



Australian Association of Practice Management
excellence in healthcare management

AAPM

TERMS AND CONDITIONS

Welcome

AAPM is Australia's only peak association for healthcare Practice Management. Our goal is that you will benefit through the professional recognition, continuing education, networking, personal development, assistance and advice offered by AAPM membership.

1. Membership Categories

The AAPM has a wide range of membership categories enabling all levels of healthcare managers and administrators in differing practice environments to select and benefit from a membership type that best suits them.

Those wishing to join the AAPM must comply with the AAPM Code of Ethics and are encouraged to pursue ongoing education through the AAPM Professional Development Program.

Fellows and Certified Practice Managers must meet minimum education points on a continuing basis.

Member

- A Full Member is any person who demonstrates that they are a Practice Manager, or actively involved (eg Business Manager, Consultant Practice / Business Manager) in the management of healthcare practice(s) in accordance with the criteria as determined by the Board.
- A Full Member is entitled to one vote at any general meeting of the Company;
- A Full Member is eligible to be considered as a Member of a State Committee;
- A Full Member is eligible to be considered for Membership of the Board;
- A Full Member is required to pay the annual subscription fee.
- A Full Member is permitted to use their Post-Nominals after their name

Associate

- A person who is not eligible to join as a Full Member but has an interest in healthcare practice management may apply to become an Associate Member (eg Practice Nurse, Senior Receptionist);
- An Associate Member has no right to vote at any general meeting of the Company;
- An Associate Member is not entitled to be considered for Membership of the Board;
- An Associate Member is not eligible to be considered as a Member of a State Committee;
- An Associate Member is required to pay the annual subscription fee
- An Associate Member can not be anyone currently acting in the role of Practice Manager, or actively involved (eg. Business Manager, Consultant Practice / Business Manager) in the management of healthcare practice(s)

Medical Practice Assistant (MPA)

- A person who is not eligible to join as a Full Member but is currently studying, or already holds, a minimum Certificate IV qualification in Medical Practice Assisting may apply to become a Medical Practice Assistant Member
- A Medical Practice Assistant Member has no right to vote at any general meeting of the Company;

- A Medical Practice Assistant Member is not entitled to be considered for Membership of the Board;
- A Medical Practice Assistant Member is not eligible to be considered as a Member of a State Committee;
- A Medical Practice Assistant Member is required to pay the annual subscription fee
- A Medical Practice Assistant Member can not be anyone currently acting in the role of Practice Manager, or actively involved (eg. Business Manager, Consultant Practice / Business Manager) in the management of healthcare practice(s)

Certified Practice Manager

- A current Full Member who meets the Company's educational and other requirements may apply to become a Certified Practice Manager
- A Certified Practice Manager is entitled to one vote at any general meeting of the Company;
- A Certified Practice Manager is eligible to be considered as a Member of a State Committee;
- A Certified Practice Manager is required to pay the annual subscription fee
- A Certified Practice Manager is permitted to use their Post-Nominals after their name

Fellow

- A current Full Member who has completed the Company's Fellowship Program and meets the Company's other educational requirements may apply to become a Fellow.
- A Fellow is entitled to one vote at any general meeting of the Company;
- A Fellow is entitled to be considered for Membership of the Board;
- A Fellow is eligible to be considered as a Member of a State Committee;
- A Fellow is required to pay the annual subscription fee.
- A Fellow is permitted to use their Post Nominals after their name

Life Member

- Life Membership may be conferred by the board on a Fellow (whether or not the Fellow is retired from active involvement in practice management), who has, in the opinion of the Board, given distinguished and meritorious service to the Company.
- A Life Member is entitled to one vote at any general meeting of the Company;
- A Life Member is entitled to be considered for Membership of the Board;
- A Life Member is eligible to be considered as a Member of a State Committee;
- A Life Member is not required to pay the annual subscription fee.
- A Life Member is permitted to use their Post-Nominals after their name

Honorary

- Honorary Membership may be conferred by a unanimous resolution of the Board on an individual, or organisation who is not a current Member of the Company and who will, in the opinion of the Board, by virtue of their position in the community and favourable disposition to the Company provide professional or other value to the Company
- an Honorary Member is not entitled to vote at any general meeting of the Company;
- an Honorary Member is not entitled to be considered for Membership of the Board;
- an Honorary Member is not eligible to be considered as a Member of a State Committee;
- an Honorary Member is not required to pay the annual subscription fee.

- Honorary Membership is conferred in accordance with the criteria as determined by the Board

Practice

- A medical, specialist, allied health or dental practice located at a single site may apply to become a Practice Member.
- A specialist, allied health or dental practice located at several practice locations may apply for Multi-site Practice Membership.
- A Practice Member is not entitled to vote at any general meeting of the Company;
- A Practice Member is not entitled to be considered for Membership of the Board;
- A Practice Member is not eligible to be considered as a Member of a State Committee;
- A Practice Member is required to pay an annual subscription fee, based on the number of practice sites

Corporate

- An organisation (e.g. Primary Health Network, Hospital, Community Health Centre) which demonstrates, in accordance with criteria determined by the Board, that it has a bona fide interest in health care may apply to become a Corporate Member.
- A Corporate Member is not entitled to vote at any general meeting of the Company;
- A Corporate Member is not entitled to be considered for Membership of the Board;
- A Corporate Member is not eligible to be considered as a Member of a State Committee;
- A Corporate Member is required to pay an annual subscription fee

Retiree

- An AAPM Member who has retired from the workforce may apply to become a Retiree Member.
- A Retiree Member is not entitled to vote at any general meeting of the Company;
- A Retiree Member is not entitled to be considered for Membership of the Board;
- A Retiree Member is not eligible to be considered as a Member of a State Committee;
- A Retiree Member is required to pay the annual subscription fee

2. Membership Fees

2.1 Upfront payments

You can pay your 12 month membership subscription upfront via cheque, direct credit or credit card. When your membership is due to end, you can renew it for a further 12 months. By renewing your membership, you agree to the current membership terms and conditions that apply at that time.

If you are experiencing any difficulty in meeting your membership payment, please contact us at Head Office on 1800 196 000

3. Transfer of Membership

Member, Associate, Medical Practice Assistant, Certified Practice Manager, Fellow, Retiree, Life and Honorary membership remain with the Individual, not the practice. Membership is non transferrable.

Practice and Corporate membership remains with the Practice, irrespective of staff changes.

4. Cancellation of Membership

You can cancel your membership at the expiration of your current 12 month term by contacting AAPM Head Office. Memberships cancelled prior to the expiration date are non-refundable.

5. Mandatory Statements

If you have a criminal record, your criminal history details must be submitted to the Board of AAPM if you have not previously provided these details (if you are renewing your membership) or this is your first application for membership.

Further, if since your last application you have been subject to proceedings or the like that would include those listed below as "criminal history" or involve proceedings for insolvency or you have been declared bankrupt , and these have not already been declared to the AAPM you must do so at this time.

5.1 Criminal History

Criminal History includes the following whether in Australia or overseas:

- Every conviction of a person for an offence
- Every plea of guilty or finding of guilt by a court of the person for an offence, whether or not a conviction is recorded for the offence
- Every charge made against the person for an offence

5.2 Proceedings for Insolvency or Bankruptcy

- Where the individual has been subject to any court or tribunal proceedings, that have declared them to be insolvent or bankrupt,
- Where the individual has been involved in relation to the directorship or management of a business that was or has been declared to have been insolvent or bankrupt

- Where the individual has been involved in relation to the directorship or management of a business that was or has been declared to have been insolvent or bankrupt
- Where the individual is aware or should be aware that their personal financial circumstances are such that they would not be able to pay their accounts / bills / obligations so however titled, as they fell due for payment

The Board of AAPM, or if delegated by the Board its representative, when considering the individual's application or renewal for membership will decide whether the individual's declared criminal history or financial history is relevant to the individual's application and that it meets the criteria of the Constitution of AAPM.

6. Changes to Terms and Conditions

AAPM may sometimes add to, change, or remove terms and conditions. The most up to date terms and conditions always apply. You can find copies on our website at www.aapm.org.au We will give you at least 4 weeks notice of any such changes by advising on our website.

7. Your Feedback and Complaints

Your feedback and complaints are important in helping us to resolve your concerns quickly and effectively. If you have any feedback or questions, please contact AAPM Head Office.

8. Privacy

The Australian Association of Practice Management (AAPM) is committed to protecting the privacy and security of any personal information it holds.

AAPM may disclose certain personal information that you provide to external service providers to whom we have contracted out functions, such as printers and mailing houses. AAPM will only share personal information with external service providers for the purposes of providing membership services.

If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to

such use.

You have the right to access any personal information that AAPM holds about you. You may also request the correction of information which is inaccurate. Access and/or correction requests can be made through AAPM Head Office on 1800 196 000