
ANNUAL PRACTISING CERTIFICATE (including Scopes of Practice)

Overview

Purpose

The purpose of this policy is to:

- establish the process for annual practising certificate renewal
 - ensure that the requirements of both the Health Practitioners Competence Assurance Act 2003 (HPCA) and the Social Workers Registration Act 2003 are complied with.
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Scope

This policy applies to all staff requiring an annual update of practising certificates from their Registration Authority; Chiropractor; dentist, dental technician, hygienist or therapist; dietician; medical radiation technologist; medical practitioner; midwife; laboratory scientist; nurse; occupational therapist; optometrist; osteopath; pharmacist; physiotherapist; podiatrist; psychologist and social worker.

Legal Requirements

Health Professionals (as per the Health Practitioners Competence Assurance Act 2003 and Social Workers Registration Act 2003) are required to renew their practising certificate (APC) annually. No professional, legally required to have an APC, may practise without a current practicing certificate.

Employee responsibility

It is an individual health practitioner's responsibility to apply for an Annual Practising Certificate and to maintain competence within their Scope(s) of Practice. A health practitioner must notify their line manager when their Scope(s) of Practise is/are changed. Practitioners who do not ensure that their practising certificates are renewed before their expiry may be accountable under disciplinary procedures.

Continued on next page

SECTION: Staff
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Overview, Continued

ADHB responsibility

ADHB is responsible for ensuring that all practitioners (including those who are not involved in direct patient care but are in management and administration, education, research or professional advice or policy development and where their Registering Authority require the top have practising certificates) are legally able to practice, are competent, safe, working within their Scope(s) of practice and receive appropriate professional supervision.

ADHB is at risk if it knowingly allows practitioners to practise their profession without a current APC or to practice outside of their Scope(s) of Practise. The responsibilities of managers are outlined below in this policy. Managers will need to take reasonable steps to ensure that health practitioners do not work outside of their Scope(s) of Practice as outlined in the Act. Also Line managers will also need to ensure that health practitioners new to the organisation are aware of this requirement.

APC Fees

Individual and collective contracts may allow for the reimbursement of annual fees for APCs. Part time employees will be reimbursed pro rata to their hours worked unless the Collective Agreement specifies otherwise.

Individual practitioners will pay their own fees which will then be reimbursed (following process guidelines). Where a practitioner makes a late payments and this incurs an additional fee from the Registering Authority this additional fee will not be reimbursed.

Contractors have responsibility for their own payment of APC fees

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Policy

Process statements

The following processes apply:

- Medical staff rotating from other District Health Boards (DHB) through the year will be required to maintain a current APC. At the date of renewal the DHB employing the practitioner at that time will pay the annual APC fee. A DHB will not be responsible for payment of annual fees for people rotating into it at a later time.
 - All registered health practitioners will be reminded annually to complete the form sent to them from their relevant Registration Authority. They must then follow the process required by their Registering Authority to ensure that their APC is renewed before the expiry of the current one. Employees will pay for their APC's individually and use the reimbursement process for reclaiming monies due.
 - Line managers will ensure that their staff are aware of the requirement to allow them to sight and photocopy the new APC and Scope(s) of Practise before the current APC expires. Line managers will sight and photocopy the originals. Photocopies to have "original sighted on,," managers signature and managers name printed Photocopies are then sent to the RAC who will check the name, APC number and Scope(s) of Practice against the payroll lists
 - When the new payroll system is live (Autumn 2005) line managers will be advised daily of practitioners where recording shows them not to have a current APC so that they can take appropriate action.
 - Managers will also be alerted one month in advance of a practitioners APC expiry date and/or where conditions or restrictions to the Scope of Practise(s).
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