

Number:	Pol 016	Version	1.0		
Subject:	Membership	Distribution:	External		
Authorised by:	Board of Directors	Approved Date:	12/4/2019	Review Date:	April 2022

Purpose and Scope

The Urological Society of Australia and New Zealand (USANZ) receives numerous requests from members for letters confirming their membership status or standing. These may be for a range of purposes including supporting documentation for applications for membership to international societies, visas and or international licences. This policy outlines the management of such requests.

Policy

1. Authority

USANZ is the professional association for urological surgeons in Australia and New Zealand and will provide letters that confirm membership and attest to a member's good standing in respect of that membership.

Members requiring a letter attesting to their medical qualifications, Continuing Professional Development (CPD) status or medical registration should be directed to the Royal Australasian College of Surgeons (RACS) or the relevant regulatory authority, such as the Australian Medical Council (AMC), Medical Council of New Zealand (MCNZ), or the Australian Health Practitioners Regulatory Agency (AHPRA).

2. Confirmation of membership

Any member may submit a request for a letter confirming membership. Requests should be sent to the Honorary Secretary at secretary@usanz.org.au. Letters will be provided if the following criteria are met:

- the request includes the purpose for which the letter is required;
- the member has paid all debts due to USANZ at the time the request is lodged; and
- the member's status is not currently under review by the Board of Directors in relation to a matter which may lead to their censure, suspension or expulsion from membership in accordance with the USANZ Constitution.

Letters confirming membership will generally include statements confirming:

- that they are a member of USANZ;
- the relevant membership classification;
- whether they are in good standing with USANZ; and
- where relevant and substantiated by RACS, that they hold a FRACS (Urol).

In the event the criteria listed above is not met, the Honorary Secretary has the sole discretion to issue a qualified letter.

USANZ will not provide letters to international societies, health providers, regulatory authorities or other external parties without the member's express consent, unless required or authorised to do so by law.

3. Requests from the public

From time to time, USANZ receives a request from the public asking for information about an individual member. USANZ staff will only confirm verbally whether an individual is a member and provide the membership classification. The public may be directed to the RACS website “Find a Surgeon” function or to any publicly available information on the USANZ website.

No information will be provided regarding competence, expertise or skill as a surgeon. Written confirmation will not be provided to members of the public.

Roles and responsibilities

- Honorary Secretary: responsible for assessing a request against the criteria and for issuing the letter of confirmation to the member.

Related Documents

- USANZ Constitution
- USANZ Privacy Policy
- Annexure A: Sample Letter of Confirmation

Definitions

- USANZ Member: a person who has formally been accepted by the Board of Directors as a member of the Urological Society of Australia and New Zealand.

Superseded documents

- None

Revision history

Version	Date issued	Notes	By
1.	12/4/2019	Policy developed and approved.	Board of Directors

Review date

This policy will be reviewed every 3 years. The next review date is in April 2022.

Contact

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Annexure A: Sample Text for Letter of Confirmation where FRACS (Urol) status is verified

This letter is to certify that *[Insert Member Name]* has been a *[Insert Member Classification]* of the Urological Society of Australia and New Zealand (USANZ) since *[Insert year joined]*.

He/she is a qualified urologist and holds the FRACS (Urol) from the Royal Australasian College of Surgeons (RACS). RACS is the principal body for training and education of surgeons in Australia and New Zealand.

I confirm that *[Insert Member's first name]* has met USANZ's constitutional requirements for his/her membership class, has no outstanding debts and is a member of good standing.

I endorse his/her application for *[Insert purpose/ie application for membership with the American Urological Association]*.

If you have any questions or need further information, please contact me at secretary@usanz.org.au.

Yours sincerely,

[Insert Name]

Honorary Secretary

Urological Society of Australia and New Zealand