

Recertification guidelines

GUIDELINES FOR CONTINUING
PROFESSIONAL DEVELOPMENT
FOR PHYSIOTHERAPISTS



The Physiotherapy Board
of New Zealand

SECOND EDITION

Contents

Introduction	3
The Recertification Programme	4
Continuing Professional Development (CPD)	6
Mandatory Requirements of the Recertification Programme.....	7
Determining Your CPD Needs – the Professional Development Plan (PDP).....	9
Selecting the Right CPD Activities	11
Recording Completed CPD Activities	13
The Recertification Programme Audit Process	16
The Recertification Programme Audit Requirements.....	18
Failure to Complete the Recertification Programme	21
Relevant Sections from the Health Practitioners Competence Assurance Act 2003.....	22

Introduction

A commitment to the principle of lifelong learning is central to ensuring the public can expect a high professional standard from physiotherapists in New Zealand.

This second edition of the Physiotherapy Board's Recertification Guidelines reflects a number of developments within the Recertification Programme based on the successful completion of a three-year pilot programme. This document sets out the Physiotherapy Board's expectations regarding the Recertification Programme and describes the Recertification Programme Audit requirements.

As a physiotherapist you are expected to maintain your competence. It is your responsibility to keep your skills and knowledge up-to-date by undertaking relevant Continuing Professional Development (CPD).

The ultimate purpose of CPD is to continue to learn and develop throughout your career.

It is recommended that you regularly visit the Physiotherapy Board's website www.physioboard.org.nz and read the Board's newsletter "inTouch" to familiarise yourself with any modifications to the programme.

The Recertification Programme

The Purpose of the Health Practitioners Competence Assurance Act 2003

The principal purpose of the Health Practitioners Competence Assurance Act 2003 (HPCA Act)

“is to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their profession.”

Under section 41 of the HPCA Act the Physiotherapy Board has implemented a Recertification Programme. The Recertification Programme is one way of maintaining practitioner competence.

The Practice of Physiotherapy

Participation in the Recertification Programme is mandatory for physiotherapists who are registered with the general scope of practice and hold an Annual Practising Certificate (APC). When you renew your APC you are required to sign a declaration that you have completed the minimum Continuing Professional Development (CPD) requirements. You may be required to participate in an audit and supply CPD evidence.

A definition of the general scope of practice is available on the Board’s website www.physioboard.org.nz.

Recertification is a requirement for **all** physiotherapists holding an APC: not just those practising in a clinical context. The programme is flexible enough to accommodate those physiotherapists engaging in education, research, management and clinical practice.

The objective of the programme is to encourage physiotherapists to engage in CPD activities which have the potential to influence and enhance their physiotherapy

practice. Physiotherapists should plan their CPD (by developing a Professional Development Plan), record their CPD (by completing a log book) and reflect on their learning (through reflective practice).

The programme provides a formalised framework for recording the CPD activities which are already an integral part of a practitioner's professional development.

Recertification Programme Audit

The Recertification Audit, which underpins the Recertification Programme, enables the Board to measure compliance thus assuring the public and the Minister of Health that physiotherapists are engaging in appropriate CPD. The specific requirements of the audit are outlined later in this document.

Competencies

The Physiotherapy Board's "*Competencies for Physiotherapy Practice in New Zealand*" prescribes the key registration requirements for graduates from the New Zealand Schools of Physiotherapy. The competencies framework is used in the accreditation of the physiotherapy undergraduate programmes in New Zealand, in assessing the competence of overseas applicants seeking registration in New Zealand and by the profession as a benchmark for the knowledge, skills and attitudes required to practise physiotherapy.

All competencies are equally important. The competencies are expressed in broad terms to allow for the continual evolution of physiotherapy practice.

Please refer to the Board's website for the current competencies.

Remember to make sure your CPD activities are linked to the core competencies relating to your area of practice.

Continuing Professional Development

Continuing Professional Development (CPD) is defined as:

“a process through which individuals undertake learning, through a broad range of activities, that maintains, develops, and enhances skills and knowledge in order to improve performance in practice.”

Chartered Society of Physiotherapy (UK) 2005

Your CPD should address your lifelong commitment to developing your skills and knowledge.

CPD is:

- continuing because learning never ceases, regardless of age or seniority;*
- professional because it is focused on professional competence in a professional role;*
- concerned with development because its goal is to improve personal performance and enhance career progression, which arguably is much wider than just formal training courses.”*

Royal Institute of Chartered Surveyors (UK)

Reflective Practice

To ensure that you benefit from the learning activity it is important you reflect upon what you have learnt and how it has affirmed or improved your practice.

Reflection allows you to critically think about what you have learnt. Reflective statements show how you intend to implement or integrate new learning into your practice. Conversely you may reflect on why the activity was not useful and has not been incorporated into your practice.

You may reflect upon a CPD activity or an interaction or a critical event in your area of practice. It is **strongly recommended** that you include an **ethical** or **cultural** issue amongst your reflective statements over the three years. Remember to link your reflective statements to your own current area of practice.

As a guide a reflective statement should include three components:

1. What did you do?
2. What did you learn?
3. How did this activity affirm or influence your practice?

Reflective statements can be used as evidence to support any CPD activity.

For further examples refer to the Board’s website or the Board’s newsletter *“inTouch”*.

Mandatory Requirements of the Recertification Programme

The Board's current Recertification Programme started in 2008 and is a rolling cycle from 2011. From 2011 CPD activities will be assessed over the previous three year period for all audits.

If you are issued an APC part way through the programme then your formally recorded CPD hours and your practical hours will be calculated on a pro rata basis.

All practitioners registered with the Board and holding an APC are required to complete the minimum requirements of the Recertification Programme. However you are encouraged to undertake more comprehensive CPD than the mandatory requirements of this programme.

1. A minimum of 100 hours of formally recorded CPD activity in four learning categories: Work-based, Professional activity, Formal education and Self-directed. There must be one activity in each category over three years.

Definition of The Four Learning Categories

Work-based

Always based in a work environment and contributing to an individual's CPD – either your own or someone else's.

Professional activity

Activity contributing to the profession usually occurring outside your work environment.

Formal education

Organised study/learning and presentations either as recipient or provider of education usually occurring outside the work environment.

Self-directed

Learning generated by the individual relevant to professional practice usually occurring outside the work environment.

These are fully described on page 12 with appropriate examples of CPD activities for each category.

2. Record 50 practical hours from your area of practice. The 50 practical hours may be accrued at any time and in one or more work environments.
3. Complete one Professional Peer Review.

Summary of Mandatory Requirements for the Recertification Programme

Minimum formally recorded CPD hours per three year cycle: <ul style="list-style-type: none">– Minimum of 20 formally recorded CPD hours in any one year– Reflective practice demonstrated by reflective statements– Retain supporting personalised evidence	100 hours
Minimum practical hours per three year cycle:	50 hours
Professional Peer Review per three year cycle:	1 review

Include at least one CPD activity in each learning category over the three year cycle

Over the three years you must complete 100 formally recorded CPD hours but you may choose to only complete the minimum of 20 hours in any one year.

For example, in year one you may complete 40 hours, another 40 hours in year two and then 20 hours in year three.

Part-time Physiotherapists

If you are employed part-time you are required to complete all the requirements of the programme. Competence does not relate solely to the hours a practitioner works but to the standard of work performed. A practitioner working twenty hours per week must be just as competent in those twenty hours as their colleague working forty hours per week.

Non-Practising Physiotherapists

Non-practising physiotherapists are not required to participate in the Recertification Programme however if you are considering returning to practice then it is recommended that you maintain some level of CPD activity during your non-practising period.

If you return to practice after more than three years away from the profession then your relevant CPD activities will be assessed as part of your APC application. Therefore record in a diary or log book any CPD you have completed whilst you are not practising.

When you return to practice your CPD requirements (formally recorded CPD and practical hours) will be calculated on a pro rata basis.

Determining Your CPD Needs – the Professional Development Plan (PDP)

The Board recommends that you create a Professional Development Plan (PDP) of your CPD activities for a specific period of time (i.e. 6 months or a year) and review it regularly.

Choose professional development activities relevant to your current or intended area(s) of practice and judge, within the guidelines provided, whether these activities contribute to **your own** personal or professional development.

You are encouraged to engage in CPD over and above the minimum requirements.

A wide range of activities delivered by many different providers may be included as CPD. The Board does not accredit individual providers of CPD activities. All activities and providers carry equal weighting giving you flexibility to choose activities that suit you.

Courses other than physiotherapy may be considered as CPD if they can be linked to your current or future practice

requirements and contribute to your professional competence. For example, it may be appropriate to include a computer course if that improves your knowledge of record-keeping.

The Board also recommends that you include activities which will enhance your cultural and ethical competence. For example, a Te Reo Maori course will be accepted if you are able to explain how this activity will impact on your practice of physiotherapy.

A PDP is a clear statement showing your learning objectives and actions to meet those objectives over the year ahead.

1. Consider your future plans and career. What do you want to achieve and how can you go about reaching your goals?
2. Identify the learning or development you need to help you progress from where you are now to where you want to be. What areas in your practice can you improve upon to increase your professional skills?

3. Write out actions you will take to improve your practice, increase your knowledge, develop your career and most importantly contribute to your ongoing competence.
 4. Regularly review your plan, reflecting on the activities you have completed.
 5. How will you know when you have completed the activity satisfactorily?
- Please use the Board's template to draw up your PDP.

Goals/Objectives	Activities	Outcomes	Resources required	Time required	Date achieved

Selecting the Right CPD Activities

Consider your area of practice and choose activities that improve and enhance your practice of physiotherapy. Select activities which are delivered in a format that suits your individual learning style and allows you to recall the information easily.

The HPCA Act requires you to demonstrate cultural competence and ethical conduct as part of your professional practice and to be evidenced within your CPD activities.

Activities which are included in your job description will not usually be considered as CPD if they are a normal component of your practice.

Examples include:

1. Developing an employment contract.
2. Training a locum.
3. Delivering an orientation programme or being orientated or inducted into a new role.
4. Attending meetings that are part of your normal job requirements, e.g. a Team Manager attending regular management meetings.
5. Staff meetings that pertain to operational matters and don't contribute to personal professional development.

Learning above and beyond your normal physiotherapy role in order to undertake these tasks **may qualify** as a CPD activity. If in doubt ask yourself:

What did I learn from this activity?

How did this activity contribute to my professional development?

How did it/will it help me to maintain or enhance my competence?

Write a reflective statement to support inclusion of the learning activity and explain what you gained from the experience.

On the following page a comprehensive table shows examples of activities that may be counted as CPD. Remember, over the three-year cycle, you must complete at least one activity from each of the four learning categories.

Categories and Examples of Continuing Professional Development

Work-Based CPD

Always based in a work environment and contributing to an individual's CPD – either your own or someone else's.

Professional Activities CPD

Activity contributing to the profession usually occurring outside your work environment.

Formal Education CPD

Organised study/learning and presentations either as recipient of or provider of education; usually occurring outside the work environment.

Self-Directed CPD

Learning generated by the individual relevant to professional practice usually occurring outside the work environment.

Examples of Activities Which May Contribute to Your CPD

- Case studies
- In-service training
- Documented reflective practice
- Special project work
- Clinical Audit
- Peer Review
- Journal club
- Meetings with CPD content
- Health and Safety courses
- # Student/staff supervision
- # Accreditation preparation
- # Business/strategic plans

- NZSP/SIG participation
- NZCP participation
- Quality improvement activities
- Presentations of a course you have developed
- Research/research supervision
- Lecturing/teaching/tutoring
- Participant in other professional bodies
- Assessor/Auditor/Advisor
- Examining/markings
- # Mentoring

- Conference/seminars/courses
- Postgraduate study
- Articles/papers/submissions
- Planning or developing a course
- Research
- # Administrative component of a course

- Accessing knowledge via the internet and other media
- Self-directed distance learning
- Learning from observation/evidence by self-reflection
- Review of books/articles/journals/DVDs
- Developing course materials for your course

These examples or activities may only be counted in one category. There are no maximum hours in any category however there must be one activity in each learning category over 3 years. # Each of these activities is capped at 20 hours over the entire three years.

NB. The list is not exhaustive and activities are listed in no particular order.

Recording Completed CPD Activities

Log Book

You should record your CPD activities and hours in your log book as you go along. Remember to keep all evidence of your CPD activities with your log book to make it easy to retrieve quickly if required.

Record each activity in your log book following the approved format below:

Learning Category
Log book for Year to Year

Item	Date	Activity Name	Provider	Evidence	Hours	Board Use
Total						

In the log book there is a page for each of the four learning categories. Please note the following:

- Enter your activities under the appropriate learning category. The hours for each category can be totalled up later.
- Record your CPD activities in hours. Recording in days, weeks or points is not acceptable.
- Ensure you have some personalised evidence to support each entry in your log book.

- There is no restriction on the number of hours you may have in any one learning category; however you must have at least one CPD activity in each learning category over three years.

You can access an electronic copy of the log book as well as view a sample log book on the Board's website www.physioboard.org.nz.

Evidence

All formally recorded CPD hours claimed in your log book must be fully described and supported by relevant and acceptable evidence.

The table opposite gives examples of the types of documentation you may use as evidence for your CPD records. Ensure that your surname is clearly stated on any supporting documentation such as course certificates or presentations. For example, the Board is unable to accept as evidence a course certificate made out in the clinic's name. While an element of trust operates with regard to CPD activities, the best verification is that which states your own name.

Policy documents, audits or quality initiatives must clearly identify your involvement in that project. Providing a copy of the policy statement alone would not be strong evidence that **you** have completed the CPD activity. The key element

is that your evidence is personalised as CPD is about **your own** learning. A reflective statement would address what you did and how this activity was new learning rather than a purely technical activity.

The Board requires that you keep your supporting evidence for a minimum of three years. A longer period is recommended for your own future reference.

Professional Peer Review

Professional Peer Review allows you to assess your practice in relation to your peer group. A peer, a person working in the same area with similar experience, professionally evaluates your performance to ensure it meets specific criteria. Individual feedback/discussion is an important component of peer review and as an ongoing educational tool.

Practical Hours

Practical hours have been included as the Board acknowledges that some learning may occur "on the job". Practical hours are those hours where you practise physiotherapy in any setting including a voluntary role.

Categories of Continuing Professional Development and Examples of Evidence

Work-Based CPD <i>Always based in a work environment and contributing to an individual's CPD – either your own or someone else's.</i>	Professional Activities CPD <i>Activity contributing to the profession usually occurring outside your work environment.</i>	Formal Education CPD <i>Organised study/learning and presentations either as recipient of or provider of the education; usually occurring outside the work environment.</i>	Self-Directed CPD <i>Learning generated by the individual relevant to professional practice usually occurring outside the work environment.</i>
Examples of Evidence Which May be Acceptable			
<ul style="list-style-type: none"> • Peer Review document – in a format which identifies both parties • Completed case study reports • Standards and Guidelines with your involvement identified • Letters, forms, questionnaires from any activity • Annotations or reflective notes on any activity • Minutes from Project and Committee meetings • In-service attendance record or handouts or personal notes 	<ul style="list-style-type: none"> • Minutes from a professional meeting identifying your attendance • Record of participation in quality improvement activity • Discussion group with article identified and list of attendees • Record of participation as a supervisor, such as a contract • Record of participation as an assessor, advisor, mentor or auditor • Research article or progress report • Presentations with personal identification • Meeting attendance records 	<ul style="list-style-type: none"> • Course certificate or reflective statement • Academic transcript • Evidence of participation in research 	<ul style="list-style-type: none"> • Critical literature reviews that you have written • Course assignments • Articles you produced for publication • Retained article with annotated notes • Internet search – search criteria & highlighted article or with a written summary downloaded from website • Record of observation with personal notes • Precis or review notes of DVDs or books • Course materials you have produced

All evidence e.g. attendance certificates, handouts, transcripts must be personalised to verify your involvement in the CPD activity. Reflective statements can be provided as evidence in all categories.

Self-directed evidence needs to be personalised e.g. you need to show that you have read the article and it has contributed to your CPD. There are no maximum hours in any category however there must be one activity in each learning category over 3 years.

NB. The list is not exhaustive and activities are listed in no particular order.

The Recertification Programme Audit Process

Five percent of all physiotherapists currently practising (i.e. holding an Annual Practising Certificate) are randomly selected for the Recertification Audit each year. In normal circumstances you will be notified of your audit selection at least four months before the Professional Development Report (PDR) is due.

Other physiotherapists who may also be included in the audit are:

- (a) Practitioners deferred from a previous audit
- (b) Practitioners previously selected in an audit but who failed to contact the Board, and now wish to practise in New Zealand
- (c) Practitioners recently returned to the profession after an absence of more than three years
- (d) Practitioners directed by the Board to participate in the audit following the completion of a Competence Review or following a disciplinary hearing.

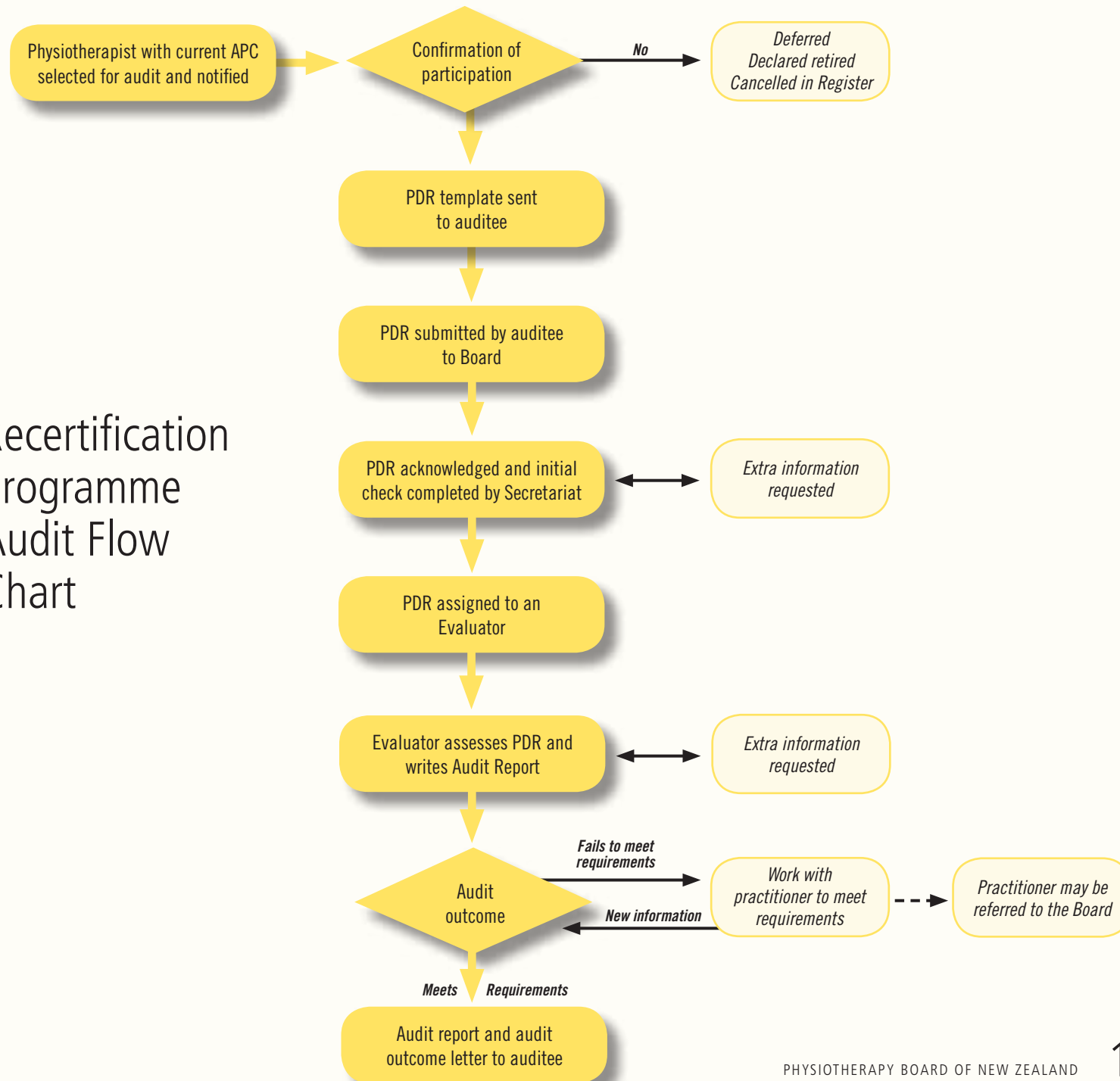
Once you confirm your participation in the audit you will receive a PDR template and a guide which provides instructions on how to complete the audit.

Summary of the Audit Process

- Your PDR must be completed within the specified timeframe and returned to the Board.
- Your PDR is administratively checked. You will be informed that your PDR has been received and has been sent to an Evaluator, or you may be asked to provide further information.
- Your PDR is assigned to an independent evaluator. The Board employs experienced physiotherapists to evaluate the PDRs against predetermined criteria.
- Your PDR is evaluated and an Audit Report is prepared by the Evaluator. You will either receive your Audit Report or you will be contacted by the Board requesting further information so your PDR can be fully evaluated.

At the conclusion of the process you will receive your audit result. You either pass the audit as **“fully achieved”** (you meet each one of the Board’s requirements), **“achieved”** (you meet most of the requirements) or **“not achieved”** (you fail the audit).

Recertification Programme Audit Flow Chart



The Recertification Programme Audit Requirements

The Recertification Audit is the Board's way of measuring compliance with the Recertification Programme. The Board's role is to protect the public and the Recertification Programme is one mechanism to ensure practitioners are fit and competent to practise their profession.

If you are selected for audit then you will be sent a PDR template with supporting information.

Your Professional Development Report (PDR) is your record that you are engaging in relevant CPD and meeting the requirements of the Recertification Programme. Remember, completing professional development activities will enhance **your** career and will be beneficial for more than just meeting the Board's Recertification Programme Audit requirements.

The PDR template is available on the Board's website for you to download.

Your PDR template should contain:

1. A summary of your employment history
2. A log book listing your formally recorded CPD activities

3. Supporting evidence
4. Reflective statements
5. Verification of practical hours in your area of practice
6. Evidence of Professional Peer Review

You may apply for a deferment only if you have exceptional personal circumstances. All applications are considered individually by the Registrar and may be referred to the Board.

If you defer your participation in the audit you will automatically be included in the next audit.

1. Summary of Your Employment History

A brief overview of your employment history is required to enable the Evaluator to match your CPD activities with your current role and future objectives. Your full CV is not required, simply a very brief description of your key responsibilities in your current and previous roles. Your practical hours, your "Professional Peer Review" and your formally recorded activities should link to your professional role(s). A template is included in the PDR.

2. A Log Book Listing Your Formally Recorded CPD Activities

Your log book must be legible, preferably typed, and be presented in the Board's format. Describe your formally recorded CPD activities and list in the evidence column the type of supporting documentation you have kept as evidence of activities you have completed.

If you are selected for the Recertification Audit you are only required to submit the minimum number of formally recorded CPD hours, not all your CPD hours. The total number of hours you are required to submit is dependent upon when you joined the audit cycle. However it is recommended that you submit a little more than the required number of hours in case some are not accepted. Try to include a good cross section of your CPD activities. If additional hours or evidence are required you will be given the opportunity to submit further information.

3. Supporting Evidence

Select from your log book five pieces of evidence illustrating your range of CPD activities. If further evidence is required then you will be contacted. It is

strongly recommended that you retain all your evidence in case you are asked to supply further information.

Do not send your original documents; photocopies are acceptable. Hand written documents, such as personal notes, must be legible.

Each piece of evidence should be personalised in some way to verify your involvement in the CPD activity and dated so that it can be confirmed that the activity occurred within the audit timeframe.

4. Reflective Statements

A template is included as a guide for the reflective statements. You may submit another template or a section from your reflective diary if it incorporates the three critical elements outlined by the Board. (See page 6 of the Guideline.)

You need to include three reflective statements in your PDR. You may reflect for example on a critical incident at work as well as on a CPD activity; as long as you can demonstrate some learning has occurred.

5. Verification of Practical Hours in Your Area of Practice

The practical hours may be completed at any time over the three years. Your hours must be verified by a person in a position to know that information, such as another health professional, employer, manager, programme leader, lecturer, colleague or auditor.

A template form for the verification of hours is included in the PDR. However you may submit other documents as evidence of your 50 practical hours:

- a signed contract
- an invoice
- a letter from your employer.

If you have difficulty in determining a suitable person please contact the Board for advice.

It is acknowledged that for most practitioners clinical hours would be the most appropriate practical hours to reference, however you may include practical hours that draw on your education as a physiotherapist. Appropriate practical hours may include, for example, auditing, managing or teaching.

6. Evidence of Professional Peer Review

Evidence (confirmation) that you were peer reviewed at least once during the three years must be submitted as part of your PDR. Refer to the “Guide to completing a PDR” for details.

The reviewer should be part of your peer group or working in the same area with similar experience. Initially, any peer review form relevant to your area of practice may be used. In the longer term the Board plans to develop its own peer review form.

Summary of Mandatory Requirements for the Recertification Audit Over the Full Three Years

Formally recorded CPD hours:	100 hours
Practical hours:	50 hours
Personalised evidence:	5 items
Professional Peer Review:	1 item
Reflective statements:	3 items

Practitioners selected for the audit will receive further information in their PDR.

Failure to Complete The Recertification Programme

Failure may occur on one or several levels:

- (i) Failure to meet the paper requirements of the Recertification Programme Audit. For example, the practitioner is unable to provide evidence to support the minimum number of formally recorded CPD hours.
- (ii) Failure to meet the competence requirements of the Recertification Programme Audit. For example, the practitioner has not recorded sufficient participation in CPD activities relevant to his/her role as a physiotherapist.
- (iii) Failure to supply a PDR.

The physiotherapist may be referred to the Board and each case is considered individually. The Board initially works with the physiotherapist, assisting him or her to attempt to meet the Board's Recertification Programme requirements. A supportive, educative approach is taken wherever possible; one outcome may be that conditions are placed on the physiotherapist's scope of practice.

Relevant Sections from the Health Practitioners Competence Assurance Act 2003

41. Recertification programmes—

- (1) For the purpose of ensuring that health practitioners are competent to practise within the scopes of practice in respect of which they are registered, each authority may from time to time set or recognise recertification programmes for practitioners who are registered with the authority.
- (2) A recertification programme may be made to apply generally in respect of all health practitioners, or in respect of a specified health practitioner, or in respect of a specified class or classes of health practitioner.
- (3) A recertification programme may require a practitioner to do any 1 or more of the following at intervals (if any) prescribed in the programme:
 - (a) pass any examinations or assessments, or both:
 - (b) complete a period of practical training:
 - (c) undertake a course of instruction:
 - (d) permit a health practitioner specified by the authority to examine—
 - (i) any or all of his or her clinical and other practices:
 - (ii) any or all of his or her relations with other health practitioners:
 - (iii) any or all of the clinical records of the practitioner in relation to his or her patients or clients.
 - (e) undergo an inspection:
 - (f) adopt and undertake a systematic process for ensuring that the services provided by the practitioner meet the required standard of competence.
- (4) Every recertification programme must allow a reasonable time for a practitioner to whom it relates to comply with its requirements.
- (5) The authority may exempt any health practitioner or class of health practitioner from all or any of the requirements of a recertification programme.
- (6) Within 20 working days after a recertification programme is set or recognised by the authority, the Registrar must notify every health practitioner who is required to undertake the programme of that fact and of the details of the programme.

43. Unsatisfactory results of competence programme or recertification programme—

- (1) If a health practitioner who is required to complete a competence programme or a recertification programme does not satisfy the requirements of the programme, the responsible authority may make either of the following orders:
 - (a) that the health practitioner’s scope of practice be altered—
 - (i) by changing any health services that the practitioner is permitted to perform; or
 - (ii) by including any condition or conditions that the authority considers appropriate;
 - (b) that the practitioner’s registration be suspended.
- (2) If the authority proposes to make an order under subsection (1), it must give to the health practitioner concerned—
 - (a) a notice stating—
 - (i) why the authority proposes to make the order; and
 - (ii) that he or she has a reasonable opportunity to make written submissions and to be heard on the matter, either personally or by his or her representative; and
 - (b) a copy of any information on which the authority is relying in proposing to make the order.
- (3) The notice under subsection (2)(a)(i) must contain sufficient detail to inform the person clearly of the particular grounds for the proposal to make the order.
- (4) Any order made under subsection (1) remains in effect until the health practitioner concerned has satisfied all the requirements of the competence programme or, as the case requires, the recertification programme, and for that purpose the authority may, on the application of the practitioner, extend the period within which the practitioner is required to satisfy those requirements.
- (5) The failure of a health practitioner to satisfy the requirements of any competence programme or recertification programme that applies to the health practitioner is not, of itself, a ground for taking disciplinary action under Part 4 against that health practitioner.
- (6) Subsection (2)(b) is subject to section 154.

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The Recertification Programme Advisory Group at the time of publication:

Hilary Godsall and Barbara Mawson.