

# Compliance Policy – Mentor

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<b>Version:</b>	Version 1		
<b>Summary:</b>	<b>This policy sets out the requirements of a practitioner subject to mentor conditions.</b>		
<b>Applies to:</b>	Pharmacists with mentor conditions whose principal place of practice is in NSW.		
<b>Of interest to:</b>	Mentors and decision makers		
<b>Author:</b>	This policy is based on the work done by the Medical Council of NSW, which is gratefully acknowledged.		
<b>Owner:</b>	Pharmacy Council of NSW		
<b>Related legislation, Awards, Policy and Agreements:</b>	Pharmacy Council of NSW Mentoring Guidelines; Undertaking to act as a mentor; <i>Health Practitioner Regulation National Law</i> (NSW)		
<b>Review date:</b>	January 2021		

## IMPLEMENTATION

This Policy will be published on the Council's website, provided to practitioners when mentor conditions are imposed and provided to nominee and approved mentors. It should be read in conjunction with the Council's Mentoring Guidelines.

Practitioners whose registration are subject to conditions imposed in NSW requiring mentorship, must practise in compliance with these conditions as well as with the requirements of this policy.

# Compliance Policy – Mentor

## THIS POLICY APPLIES TO

A practitioner who is the subject of mentor conditions imposed in NSW<sup>1</sup> after January 2016.

## PURPOSE

This policy sets out the Council's expectations of a practitioner who has mentor conditions imposed on his/her registration.

A practitioner who is the subject of mentor conditions must comply with both this policy as well as the conditions imposed on his/her registration. If a condition is inconsistent with any part of this policy, the condition prevails.

## REQUIREMENTS FOR COMPLYING WITH MENTOR CONDITIONS

Practitioners who are the subject of mentor conditions must:

1. Either accept a mentor nominated and approved by the Council, or nominate a proposed mentor to the Council. If nominating a proposed mentor, this must occur within 21 days of the date of imposition of the conditions. If nominating a proposed mentor, the practitioner must nominate a person who they believe fulfils the criteria found in the Mentor Approval Position Statement. The Council will not automatically approve a practitioner nominated mentor and approval cannot be assumed. Practitioners must have received confirmation of approval of their nominated mentor to ensure compliance with their conditions. In the event that a nomination is declined, the practitioner may request a Council nominated and approved mentor, or nominate another proposed mentor. If nominating another proposed mentor, this must be done within 21 days.
2. Participate in face-to-face and/or telephone meetings with the Council-approved mentor at a frequency required by the condition.
3. Authorise the mentor to inform the Council (in an approved reporting format, at a frequency required by the condition) that these meetings have occurred, and ensure that the mentor does in fact provide those reports.
4. Authorise the mentor to inform the Council immediately if the mentoring relationship ends or of any concerns regarding the performance of the practitioner or his/her compliance with any conditions on his/her registration.
5. Meet all costs associated with mentorship.
6. Inform the Council if the mentor is or will be unavailable for two or more consecutive meetings within the reporting period.
7. Immediately nominate a proposed replacement mentor to be approved by the Council if the approved mentorship arrangement ends or is suspended.

## CONSEQUENCE OF FAILURE TO COMPLY WITH THIS POLICY

Failure to comply with this policy constitutes a breach of conditions.

Any breach of conditions may be referred to the Health Care Complaints Commission for investigation as a complaint. The Council may also consider taking interim action under [s 150 of the Health Practitioner Regulation National Law \(NSW\) \(National Law\)](#). Practitioners should be aware that the definition of unsatisfactory professional conduct (see [s 139B\(1\)\(c\) of the National Law](#)) includes contravention of a condition to which a practitioner's registration is subject.

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<sup>1</sup> This policy applies where a mentor condition is imposed under [Part 8 of the Health Practitioner Regulation National Law \(NSW\)](#).