



AARPN Audit Policy for Certified Practicing Nutritionists

Statement of Purpose

The policy provides guidelines for the AARPN program of cyclic auditing.

Policy Statement

The Australasian Association and Register of Practicing Nutritionists (AARPN) is responsible for Certified Practicing Nutritionist (CPN) accreditation program.

Cyclic auditing of members is an ongoing component of the AARPN certification program for Practicing Nutritionists and is fundamental to:

- a) assuring and evaluating the quality of service provided by Practicing Nutritionists;
- b) the safety of the public and their confidence in Practicing Nutritionists;
- c) the professional accountability of Practicing Nutritionists to AARPN, the Nutrition profession, and the wider community; and
- d) to meeting audit requirements of Nutrition recognising private health funds.

Over the course of a membership year, a total of 7 percent of Australian based Practicing Nutritionists will be randomly selected for audit. Selections are stratified by State or Territory of membership to ensure a representative coverage across Australia. No member will be audited more than once in a membership year, unless under investigation for breaches of AARPN requirements by the AARPN Board, or on request from a private health fund or official government body. Audits are conducted by members of the AARPN Board or their authorised State or Territory representatives.

The audit is comprehensive but is not onerous to members that are practicing correctly to the standard required of a Practicing Nutritionist certified by AARPN. The audit assesses:

1. Adherence to the Code of Conduct for Unregistered Health Practitioners as it applies to the State or Territory of practice (until a National Code of Conduct for Health Care Workers is finalised), and adherence to the requirement that practitioners prominently display in their place of practice:
 - a) a copy of a plain English version of the Code of Conduct;
 - b) information about how a complaint may be made to the Health and Community Services Complaint Commissioner (HCSCC) or their equivalent in the relevant State or Territory of practice;
 - c) evidence of a relevant qualification held by the health practitioner.
2. Adherence to the requirements of the AARPN Constitution, AARPN Code of Conduct and Code of Ethics, and all other AARPN policies, particularly the prominent display of the AARPN Code of Conduct and Code of Ethics, and AARPN Complaints Process in the practitioner's place of practice.

3. Compliance of place of practice in terms of patient reception; waiting; treatment room(s); toilet facilities; workrooms, etc. with private health fund requirements and relevant State or Territory and Local Council Laws.
4. Presence of laminated and displayed hand-washing technique guidelines in the practitioner's place of practice.
5. Presence of proper Sharps Disposal container if practitioner engages in finger-prick (capillary) sampling of client blood (for the purposes of in-house functional pathology testing).
6. Proper storage of client records.
7. Based on random selection of client records (unless a specific complaint is under investigation):
 - a. Presence of clinical notes for each consultation that are legible, clear in meaning and content appropriate to the service provided.
 - b. Consistent evidence of informed consent based on random audit.
 - c. Consistent evidence of informed financial consent such as written quotations for services or goods forming the treatment recommended and authorised by the client. This is core to ethical practice as it ensures that clients are always aware of the costs they are incurring before that cost is incurred.
 - d. Consistent evidence of compliance with private health fund receipting requirements.
 - e. Evidence that services, treatments and goods provided by the practitioner are within the scope of practice of a Practising Nutritionist. If other qualifications and registrations are held by the member, any services, treatment or goods rendered that fall outside the scope of practice of a Practising Nutritionist, that the practitioner is otherwise qualified and licensed to provide, must not be represented to the public or clients in any way, as services, treatments or goods rendered by a Practising Nutritionist.
8. Check of original documents including:
 - a. current First Aid certificate;
 - b. current Working With Children Check;
 - c. current and compliant Insurance certificate;
 - d. Transcript and Testamur of qualification(s) held in Nutrition.
9. Check of CPD modules completed and that practitioner understanding of content of completed modules is consistent with practitioner having fully participated in the modules provided.
10. Evidence of recency of practice as a Practising Nutritionist unless otherwise authorised by the AARPN Board.

When applying for AARPN membership and when renewing AARPN membership, all Practising Nutritionists declare that they agree that they are subject to audit, and that they will not be compensated should an audit be failed by the practitioner or failed and overturned on appeal. If all aspects of the audit are met, a pass is given. If aspects of the audit require remedial action but do not contravene private health fund requirements, pose a risk to public safety, or constitute a serious breach of professional conduct or professional ethics, the member will have 3 months to progressively prove that all deficits have been corrected. Any evidence of illegal conduct found during an audit will immediately be reported to the relevant law enforcement agency or regulatory body. (See AARPN Disciplinary Policy.) If any private health fund requirements are found to be in deficit, the affected fund will be notified by AARPN and the member will be immediately suspended from rebating with the affected fund, until such time as all deficits have been corrected and the affected private health fund agrees to the practitioner's reinstatement.

Assessment of recency of practice

See Recency of Practice document.

Appeals process

All audit outcomes are appealable direct to the AARPN Board.

Reporting

The audit outcome statistics will be reported to the AARPN Board.