RECERTIFICATION GUIDELINES

A guide to continuing professional development for Physiotherapists

4th Edition
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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.

The fourth edition of the Physiotherapy Board’s Recertification Guidelines has been updated in response to the implementation of the Australia and Aotearoa New Zealand Bi-national Physiotherapy Practice Thresholds in May 2016.

As in previous versions, the aim of this document is to set 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 in physiotherapy. It is your responsibility to keep your knowledge up-to-date by undertaking relevant Continuing Professional Development (CPD). The ultimate purpose of CPD is to ensure your practice develops throughout your career.

A definition of the general scope of practice is available on the Board’s website at www.physioboard.org.nz/scopes-physiotherapy

It is recommended that you regularly visit the Board’s website and read the Board’s email newsletters and position statements to keep yourself up-to-date with future modifications to the programme and audit process.
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 professions."

Under section 41 of the HPCA Act, the Physiotherapy Board has implemented a Recertification Programme. The Recertification Programme is one mechanism for ensuring practitioner competence.

The Practice of Physiotherapy

Participation in the Recertification Programme is mandatory for physiotherapists who are registered within the general scope of practice and hold an Annual Practising Certificate (APC).

Recertification is not just a requirement for 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 all 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 physiotherapist’s professional development.
The Physiotherapy Board’s document “Australia and Aotearoa New Zealand Bi-national Physiotherapy Practice Thresholds” (2015) (‘Practice thresholds’) prescribe the key registration requirements for graduates from the New Zealand Schools of Physiotherapy. The thresholds are used in the accreditation of the physiotherapy undergraduate programmes in New Zealand. They are used in assessing the competence of overseas applicants seeking registration in New Zealand. They are also used by the profession as a reference for the knowledge, skills and attitudes required to practise physiotherapy if required.

The Practice Thresholds consist of key competencies and corresponding enabling components, grouped into thematic roles. They are all of equal importance and are expressed in terms to allow for the continual evolution of physiotherapy practice. Underpinning the key competencies are the foundational abilities assumed to have been included in the primary physiotherapy qualification, as well as essential components or behaviours which apply throughout the key competencies and enabling components.

The current Practice Thresholds are available online at: www.physioboard.org.nz/bi-national-physiotherapy-practice-thresholds
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 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

It is important that you reflect upon what you have learnt and how it has affirmed or improved your practice.

Critically thinking about what you have learnt involves remembering the detail of the activity, the steps you undertook, and your thoughts and feelings at the time. The reflective process is an opportunity to consider how the activity might have been handled differently – or it affirms that what you did was right. Reflection can help you identify any learning needs and to adjust your Professional Development Plan accordingly.

The model below identifies six key questions that can be answered in a reflective statement, and is one way to approach reflective practice should you be unsure of how to start.

(See page 20 for reflective statement requirements)
Mandatory Requirements of the Recertification Programme

The Board’s Recertification Programme is a rolling cycle. This means for every audit CPD activities will be assessed over the practising year in which audit selection takes place and the previous two year period. If you are issued an APC part way through the programme, then your formally recorded CPD hours will be calculated on a pro rata basis.

All physiotherapists 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 at least one activity in each category over three years.

Definition of The Four CPD Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work-based CPD</strong></td>
<td>The learning gained from the work you do within your professional environment.</td>
</tr>
<tr>
<td><strong>Professional Activities CPD</strong></td>
<td>The learning gained from your involvement as a physiotherapist.</td>
</tr>
<tr>
<td><strong>Formal Education CPD</strong></td>
<td>Organised study/learning and presentations either as recipient of or provider of education.</td>
</tr>
<tr>
<td><strong>Self-directed CPD</strong></td>
<td>Learning generated by you.</td>
</tr>
</tbody>
</table>

*These are fully described on page 12 with appropriate examples of CPD activities for each category.*
2. Complete one Professional Peer Review.

<table>
<thead>
<tr>
<th>Summary of Mandatory Requirements for the Recertification Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum formally recorded CPD hours per three year cycle:</td>
</tr>
<tr>
<td>- Minimum of 20 formally recorded CPD hours in any one year</td>
</tr>
<tr>
<td>- Reflective practice demonstrated by reflective statements</td>
</tr>
<tr>
<td>- Retain supporting personalised evidence</td>
</tr>
<tr>
<td>Professional Peer Review per three year cycle</td>
</tr>
<tr>
<td>Include at least one CPD activity in each learning category</td>
</tr>
<tr>
<td>over the three year cycle</td>
</tr>
<tr>
<td>100 hours</td>
</tr>
<tr>
<td>1 review</td>
</tr>
</tbody>
</table>

There is a minimum requirement to complete at least 20 hours of CPD activity in any given year, but you need to ensure 100 hours are completed over any three consecutive years.

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 still 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.

Retain registration as a non-practising physiotherapist

If your entry is retained in the non-practising register, you are not required to participate in the Recertification Audit. 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 (undertaken while you were away from practice) 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 practise your CPD requirements (formally recorded CPD) may 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 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 requires that you include activities which will enhance your cultural and ethical competence.

A PDP is a clear statement showing your learning objectives and planned or proposed 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. This template is available on the Board’s website www.physioboard.org.nz/selected-audit—what-next

<table>
<thead>
<tr>
<th>Goals/Objectives</th>
<th>Activities</th>
<th>Outcomes</th>
<th>Resources required</th>
<th>Time required</th>
<th>Date achieved</th>
</tr>
</thead>
</table>
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 provide evidence of this within your CPD activities.

Activities which are included in your job description will not usually be considered as CPD unless your own learning can be demonstrated such as in a reflective statement.

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 page 12 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 of Continuing Professional Development

<table>
<thead>
<tr>
<th>Work-based CPD</th>
<th>Professional Activities CPD</th>
<th>Formal Education CPD</th>
<th>Self-directed CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learning gained from the work you do within your professional environment.</td>
<td>The learning gained from your involvement as a physiotherapist.</td>
<td>Organised study/learning and presentations either as recipient of or provider of education.</td>
<td>Learning generated by you.</td>
</tr>
</tbody>
</table>

### 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/marking
- 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 should be counted once across all four categories. There is no right or wrong category; some activities can fit correctly in more than 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 are 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:

<table>
<thead>
<tr>
<th>Learning Category</th>
<th>Log book for Year to Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Activity Name</td>
</tr>
<tr>
<td></td>
<td>Provider</td>
</tr>
<tr>
<td></td>
<td>Evidence</td>
</tr>
<tr>
<td></td>
<td>Hours</td>
</tr>
<tr>
<td></td>
<td>Board Use</td>
</tr>
</tbody>
</table>

| Total             |

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

- Enter your CPD activities under the appropriate learning category.

- Record your CPD activities in hours. Recording in days, weeks, or points is not acceptable.

- Ensure you have relevant 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/sites/default/files/logbook.xlsx

Evidence

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

The table on page 15 gives examples of the types of documentation you may use as evidence for your CPD activities. There should be no doubt that the supporting documentation you hold about your professional development is your own, such as with your course certificates or presentations. For example, the Board is unlikely to accept, as your 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. As CPD is about your own learning, the key element is that your evidence is personalised. 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 is a registered physiotherapist who holds a current APC, and is working in the same areas with similar experience. They professionally evaluate your performance to ensure it meets specific criteria. Individual feedback / discussion is an important component of peer review and as an ongoing educational tool.

Professional Peer Review should be undertaken by all practising physiotherapists, not just those practising in a clinical context.
### Categories of Continuing Professional Development and Examples of Evidence

**Work-based CPD**
The learning gained from the work you do within your professional environment.

**Professional Activities CPD**
The learning gained from your involvement as a physiotherapist.

**Formal Education CPD**
Organised study/learning and presentations either as recipient of or provider of education.

**Self-directed CPD**
Learning generated by you.

#### Examples of Evidence Which May be Acceptable

**Work-based CPD**
- Completed case study reports
- In-service attendance record or handouts or personal notes
- Annotations or reflective notes on any activity
- Minutes from Project and Committee meetings
- Peer Review document — in a format which identifies both parties
- Standards and Guidelines with your involvement identified
- Letter, form, questionnaire from any activity

**Professional Activities CPD**
- Minutes from a professional meeting identifying your attendance
- Record of participation in quality improvement activity
- Presentations with personal identification
- Research article or progress report
- Record of participation as a supervisor, such as a contract
- Discussion group with article identified and list of attendees
- Record of participation as an assessor, advisor, mentor or auditor
- Meeting attendance records

**Formal Education CPD**
- Course certificate or reflective statement
- Academic transcript
- Evidence of participation in research

**Self-directed CPD**
- Internet search — search criteria & highlighted article or with a written summary downloaded from website
- Course assignments
- Record of observation with personal notes
- Precis or review notes of DVDs or books
- Retained article with annotated notes
- Critical literature reviews that you have written
- Course materials you have produced
- Articles you produced for publication

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All evidence, e.g. attendance certificates, handouts, transcripts, should 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 by you, i.e. 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 at least one activity in each learning category over 3 years. **Note:** 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 to participate in the Recertification Audit every year. You will be notified of your audit selection a reasonable length of time before the Professional Development Report (PDR) is due.

Other physiotherapists who may also be included in the audit without limitation are:

(a) Practitioners deferred from a previous audit
(b) Practitioners previously selected in an audit but did not respond or participate, 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.

A PDR template will be emailed to you for completion. An accompanying guide to the PDR provides instructions on how to complete the audit.

If you fail to meet the audit requirements you will be referred to the Board for consideration and decisions on action, if necessary.

Summary of the Audit Process

- Your PDR must be completed and returned to the Board within the specified timeframe.
- 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.
Recertification Programme Audit Flow Chart

Physiotherapist with current APC selected for audit and notified

PDR template to be completed by auditees

PDR submitted by auditee to Board

PDR acknowledged and initial check completed by Secretariat

Extra information requested

PDR assigned to an Evaluator

Extra information requested

Evaluator assesses PDR and writes Audit Report

Audit outcome

Audit report and audit outcome letter to auditee

Meets requirements

Work with practitioner to meet requirements

Practitioner referred to the Board if failed audit

Faulty requirements

New information

Extra information requested
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 physiotherapy.

If you are selected for audit, a PDR template with supporting information will be emailed to you.

Your Professional Development Report (PDR) is your record that you are engaging in relevant, regular 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.

During the audit programme the PDR template is available on the Board’s website for you to download. Your completed PDR template should contain:

1. A signed declaration
2. A summary of your employment history
3. A log book listing your formally recorded CPD activities
4. Supporting evidence
5. Reflective statements
6. Evidence of Professional Peer Review

You may apply for a deferment only if you have exceptional personal circumstances. All cases are considered individually by the Registrar.

If you defer your participation in the audit, you will automatically be included in the next audit after successful issue of an APC.

1. Declaration of Completed Activities

Signing the PDR declaration assures the Board of the integrity of the content you have supplied regarding your own professional development. As stated elsewhere in this booklet, an element of trust exists between the physiotherapist supplying evidence of their CPD and the Board.
2. Summary of Your Employment History

An overview of your employment history is important because it enables the Evaluator to match your logged CPD activities with your current role and future objectives. Also, recording the last three years of your physiotherapy employment (including breaks) helps the Board to track your personal hours. Your full CV is not required, simply a 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 to assist in completing this section is included in the PDR, and is also available on the Board’s website at: www.physioboard.org.nz/selected-audit—what-next

3. 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 (www.physioboard.org.nz/audit-resource-centre). 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.

You are only required to submit the minimum number of formally recorded CPD hours, not all your CPD hours. It is recommended that you submit more than the required number of hours in case some are not accepted. The total number of hours you are required to submit is dependend upon when you joined the audit cycle. Include a cross section of your CPD activities.

4. 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.
5. 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 below.

As a guide the reflective statement should include, but not be limited to, three components:

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

You are required to include three reflective statements in your PDR, comprising: one ethical, one cultural and one statement relating to your area of practice.

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

6. Evidence of Professional Peer Review

Evidence (or confirmation) that you were peer reviewed at least once during the three years must be submitted as part of your PDR.

The reviewer must be a Registered Physiotherapist and hold a current APC. They must also be part of your peer group or working in the same area, with similar experience.

The Peer Review Form / Template must be signed and dated on the confirmation page.

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal CPD hours:</td>
<td>100 hours</td>
</tr>
<tr>
<td>Personalised evidence:</td>
<td>5 items</td>
</tr>
<tr>
<td>Reflective statements:</td>
<td>3 items</td>
</tr>
<tr>
<td>Professional Peer Review:</td>
<td>1 item</td>
</tr>
</tbody>
</table>

Practitioners selected for the audit will receive further information upon selection.
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 will be referred to the Board and each case is considered individually. The Board staff 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; however it may be that a competence review is determined by the Board.
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:
   (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.
Useful links

**Audit Resource Centre**  
http://www.physioboard.org.nz/audit-resource-centre

**Bi-national Physiotherapy Practise Thresholds**  