitioners if relevant.

Depending on the nature of your condition the information you provide is considered either by a member of the Board or the Board's HAM Committee. In most cases the decision is to take no further action and your renewal form is processed. You should then tick Box 3 on subsequent renewal applications if this is appropriate.

In some cases the HAM Committee may consider that your health should be assessed further in accordance with legislation². Should this be the case your renewal form will be processed and you will be advised that the Board requires your co-operation with an assessment of your health.

Please note that other practitioners can also notify the Board of any concerns they have about a medical condition impacting on the performance of a colleague. The HAM unit can be contacted by email (health.assessment@medicalboard.qld.gov.au) or by phoning 07 3234 0183.

Further information on the HAM program is available on the 'Doctor's Health' page at www.medicalboard.qld.gov.au.

Questions 2 to 4 – Criminal convictions and legal proceedings

By law³, you must notify the Board **within 30 days** if:

- you are convicted of an indictable offence or an offence under a corresponding law
- you become a party to court proceedings claiming damages or other compensation for alleged negligence by you, or there is a judgment or settlement in relation to such proceedings
- your registration in another jurisdiction becomes subject to conditions, undertakings, disciplinary action, suspension or cancellation.

You must use the relevant notification form, available under 'Forms' at www.medicalboard.qld.gov.au.

If you answer 'Yes' to Questions 2, 3 or 4, you will need to complete the relevant form, as indicated on the renewal form, and forward to the Board. These forms are available under 'Notifications' on the Forms page of the Medical Board of Queensland website: www.medicalboard.qld.gov.au.

By answering 'Yes' to Question 4, you are confirming that you understand that if any of the above events occur during the forthcoming registration period, you are legally required to advise the Board within 30 days of the event occurring. Once again, you will need to use the relevant notification form available on the Board's website.

Non-practising registration

If you do not intend to practise medicine in Queensland during the entire registration period but wish to use the title 'Dr' and remain on the medical register, you may apply for non-practising registration.

Non-practising registration means the **cessation of all medical practice activities**, including the writing of remunerated **or unremunerated** prescriptions or specialist referrals.

If you decide to apply for non-practising registration, tick the relevant box on the front of the renewal form and you will receive an *Application for Non-practising Registration as a Medical Practitioner in Queensland* (Form M13) in the mail. This form is also available under 'Forms' at www.medicalboard.qld.gov.au.

Note:

- Once non-practising registration is granted, Medicare Australia is advised of your change of status.
- If, at a later stage, you wish to return to active registration, you will have to reapply for full general and/or specialist registration, including the submission of all registration application documentation.

Declaration

Only the applicant can sign the declaration on the application form. No proxies, including those with Power of Attorney, will be accepted. Before signing the declaration, please double-check your details, responses to questions and the disclosures made.

Privacy

The Medical Board of Queensland is committed to ensuring that all personal information held in its records is treated with respect and due confidentiality and will not knowingly disclose this information unlawfully.

The Medical Board of Queensland is required by law to keep a public register of medical practitioners in Queensland. The register consists of the practitioner's name, qualifications, registered address and registration status, including any conditions that apply.

Members of the public can search the register by going to the Board's website (www.medicalboard.qld.gov.au), selecting the Public Register and entering a registrant's name.

Issue of certificate

A new Certificate of Registration, together with an official receipt for payment, will be forwarded to your nominated address within 14 days of your application, including payment, being processed. Your registration status will be updated on the public register as soon as your renewal payment is approved.

Notification of change in circumstances

By law⁴, you must advise the Board **within 21 days** if:

- you change your name – documentary evidence is required, e.g. marriage certificate, Deed Poll
- you change your address
- your qualification for registration is withdrawn or cancelled.

¹ Sections 72 and 80 of the *Medical Practitioners Registration Act 2001*

² Part 7 of the *Health Practitioners (Professional Standards) Act 1999*

³ Sections 385A, 385B and 385C of the *Health Practitioners (Professional Standards) Act 1999*

⁴ Section 155 of the *Medical Practitioners Registration Act 2001*