

PAA MANDATORY DECLARATIONS POLICY



PEDORTHIC ASSOCIATION OF AUSTRALIA

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Contents

PAA Mandatory Declarations Policy	3
What are mandatory declarations?	3
What are the PAA mandatory declarations?.....	3
What is needed?	4
What should I do if I can't make one or more of these declarations?	4
What should I do if I made these declarations previously, but I might now be in breach of them? 4	
What if I make a false declaration?.....	4
Need more help?.....	4
Appendix 1	5
PAA Mandatory Declarations Thresholds.....	5
Review of Document	8
Glossary	9

PAA Mandatory Declarations Policy

What are mandatory declarations?

Mandatory declarations must be made by all individuals who apply for membership with the Pedorthic Association of Australia (PAA). There are two sets of declarations in place depending on the member classification; Certified Members, Provisional Members, and certified Lifetime Members are required to submit declarations upon certification and re-certification, with all other categories of Non-Certified Members (closed to new persons), Student Members, Special Interest Members, Retired Members, Sustaining Members, and Lifetime Members (excluding certified) required to submit declarations upon new membership. In making these declarations, the individual is self-assessing their suitability for membership of PAA, and if applicable, their certification with PAA to provide pedorthic services. These are legally binding statements.

What are the PAA mandatory declarations?

All members must declare that each of the following statements are true:

1. I know of no information that could cause the Pedorthic Association of Australia not to be satisfied that I am a suitable person to be a member of the Association
2. I have read and understood the [PAA Privacy Policy](#) and agree to be bound by the terms therein;
3. I declare that all information provided is true and accurate and agree to notify the Association of any changes in a reasonable period of time;
4. I have read and agree to abide by and uphold the [PAA Code of Ethics and Standards](#)

In addition to the above declarations, members seeking to certify or re-certify with PAA must also declare that each of the following statements are true:

5. I have read and declare that I meet the [Recency of Practice requirements](#)
6. I have read and agree to abide by the [PAA Continuing Professional Development \(CPD\) annual requirement](#)
7. I am in professional good standing and have no existing restrictions to practice and/or no pending disciplinary actions domestically or internationally
8. I have not been convicted by any court in Australia, or elsewhere, of any offence punishable by imprisonment
9. I understand that at any time I may be subject to a random audit of the CPD and Recency of Practice program or any of these declarations

Individuals who are applying for PAA membership as Special Interest, Student, Retired, Sustaining, or Lifetime (excluding certified) members must only complete declarations #1, #2, #3 and #4. Non-Certified Members have been omitted as this member category is now closed to new memberships, and all existing members in the category have provided declaration at time of applying for membership to PAA.

What is needed?

Please read the appropriate policies and guidelines on the PAA website or by clicking on the hyperlinks. This information will help you determine whether you meet the requirements of each declaration. It is the responsibility of the individual to ensure self-assessment and completion of mandatory declarations. If you satisfy these requirements, please complete the mandatory declarations as part of the application for certification process or recertification process (whichever is applicable). You can refer to the Mandatory Declarations Threshold in Appendix 1.

What should I do if I can't make one or more of these declarations?

If you cannot make all of these declarations you must notify the PAA Board as soon as practicable with a written statement in the form of a statutory declaration, outlining the reasons you cannot make the declaration accompanied by substantiating evidence. The PAA Board will assess this statement and evidence for all members, and the APRB Committee will be included in the assessment process for certified members.

What should I do if I made these declarations previously, but I might now be in breach of them?

If you cannot make all of these declarations you must notify the PAA Board as soon as practicable with a written statement in the form of a statutory declaration, outlining the reasons you cannot make the declaration accompanied by substantiating evidence. The PAA Board will assess this statement and evidence for all members, and the APRB Committee will be included in the assessment process for certified members.

What if I make a false declaration?

The PAA Board and/or the APRB Committee may audit any mandatory declaration at any time. The APRB Committee conducts a minimum 5% audit of member mandatory declarations as part of PAA's standard auditing process. If you are audited you will be asked to provide evidence validating the declaration. A false declaration will result in review by the PAA Board, as well as the APRB Committee if it is in relation to a certified member.

Need more help?

If you have questions or concerns regarding these declarations, please contact the PAA Board:

- In writing to the Pedorthic Association of Australia, PO Box 349, Dee Why NSW 2099
- Calling 1300 734 644
- Emailing: executive@pedorthics.org.au

Appendix 1

PAA Mandatory Declarations Thresholds

Mandatory Declarations	Thresholds	Assessment of Compliance	Assessing Authority	Assessment of Non-Compliance	Assessing Authority
I know of no information that could cause the Pedorthic Association of Australia not to be satisfied that I am a suitable person to be a member of the Association	Completion of this checkbox is mandatory.	Compliance is self-assessed by the individual at the time of declaration.	Self-assessed	Non-compliance is assessed through the PAA Complaints Policy and the PAA Code of Ethics and Standards	APRB Committee
I have read and understood the PAA Privacy Policy and agree to be bound by the terms therein	Completion of this checkbox is mandatory.	Compliance is self-assessed by the individual at the time of declaration.	Self-assessed	Non-compliance is assessed through the PAA Complaints Policy and the PAA Code of Ethics and Standards	APRB Committee
I declare that all information provided is true and accurate and agree to notify the Association of any changes in a reasonable period of time	Completion of this checkbox is mandatory.	Compliance is self-assessed by the individual at the time of declaration.	Self-assessed	Non-compliance is assessed through the PAA Complaints Policy and the PAA Code of Ethics and Standards	APRB Committee
I have read and agree to abide by and uphold the PAA Code of Ethics and Standards	The threshold relating to the PAA Code of Ethics and Standards is applied to each certification period retrospectively and	Compliance with the PAA Code of Ethics and Standards declaration is self-assessed by the	Self-assessed	Non-compliance with the PAA Code of Ethics and Standards is assessed through the PAA Complaints Policy.	APRB Committee

Mandatory Declarations	Thresholds	Assessment of Compliance	Assessing Authority	Assessment of Non-Compliance	Assessing Authority
	<p>prospectively. Pedorthists meet PAA Code of Ethics and Standards retrospectively for a certification period when they have been in practice in a manner consistent with the Code during the preceding certification period. This does not apply at initial certification. Pedorthists meet the threshold prospectively for certification period when they intend practising in a manner consistent with the Code in the coming certification period. This applies to all certification periods.</p>	<p>individual at the time of declaration.</p>			
<p>I have read and declare that I meet the Recency of Practice requirements</p>	<p>The PAA Recency of Practice Policy acts as the threshold for establishing recency of professional practice as a certified pedorthist. Pedorthists meet the recency of practice threshold when they can provide substantiating evidence to meet the PAA Recency of Practice requirements.</p>	<p>Compliance with the Recency of Practice declaration is assessed through the PAA Recency of Practice Audit Policy and against the Recency of Practice Policy.</p>	<p>APRB Committee</p>	<p>Non-compliance with the Recency of Practice requirement is assessed through the PAA Complaints Policy and against the relevant competency standards and the PAA Code of Ethics and Standards.</p>	<p>APRB Committee</p>
<p>I have read and agree to abide by the PAA Continuing Professional Development (CPD) annual requirement</p>	<p>The PAA CPD Policy acts as the declaration threshold for meeting CPD requirements. Pedorthists meet the CPD requirements threshold when they can provide substantiating evidence that they meet the CPD policy requirements.</p>	<p>Compliance with the CPD declaration is assessed through the PAA CPD Policy.</p>	<p>APRB Committee</p>	<p>Non-compliance with the CPD Program is managed through the PAA CPD Policy and against the PAA Code of Ethics and Standards.</p>	<p>APRB Committee</p>

Mandatory Declarations	Thresholds	Assessment of Compliance	Assessing Authority	Assessment of Non-Compliance	Assessing Authority
I am in professional good standing and have no existing restrictions to practice and/or no pending disciplinary actions domestically or internationally	Pedorthists meet the threshold for the professional good standing declaration when they have no existing restrictions to practice, and no pending disciplinary actions domestically or internationally.	Compliance with the professional good standing declaration is self-assessed by the individual at the time of declaration.	Self-assessed	Non-compliance is assessed through the PAA Complaints Policy and the PAA Code of Ethics and Standards	APRB Committee
I have not been convicted by any court in Australia, or elsewhere, of any offence punishable by imprisonment.	Pedorthists meet the threshold for the criminal convictions declaration when they have no criminal convictions punishable by imprisonment, in all countries including Australia. A spent conviction exemption applies to all healthcare providers and a complete criminal history must be supplied even where a conviction is 'spent'. Pedorthists may meet the criminal history threshold when they have declared a criminal history and have been assessed as posing low risk to the public.	Compliance with the criminal history declaration is self-assessed by the individual at the time of declaration.	Self-assessed	Non-compliance with the criminal history declaration is assessed through the PAA Complaints Policy and the PAA Code of Ethics and Standards.	APRB Committee
I understand that at any time I may be subject to a random audit of the CPD and Recency of Practice program or any of these declarations	Completion of this checkbox is mandatory.	Compliance is self-assessed by the individual at the time of declaration.	Self-assessed	Non-compliance is assessed through the PAA Complaints Policy and the PAA Code of Ethics and Standards	APRB Committee



Review of Document

This document will be reviewed from time to time as required. This will generally be at least every five years.

Last approved: September 2024

Revision due: September 2029

Glossary

The following glossary of terms applies across all PAA governance documents:

Advice: Provision of information, education, guidance and/or recommendations regarding foot health, foot care, footwear, pedorthic footwear and orthotic appliances.

AGM: Annual General Meeting.

ANTA: Australian National Training Authority or succeeding organisations. a statutory authority operating between 1992-2005 that focussed on vocational education and training (VET).

Appeal: A written request to review a PAA or APRB Committee decision.

Appeal Committee: A committee nominated by the PAA Board to manage the appeals process.

Applicant: An individual who has applied for membership with the PAA or certification/re-certification.

APRB Committee Chair/Committee Chair: A member of the APRB Committee responsible for administering the certification process and maintaining the pedorthic register.

APRB Committee Members: A managing committee of five (5) individuals nominated and endorsed by the PAA Board. Each Committee member is elected for three (3) years.

Australian Pedorthists Registration Board (APRB) Committee or APRB Committee: A PAA sub-committee that manages certification of pedorthists in Australia and investigates all complaints received by the PAA.

Bachelor program: A higher education program accredited by the PAA Course Accreditation Committee to deliver pedorthic education.

Board of Directors: The body responsible for governance of the PAA.

Certification: The formal recognition and registration process of pedorthists in Australia.

Certification Panel: A panel of examiners that reviews certification applications and makes a decision regarding an applicant's competency and suitability for certification.

Certified Person: An individual formally recognised and registered by the APRB Committee including Certified Pedorthic Retailer, Certified Pedorthist and/or Certified Pedorthist Custom Maker.

Complaint: Any expression of concern, dissatisfaction or disagreement with a decision or action made by the PAA, APRB, certified pedorthists or other members, the quality or delivery of service or the conduct of another person.

Criteria for Certification in Pedorthics or Criteria: The program prepared by the PAA which sets out the requirements and processes for pedorthic certification and re-certification in Australia.

Custom-made: Unique and made specifically for an individual.

Evidence-based or evidence: Valid and reliable information that is supported by rigorous research.

Fabricated or fabricates: All aspects involved in producing an orthotic appliance or pedorthic footwear. Similar terms include “manufactures”, “makes” or “custom-makes.”

Informed consent or consent: A voluntary decision by an individual agreeing to a treatment or intervention following provision of comprehensive, accurate, relevant, and clear information.

Investigating Officer: The person delegated by the APRB Committee to investigate a complaint and provide a report to the APRB Committee Chair.

IVO: Internationaler Verband der Orthopädie-Schuhtechniker (IVO), also known as the International Pedorthic Association, of which the PAA is a member.

Orthotic Appliances: An appliance worn on the body to reduce or prevent deformity or to provide support, relieve pain and facilitate movement such as foot and lower limb orthoses, foot orthotics, orthomechanical devices, ankle foot orthoses (AFOs), knee ankle foot orthoses (KAFOs), compression garments, splints, below knee walkers, controlled ankle movement (CAM) walkers, moonboots, Charcot Restraint Orthotic Walkers (CROW), ankle braces, and drop foot braces.

Patient: a recipient of pedorthic care, products and services. Includes terms such as client, user, recipient of service, insured person, consumer, beneficiary or participant. The term may include stakeholders who represent the patient such as carers, support people, family members, partners, workers and/or guardians.

Patient- or person-centred care: involves identifying and understanding what is important to the patient, establishing trust and mutual respect and working together to share decisions and plan care.

Pedorthic Association of Australia (PAA) or Association or PAA: A voluntary fee-based membership organisation and peak representative body for pedorthists in Australia.

Pedorthic Footwear: Footwear specially designed, fabricated and/ or modified to improve health and mobility, reduce discomfort and/or minimise the propensity for lower limb impairment in the future. Similar terms include medical grade, orthopaedic, therapeutic, extra-depth or surgical footwear.

Pedorthic Register: A list of certified persons maintained by the APRB Committee.

Pedorthics: The professional field concerned with the provision of pedorthic footwear, orthotic appliances and appropriate advice to a patient after assessment and analysis of the patient's condition(s). Includes the provision of prefabricated footwear, alteration and modification of prefabricated footwear, custom-designed and fabricated pedorthic footwear and orthotic appliances, and advice on the need and application of pedorthic footwear and orthotic appliances.

Pedorthic Services: Strategies to improve, maintain or promote patient health and mobility that includes advice regarding foot health care, footwear, and orthotic appliances and/or provision of prefabricated or custom-made pedorthic footwear, prefabricated or custom-made orthotic appliances and/or footwear modifications. Includes the terms "pedorthic care" and "pedorthic intervention."

Pedorthist: A person trained in Pedorthics who provides pedorthic footwear and orthotic appliances, pedorthic advice and pedorthic services.

Practice: Work performed in any role, whether remunerated or not, in which an individual uses their skills or knowledge to contribute to the safe and effective delivery of pedorthic services.

Prefabricated: Industrially manufactured and not custom-made to individual specifications. Similar terms include "ready-made", "off-the-shelf" and "over-the-counter".

Recent: An individual who has utilised their professional knowledge and skills in activities that meet the definition of practice since qualifying as a pedorthic retailer or pedorthist.

Re-certification: The process of renewing pedorthic certification in Australia.

Registrar of Pedorthists or Registrar: The agency that credentials individuals as certified pedorthists. The Registrar is the PAA.

Relevant Regulatory Body: Includes any department or nominated individual, or body empowered by the Government of the Commonwealth of Australia, States and Territories and local councils.

Review Board: A panel of representatives from which the Certification Panel is drawn.



TCF Training Package: Textiles, Clothing and Footwear (TCF) Training Package Medical Grade Footwear LMT07 as endorsed by the National Training Quality Council 2008 or later versions endorsed by the relevant government authority and PAA.

VET: Vocational education and training.