

APPENDIX B INFORMATION TO PROVIDE IN NOTIFICATION LETTER FOR DISCIPLINARY MATTERS

Notification of decision and actions to deal with a matter as a disciplinary matter or suspected breach of discipline

Once the decision has been made to deal with the matter as a disciplinary matter, the employee will be notified in writing, regardless of whether the employee remains unregistered. The letter will:

- stipulate that it is a requirement of their employment with the Department that as a psychologist they hold current registration with the Psychology Board of Australia
- if the employee remains unregistered:
 - the psychologist is not to work and not to practice
 - the employee will cease to be paid unless they proceed on authorised paid leave
 - the psychologist is to take steps to become registered with the Psychology Board of Australia as soon as possible
- advise that a decision has been made to deal with the matter as a disciplinary matter in accordance with s 81(1)(a) of the PSM Act
- advise that it is suspected the employee may have committed and if applicable, continue to commit, a breach of discipline (within the meaning of s 80(c) of the PSM Act) by failing to maintain their registration with the Psychology Board of Australia as a psychologist
- specify that if a breach of discipline is found to have occurred, propose that disciplinary action, as defined in s 80A of the PSM Act and/or improvement action as defined in s 3 of the PSM Act, be taken.