Government of **Western Australia**
Department of **Health**

REPRODUCTIVE TECHNOLOGY UNIT
APPLICATION FOR A PRACTICE LICENCE (BODY CORPORATE)

Please complete this form electronically.

Click or tap here to enter text.

(full name for Body Corporate applying) and

ABN:	Click or tap here to enter text.

wishes to apply for a

PRACTICE LICENCE (BODY CORPORATE)

under Western Australia's *Human Reproductive Technology Act 1991* (HRT Act).

1. Premises

The Licence will apply to premises at the following address(es)

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

which I believe are adequate and appropriate, as they meet Fertility Society of Australia (FSA) Reproductive Technology Accreditation Committee (RTAC) standards and they are likely to remain available for the period covered by the licence.

2. Responsible Person

The person responsible, that is vested with the overall supervision of the Practice and certification on behalf of the Body Corporate that the information provided in the application form is correct, is:

Click or tap here to enter text.
(full name)

3. Staff

The Medical Director is responsible for the conduct of clinical affairs of the Practice and is a recognised specialist skilled in infertility management. He/she has access to other specialist medical, surgical and nursing personnel who also have skills in the particular reproductive technology practice that is being carried out.

Nursing staff in the Practice have special training in infertility practices and are responsible for the coordination and care of the patients at all stages of their treatment.

Emergency treatment can be provided on the premises and the practice has access to specialist anaesthetic services.

4. Scientific Directors

The Practice has Scientific Directors who possess tertiary qualifications relevant to their area of responsibility, (e.g. embryology, biochemistry). The remaining laboratory staff possess qualifications and training relevant to their responsibilities.

5. Ultrasound

The practice has access to **ultrasound** monitoring facilities on a daily basis and the doctor responsible for ultrasonography possesses a relevant diploma or training in obstetric ultrasound.

6. Patient Services

The practice has comprehensive resource information and a comprehensive counselling service available, with a counsellor that meets the definition as prescribed in the HRT Act Directions 2021. The medical practitioner has the overall duty and responsibility to ensure that effective consent is obtained prior to commencing any treatment.

Access to an interpreting service is available to patients.

7. Human Research Ethics Committee

The Human Research Ethics Committee responsible for the monitoring of this practice is

Click or tap here to enter text.

with **Click or tap here to enter text.** as Chairperson.

8. Accreditation

This practice is currently accredited by

a)	RTAC (date of accreditation, expiry, copy attached)	Yes ☐ No ☐
b)	National Association of Testing Authorities (NATA) (date of accreditation, expiry, copy attached)	Yes ☐ No ☐

Note: If not currently accredited, reasons must be given and, if accreditation is pending, evidence must be provided.

9. Liquidity

No person who occupies a position of authority in this body is an undischarged bankrupt, has applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment or arrangement for the benefit of creditors, and the body corporate is not under receivership or official management or in liquidation.

10. Reproductive Technology Council Audit and Approval

I understand that each licence granted will be subject to audit by the Reproductive Technology Council and will be required to comply with any relevant requirements of the Act, regulations, conditions of licence, Code and directions from the Commissioner of Health.

11. Supporting Information

I attach the required information seeking approval of any project of research or any diagnostic procedure involving an egg in the process of fertilisation or embryo, that the licensee currently (or proposes to) carries out, authorises or facilitates and undertake to make available for inspection and approval by Council a manual detailing routine protocols currently used in this practice.

12. Licensing Fees

A Licence fee applicable is payable – see current information on website.

13. Declaration

The Human Research Ethics Committee of which I am Chairperson is responsible for monitoring all aspects of this IVF practice, in particular its research, and has seen and discussed the HRT Act and its subsidiary legislation.

Signed: _____ Date: ____/____/____

Full name **Click or tap here to enter text.**

Title: **Click or tap here to enter text.**

Please supply all documentation as listed in the Application for practice and/or storage license checklist

All documentation must be submitted, in pdf format, by email to RTU@health.wa.gov.au