

Orientation to the Australian healthcare system

All internationally qualified occupational therapists need to complete an orientation to the Australian healthcare system. The orientation, and this checklist must be completed and submitted to the Occupational Therapy Board of Australia (the Board) within the first three months of starting practice in Australia.

Details of the Board's orientation requirements can be found in the Board's [*Policy: Orientation to the Australian healthcare system requirements for internationally qualified occupational therapists granted general registration*](#).

Orientation requirements

Internationally qualified occupational therapists, referred to as **IQOTs**, need to:

- Complete this orientation checklist.
 - The checklist must be completed under the supervision of an occupational therapist who holds current unrestricted general registration and has held general registration for at least three consecutive years. This person is referred to as the **supervising occupational therapist**.
 - The report must be completed with the supervising occupational therapist and IQOT one-on-one, i.e. not in a group situation.
 - You can complete this with the supervising occupational therapist face-to-face or by video conferencing.
 - This checklist must be completed in Australia.
- Submit the completed checklist to the Board.
 - The checklist must be co-signed by the supervising occupational therapist.

IQOTs details

Please provide your details.

Name:	
Registration number:	
Date you started practicing in Australia:	

The orientation checklist

Please mark each section with a cross (☒) when you have completed it.

General

Occupational therapists need to be familiar with the structure of the Australian healthcare system. This includes knowing about different organisations, their roles and responsibilities.

Important features of the Australian healthcare system

I am aware of:

☐ the structure and funding of the Australian healthcare system, including the interface between private and public health services.

☐ the federal and/or state or territory Department of Health, Department of Veterans Affairs, Medicare, WorkCover, National Disability Insurance Scheme (NDIS).

☐ the Occupational Therapy Board of Australia and their role in:

- registration
- professional performance
- conduct and health assessment, and
- monitoring relevant under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

☐ provider and prescriber numbers.

☐ prescribing rules and regulations, including the Pharmaceutical Benefits Scheme, National Prescribing Service and the therapeutic guidelines.

☐ the referral system. Including pathology, radiology, other specialists, allied health services, hospital emergency departments, Ambulance Service, community services, local support groups. I understand that an employer should provide a list of service providers and their contact details.

☐ other services and their contact details, including the emergency services (ambulance, police, fire) interpreter services and drugs and poisons information service.

Occupational therapy practice

I am aware of:

☐ the Board's code of conduct.

☐ policy documents and procedure manuals related to your place of work. Including for infection control, patient confidentiality, clinical records, complaint processes.

☐ information technology (IT) systems related to your place of work.

☐ profession specific bodies (e.g. Occupational Therapy Australia, Occupational Therapy Council).

☐ occupational health and safety requirements.

Legislation and professional practice

I am aware of:

☐ mandatory requirements under the National Law, e.g. mandatory reporting requirements and meeting registration standards.

☐ legislative framework governing practice in your state or territory.

- ☐ litigation processes and professional indemnity requirements.
- ☐ patient privacy laws, rights and responsibilities, and patient complaint rights.
- ☐ patient consent requirements.
- ☐ access to health/medical records requirements.

Professional development

I am aware of:

- ☐ occupational therapy education and training.
- ☐ Therapeutic guidelines, occupational therapists guidelines and practice standards.

Cultural safety, cultural and linguistic diversity, and social context of care

I am aware of:

- ☐ the importance of Cultural safety.
- ☐ Australian society and social expectations, including multiculturalism, the status of women, children and older persons.
- ☐ reporting responsibilities for suspected child abuse and family/domestic violence.
- ☐ rules about health practitioner/patient relationships.

Please list any other relevant practice, work or scope specific orientation requirements:

Other topics included in orientation:

Signatures

Internationally qualified occupational therapist

Name of IQOT:	
Registration number:	
Date completed orientation:	

IQOTs signature:

Supervising occupational therapist

I certify that the above occupational therapist has satisfactorily completed an orientation to the Australian healthcare system with me, in accordance with the Board's [*Policy: Orientation to the Australian healthcare system requirements for internationally qualified occupational therapists granted general registration*](#) on:

Date:

Name of supervisor:	
Registration number:	
Date completed orientation:	

Supervisor's signature:

Next steps

Please [upload this completed checklist to your Ahpra practitioner portal](#) along with any other supporting documents.

More information

- If you have any questions, you can contact Ahpra on 1300 419 495 or you can lodge an enquiry at www.ahpra.gov.au.
- For information on the Occupational Therapy Board of Australia please visit www.occupationaltherapyboard.gov.au.