

Psychologists Registration Board

Professional Indemnity Insurance

Information for Psychologists

Table of Contents

Background	2
Online Form	2
<i>Online Access</i>	<i>2</i>
<i>What do I do now?</i>	<i>3</i>
<i>Get a Login.</i>	<i>3</i>
<i>I couldn't get a login.</i>	<i>4</i>
<i>Update my PII.</i>	<i>4</i>
Privacy	6
Manual Advice	6

Background

The provisions of the NSW Health Care Liability Act (2001) require that registered Psychologists provide details of Professional Indemnity Insurance (PII) to the Psychologists Registration Board (the Board) that cover all periods of registration with the Board. Under the Act (2001), practicing as a Psychologist without being covered by PII is deemed to unsatisfactory professional conduct.

Exemptions from the requirement to hold PII are available under Regulations 7(1)a through to 7(1)g of the Health Care Liability Regulation (2007). Psychologists that satisfy the requirements for an exemption must also advise the Board of the exemption clause under which they claim exemption.

Psychologists that are not exempt from holding PII must provide the Board with certain details of their PII including Insurer Name, Policy Number and Insurance Expiry Date.

Psychologists can satisfy their PII reporting requirements via mailing a form to the Board or by submitting an Online advice. This Information Manual contains both the advice form for mailing to the Board and instructions to advise the Board using an Online Web-based form.

Online Form

The Psychologists Registration Board Online Form enables Psychologists to update Professional Indemnity Insurance details via the Internet. Both the Online form and Manual form are equally acceptable to the Board as advice of PII details, or exemption under the Regulation.

Online Access

You can access the Online form:

- Directly at http://www.registersearch.net/html_files/system/slogin_screen.php?board_id=9 or
- Go to the Psychologists Registration Board Website <http://www.psychreg.health.nsw.gov.au> and follow the links to Registrant Login

You will see the following screen display:

Psychologists Registration Board Login

To login, please enter your **User Name** and **Password** in the form below and click the Submit button. If you do not have a login or have forgotten your password, [Click Here](#), fill out the form and then click submit. A password will be sent to you by email.

Registrant Login. Access Restricted.
Please enter user name and password

User Name:

Password:

 [Download User Instructions](#)  [Download Privacy Statement](#)  [Download Adobe Acrobat](#)

What do I do now?

- If you have been issued with a user name and password, login and update your PII details (go to section **Updating my PII**).
- If you have not been issued with a user name and password click on the [Click Here](#) text and get a login (go to section **Get a Login**).

Get a Login.

For security reasons, the login request form will require you to fill in some basic information, and if successful, you will receive by email your user name and password. The login request form will display as below:

Psychologists Registration Board Online Access

If you wish to have full access to online services, please fill out the form below and click Submit. On confirmation of your details, an email will be sent to you with your login details. [Click Here](#) to enable hints and help. [Click Here](#) to submit a support request.

Registrant Access Form.
Please enter the details below

Registration Id:	<input style="width: 90%;" type="text"/>
Surname:	<input style="width: 90%;" type="text"/>
First Name:	<input style="width: 90%;" type="text"/>
Date of Birth:	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Email	<input style="width: 90%;" type="text"/>
Confirm Email	<input style="width: 90%;" type="text"/>
Phone Number:	<input style="width: 90%;" type="text"/>
<input style="width: 50px; height: 20px;" type="button" value="Submit"/>	

Access Form Notes

Registration Id	Your 9 character Registration Id commencing with PS.
Surname	Your Surname as recorded on the Register.
First Name	Your First Name as recorded on the Register.
Date of Birth	Your Date of Birth as recorded on the Register.
Email	This is where we will send your login details. Please ensure this is accurate.
Confirm Email	Just in case of typographical errors in Email above.
Phone Number	We will call and assist if you don't succeed with this form.

After completing the form click Submit and the system will check the details entered against the Register.

I couldn't get a login.

We compare the information that you entered with information recorded in the Register. If anything doesn't match, then we can't immediately process your application for a login. This is a security issue.

Your Registration Id, Surname and First Name are published on the Web. These must be correct. Your Date of Birth is not published but is recorded in the Register. An incorrectly recorded date of birth in the register may prevent you from initially being emailed your login details.

You can still get a login by clicking [Click Here](#) just prior to the phrase 'to submit a support request' in the **Get a login** section above. The Psychologists Registration Board will review the information entered in the form and take the appropriate action to ensure that you are issued with a login as soon as possible.

Update my PII.

Once you have logged in you will be presented with the following screen.

The screenshot shows a web form titled "Psychologists Registration Board" with a sub-header "Insurance Update for Registration Year 2007/2008". The form contains several input fields and buttons. At the top, there are four buttons: "Change Email", "Change Password", "Show Previous", and "Logout". Below these is the main title and a request to update Professional Indemnity Insurance details. The form fields include: "Insurer:" with a dropdown menu set to "No Insurance"; "Broker/Other Insurer:" with a text input field; "Policy Number:" with a text input field; "Expiry Date:" with three separate input boxes for day, month, and year; "Exemption Clause" with a dropdown menu set to "No Exemption"; and "Description:" with a large text area containing "No Exemption Applicable". A "Submit" button is at the bottom. Annotations on the right side of the image point to the top buttons as "Function Buttons" and the main form area as "PII Data Entry".

The form has 2 main sections which are described in the Notes below:

1. A number of function buttons at the top of the form.
2. The PII data entry form.

Function Button Notes

Change Email	If your email address changes, click this button and you will be presented with a form where you can enter and update your email address in the system.
Change Password	You will be issued with a system generated password when you first receive your login. You can change your password to a sequence of characters and letters that are more easily remembered. Your password must be at least 6 characters and contain at least 1 letter and 1 number. Both your system generated password and changed password are valid when logging in.
Show Previous	The system records a history of PII details entered in previous years. When entering details for a new registration year, click this button and the system will display PII details entered and recorded for the previous registration year.
Logout	Will log you out of the system.

PII Form Notes

Insurer	This is a drop down list of the majority of insurers that provide Professional Indemnity Insurance. Your Insurer should be on this list. If you obtain Insurance through a Broker ask them who the actual insurance underwriter of the policy is. If you qualify for exemption and do not require insurance select ' <i>No Insurance</i> '. If you can't find your insurer on this list select ' <i>Other</i> ' and manually enter your Insurer in the Broker/Other Insurer area
Broker/ Other Insurer	An insurance broker is a company that negotiates an insurance policy between an insurance company (underwriter) and a client. Your insurance documentation will indicate the name of the insurance company. You can enter your Broker here or if you can't find your insurer in the list above then manually type the insurer name here. This is not compulsory unless ' <i>Other</i> ' has been selected above.
Policy Number	If you have PII Insurance then you must enter your Policy Number. Your Broker or Insurance Underwriter should be able to provide you with this.
Expiry Date	Enter the date your policy expires. This date cannot be less than the current date.
Exemption Clause	If you qualify for exemption, select the Regulation under which you qualify here. You may have PII and also qualify for exemption for part of your professional services. In this case, you should enter both your insurance details and the details of your exemption.

On completing the form, click the Submit button. The system will perform some checks on the information entered. If any information is missing, or does not pass the edit checks, you will be prompted to rectify the information in the form.

Once the information in the form passes all the edit checks, it will be saved and you will be advised by the system that your PII details have been successfully updated.

Privacy

A full Psychologists Registration Board Privacy Policy Statement can be downloaded from the Board's Website at www.psychreg.health.hprb.nsw.gov.au or from the Login screen of the Online form as described below.

All information collected by the Board by digital, or any other means, will be used by the Board only as required to carry out the business of the Board. Information provided to the Board, whether digital or otherwise, will be stored in secure locations. Information provided to the Board will not be disclosed to any other parties other than as required by the legislation and policies of NSW Health which govern the operation of the Board.

Manual Advice

The following page contains a manual advice that can be printed, completed and mailed to the Board. Please read the Information Notes in conjunction with the form.

NSW PSYCHOLOGISTS REGISTRATION BOARD

tel: (02) 9219 0211
 fax: (02) 9211 9318
 psychreg@hprb.health.nsw.gov.au

PO Box K599
 Haymarket NSW 1238
 www.psychreg.health.nsw.gov.au

PROFESSIONAL INDEMNITY INSURANCE

In accordance with the provisions of the Health Care Liability Act 2001 and Regulations, the Board must not register a person to practise psychology in New South Wales unless it is satisfied that the person is covered by professional indemnity insurance or that the person is exempt from that requirement under the Health Care Liability Regulation 2007. Practising as a psychologist without being covered by professional indemnity insurance amounts to, for the purpose of the Psychologist Act 2001, unsatisfactory professional conduct.

Please read the attached Guide prior to completing this section.

NAME _____ **Registration No. PS** _____

Do you hold a policy of Professional Indemnity Insurance (PII) in your own name?	<input type="checkbox"/> YES , complete Section 1.
	<input type="checkbox"/> NO , complete Section 2, (Select only one exemption clause).
Section 1	
INSURER:	
State the name of your insurer (underwriter), your policy number and the expiry date of your insurance cover.	POLICY NUMBER:
	EXPIRY DATE:
Section 2	
<u>If you do not hold your own PII policy,</u> please place a tick against the subclause of the Regulation upon which you base your exemption.	<input type="checkbox"/> 7(1)(a) <input type="checkbox"/> 7(1)(b) <input type="checkbox"/> 7(1)(c) <input type="checkbox"/> 7(1)(d) <input type="checkbox"/> 7(1)(e) <input type="checkbox"/> 7(1)(f) <input type="checkbox"/> 7(1)(g)

Guide to completing professional indemnity insurance details

The following does not form part of the legislation or regulations and is provided as a guide only.

The Board is unable to advise health professionals which exemption category they fit into as they must determine this themselves depending on their circumstances. Please refer to the following information for assistance with the interpretation of the various exemptions. The following information must be read in conjunction with the Professional Indemnity Insurance (PII) exemption clauses referred to in the extract of the Health Care Liability Regulation 2007.

7(1)(a) - Applies only to a very limited number of psychologists who are restricted from practise by conditions imposed by the Board.

7(1)(b) - Applies to psychologists practising outside NSW (overseas or interstate). Should the psychologist return to practise in NSW, they must either obtain PII or ensure they are exempt from holding PII.

7(1)(c) - Applies to psychologists who are not practising. This exemption allows a psychologist to practise without PII if required as a volunteer in an emergency situation should they happen to be at the scene of the emergency.

7(1)(d)(i) - Applies to psychologists whose PII is provided by their employer. This exemption only applies to the workplace of the employer providing the cover. Where a psychologist works for multiple employers and also practises privately, they must either hold PII or be exempt from holding PII for all areas of their practice. Clause 7 (1)(d)(ii) refers to an exemption for psychologists who are engaged by another person under some contractual arrangement. This exemption will therefore apply to students currently enrolled in a professional psychology degree (e.g. Doctor of Psychology (Clinical); Masters of Organisational Psychology).

7(1)(e) - Applies to psychologists who may be practising within the discipline of psychology but are not providing treatment to clients and are not providing opinions related to the treatment of any particular client.

7(1)(f) - Applies to most psychologists practising in State or Commonwealth government facilities such as public hospitals. Psychologists in this category are advised to confirm their insurance entitlement with their employer before claiming this exemption. As with exemption 7(1)(d), this exemption only applies to the workplace of the employer providing the cover. Where a psychologist works for multiple employers and also practises privately, they must either hold PII or be exempt from holding PII for all areas of their practise.

7(1)(g) - Applies to a very limited number of health practitioners who legislatively do not incur any personal liability.

Extract from Health Care Liability Regulation 2007

Clause 7 Exemption from insurance requirement

(1) In accordance with section 25 (5) of the Act, the following health practitioners are exempt from the requirement for professional indemnity insurance:

- (a) a person whose registration as a health practitioner is subject to the condition that the person does not practise,
- (b) a health practitioner who practises primarily outside New South Wales and who is covered by professional indemnity insurance of any kind while practising in New South Wales,
- (c) a health practitioner whose practice is limited to the rendering of assistance, in the practitioner's capacity as a health practitioner, on a voluntary basis in emergency situations,
- (d) a health practitioner who practises in the course of being:
 - (i) employed by another person, or
 - (ii) engaged by another person under some contractual arrangement,
- (e) a health practitioner whose practice does not include the provision of health care or of an opinion given in the practitioner's capacity as a health practitioner in respect of the physical or mental health of any person,
- (f) a health practitioner who, while practising, is covered by an indemnity arrangement established or entered into by the State or the Commonwealth to cover civil liability,
- (g) a health practitioner who, while practising in accordance with a function conferred or imposed by or under any State or Commonwealth Act or regulation, does not, under that Act or regulation, incur any personal liability.

(2) An exemption under subclause (1) (b)–(g) applies to a health practitioner only to the extent to which the health practitioner practises in the circumstances described in the exemption concerned.

(3) Without limiting subclause (2), the exemption under subclause (1) (d) applies only in relation to a health practitioner:

- (a) to the extent that the health practitioner is practising as an employee of, or under contract to, the other person, and
- (b) to the extent that the health practitioner is indemnified, under an insurance policy issued to the other person, for civil liability arising out of the provision of, or failure to provide, health care by the health practitioner, and
- (c) if the other person is not the health practitioner's practice company.