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| Authorised Program Officer (APO) approval process |
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# APO approval Process

On requesting approval to be an APO, the following will need to be agreed by the APO in Restrictive Intervention Data System (RIDS). APOs who have not been already approved by their Provider authority from their organisation, will require additional approval from the Victorian Senior Practitioner after the Provider Authority approval has been obtained.

The following are the APO requirements for new APOs via RIDS

To the APO requesting access

In requesting access as the Authorised Program Officer, you confirm that you have the competencies underlined below to undertake this role to the full requirements of the *Disability Act 2006*

**You agree you are able and willing to**:

* + 1. authorise a regulated restrictive practice in accordance with the legislative requirements of the Disability Act
    2. implement a NDIS behaviour support plan or, as the case requires, the treatment plan and supervised treatment order, in accordance with the *Disability Act* or *NDIS (Restrictive Practices and Behaviour Support) Rules 2018 Service Safeguards Act 2018*
    3. act in a manner that is consistent with the *Charter of Human Rights and Responsibilities Act 2006 (Vic) or the principles in the Disability Act*
    4. meet future training requirements for APOs
    5. undertake future Victorian Senior Practitioner Directions

**You agree you have never:**

* + 1. been on the Disability Worker Exclusion Scheme List
    2. been issued an exclusion by a NDIS worker screening unit
    3. committed a prescribed offence within the meaning of the *Disability Service Safeguards Act 2018*
    4. been subject of a banning order issued under section 73ZN of the *National Disability Insurance Scheme Act 2013 (Cth)*
    5. been refused registration due to misconduct issues, or has had the person’s registration not renewed, suspended or cancelled due to misconduct issues under the Disability Service Safeguards Act 2018
    6. been deregistered under another Act (such as lost registration as a nurse practitioner)

On the agreement in RIDS by the APO, approval is required by the Provider Authority.

## Provider Authority approval of APOs

The following is the email that the Provider Authority will receive as a notification for approval of their APO, at their disability service. Once the Provider Authority has approved the APO in RIDS, the Victorian Senior Practitioner will review for Approval.

Email to Provider Authority or the APO approver

Callum Murray has requested access to 24 Fishmongers Lane, Melbourne as an APO.

In authorising this request you confirm, on behalf of X - IT Test, that Andrea Shelton has the competencies underlined below to undertake the Authorised Program Officer role to the full requirements of the *Disability Act 2006*.

**Conflict of Interest**  
An Authorised Program Officer cannot authorise regulated restrictive practices where they:

* contributed to development of the behaviour support plan for that NDIS participant
* are involved in the day-to-day support or case work for the participant
* have consulted on the case or were involved in decision making regarding the participant (excluding provision of general support, supervision, or advice to staff)
* have a personal relationship with the participant being a family member or friend.

**You agree the person is able and willing to:**

1. authorise a regulated restrictive practice in accordance with the legislative requirements of the Disability Act
2. implement a NDIS behaviour support plan or, as the case requires, the treatment plan and supervised treatment order, in accordance with the Disability Act or NDIS (Restrictive Practices and Behaviour Support) Rules 2018
3. act in a manner that is consistent with the Charter of Human Rights and Responsibilities Act 2006 (Vic) or the principles in the Disability Act
4. meet future training requirements
5. undertake future Victorian Senior Practitioner Directions

**You agree the person has never:**

1. been on the Disability Worker Exclusion Scheme List
2. been issued an exclusion by a NDIS worker screening unit
3. been or committed a prescribed offence within the meaning of the Disability Service Safeguards Act 2018
4. been deregistered under another Act (such as lost registration as a nurse practitioner)
5. been a subject of a banning order issued under section 73ZN of the National Disability Insurance Scheme Act 2013 (Cth)
6. been refused registration due to misconduct issues, or has had the person’s registration not renewed, suspended or cancelled due to misconduct issues under the Disability Service Safeguards Act 2018a

Please open the To Do Items in RIDS to authorise or reject this request.   
  
This person will not have access into RIDS until this request is authorised.

An approval email will be sent automatically to the Victorian Senior Practitioner for APOs who require approval by their Provider. APOs who already have prior approval form their provider, do not require additional Victorian Senior Practitioner approval.

The flowchart below highlights the process.

Flowchart of the APO approval process



See e-Business and RIDS access document [eBusiness and RIDS access user guide (Word)](https://www.dffh.vic.gov.au/ebusiness-and-rids-access-user-guide)

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