

## Guidance Notes

Please use this as a reference when completing the Application Pack.

### Important Information

#### **The Health Practitioners Competence Assurance Act (HPCA) 2003**

This application is made under the Health Practitioners Competence Assurance Act 2003 (HPCA Act) for registration as a Physiotherapy Specialist. The HPCA Act governs the registration and practice of all health professionals in New Zealand. The principal purpose of the Act is to protect the health and safety of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their profession.

For further information on the HPCA Act please refer to: [www.legislation.govt.nz](http://www.legislation.govt.nz).

#### **The Physiotherapy Board**

The Physiotherapy Board is a statutory regulatory authority established under the HPCA Act. The Board's key function is to protect the health and safety of the public.

#### **Register**

The Physiotherapy Board maintains the Register of physiotherapists. A limited amount of information held on the Register is available to the public. If a registrant is successfully granted registration within the specialist scope of practice: Physiotherapy Specialist, this will show on their entry in the Register.

#### **Practising physiotherapy**

Applicants for registration within the specialist scope of practice: Physiotherapy Specialist must be registered within the general scope of practice: Physiotherapist and must hold a current Annual Practising Certificate with no conditions or restrictions on their practice.

Physiotherapy Specialists must continue to meet the Board's standard of competence required for their registration under the general scope of practice: Physiotherapist, as well as meeting the three competencies required at the physiotherapy specialist level.

Physiotherapy Specialists can still practise in other areas of physiotherapy that are not their chosen field of specialty to the level required of a physiotherapist registered under the general scope. However, they must not hold themselves out to be a specialist in any area other than the area in which they have successfully gained registration under the specialist scope of practice: Physiotherapy Specialist.

#### **Physiotherapy Competencies for practice as a Physiotherapy Specialist in New Zealand**

Full details of the Physiotherapy Competencies for Physiotherapy Practice in New Zealand are available to download from <http://www.physioboard.org.nz/specialisation>

This Application Pack is the assessment set by the Board. You are asked to demonstrate how you currently meet or have met, within the last ten years, the Physiotherapy Board's Competencies 1 – 3 for registration under the specialist scope of practice: Physiotherapy Specialist. The three competencies apply:

- In primary, secondary and tertiary health settings; and
- Across the lifespan and continuum of care and integrate cultural diversity.

#### **Applying for registration as a Physiotherapy Specialist**

You should take this opportunity to reflect on your individual work experience as a physiotherapist and seriously consider whether you are able to meet the Board's specialist competencies. The Board expects to see applications from physiotherapists who are practising at an advanced level and who are able to show a good balance over the three specialist competencies.

These notes are a guideline to help you complete your Application Form. For information on eligibility requirements and expectations for Physiotherapy Specialists, please refer to the Information Sheet for Registration as a Physiotherapy Specialist, available from <http://www.physioboard.org.nz/specialisation>

## Privacy Statement

### ***What information do we collect?***

We collect personal information about you when we process your application for registration as a physiotherapist under the Health Practitioners Competence Assurance Act 2003 (the Act). The personal information we collect includes:

- information for the purpose of establishing your identity
- contact information
- details of your qualifications
- information about your competence and fitness to practise, including health information and information held by regulatory and law enforcement agencies.

### ***Why do we collect personal information?***

The information we collect helps us establish your identity and determine if you are eligible to be registered as a physiotherapist in New Zealand. We use the information to assess your qualifications, competence, and fitness to practise as a physiotherapist in New Zealand. We may also use the information to perform our functions under the Act and for other lawful purposes.

We collect personal information directly from you and may collect information from other sources, including educational, regulatory, and law enforcement agencies. If the information we require is not provided, we may be unable to process your application.

### ***When may your personal information be disclosed?***

Besides our staff, we share this information with assessors engaged to assess your application and advise us regarding your eligibility for registration. Information may also be disclosed in accordance with the Privacy Act 1993.

### ***How is your privacy protected?***

All relevant information about you is collected and is held by the Physiotherapy Board, Level 10, 95 Customhouse Quay, Wellington. You have the right to have access to any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to have access to your personal information, or to have it corrected, please email us at [privacy@physioboard.org.nz](mailto:privacy@physioboard.org.nz), or write to our Privacy Officer at Physiotherapy Board, PO Box 10734, Wellington 6143.

Last updated: 16 September 2019

## Preliminary Questions

**Previous Applications** If you have previously submitted an application for registration as a Physiotherapy Specialist and it has been returned to you or declined for not meeting one or more of the competencies, you cannot submit a further application for another 12 months.

## Personal Details and Photo Identification

The Board requires photo identification from all applicants. Please supply one of the following two documents.

**Passport** A certified copy of the personal details page(s) of your current passport as evidence of identity, including any observations.

**Driver's Licence** A certified copy of your current drivers licence.

You are reminded that under section 141 of the HPCA Act registrants are required to give the Registrar written notice if there are any changes to their name or address.

**Change of Name** If you have changed your name and have not informed the Board, evidence in the form of a correctly certified marriage certificate, deed poll, or statutory declaration must be provided.

**Postal Address** This will be the address that all Board correspondence will be sent to. All registered physiotherapists must ensure that they keep the Board updated with their residential and postal addresses.

## Qualifications

**Applicants must provide evidence of successful completion of a minimum of a clinically focused postgraduate Master's Degree programme, relevant to the specialist area of physiotherapy practice. This Master's degree must be a New Zealand Master's Degree or equivalent.**

<b>Required university issued qualification documentation</b>	<p>Provide either original documents, copies stamped by the issuing university or correctly certified copies of university issued documents.</p> <p><b>Please note that all documents received with an application remain the property of the Board once received. Information is held for reference and review and is not returned to the applicant. Therefore, please supply correctly certified copies of these university issued documents if you wish to retain the originals.</b></p> <p>University issued documentation that is required as evidence of successful completion of a Postgraduate Master's Degree:</p> <ul style="list-style-type: none"> <li>• your Master's degree certificate/course qualification certificate; and</li> <li>• your official academic transcript/diploma supplement; and</li> <li>• official and complete course information (such as module descriptors) relating to your Master's qualification clearly dated for the specific timeframe of your course of study</li> </ul>
<b>Official course information</b>	<p>Your course or programme information should be dated as confirmation that the information provided relates to your specific Master's degree programme and should match the papers that are recorded on your official academic transcript.</p> <p>Each module/paper descriptor should contain:</p> <ul style="list-style-type: none"> <li>• a summary of the objectives of the paper; and</li> <li>• the learning outcomes that show the expected level of learning; and</li> <li>• the learning hours that are completed; and</li> <li>• the content that will be learnt; and</li> <li>• the methods of assessment that are used to assess the achievement of the learning outcomes; and</li> <li>• reference to the evidence base of the teaching in regard to the texts; and/or</li> <li>• journal papers that inform the learning within the paper.</li> </ul>
<b>Official academic transcript/diploma supplement</b>	<p>The official academic transcript/diploma supplement the Board requires provides evidence of your successful completion of each module/paper undertaken, hours required and marks obtained. If grades (e.g. A, B, C etc) are awarded rather than marks (e.g. 50%, 60%, 70% etc), an explanation of the grading system must also be provided.</p> <p>The Board requires academic transcripts/diploma supplements that have been issued by the Academic Registry of a university, printed on specialised (such as tamper proof) headed paper, rather than a document produced and issued at faculty level. The academic transcript/diploma supplement should be either an original document, a copy stamped by the issuing university or a correctly certified copy.</p>

## Fitness for Registration

### Criminal Conviction Record required

- All applicants must provide:**
- **An original, current criminal conviction record issued by the New Zealand Ministry of Justice**
- The record must be dated not more than 3 months prior to this application being received by the Board.
- If you have lived outside of New Zealand in the last 6 years you must also provide:**
- **An original current criminal conviction record (or its equivalent) issued by the relevant police authority in every other country that you have lived in for 12 months or more in the last 6 years.**
- This does not apply if you were aged 17 or younger while you were living there. The record must be dated not more than 3 months prior to this application being received by the Board.

### Competence and fitness to practise questions

In order to protect the health and safety of the New Zealand public the Board must be assured of your competence and fitness to practise physiotherapy. Please ensure you answer all of the competence and fitness to practise questions in the Application Form. If you answer 'Yes' to any of the questions, include with your Application Form an envelope marked 'strictly confidential' and enclose the specific information required.

If the answer to any of these questions is YES you are required to provide the Board with the following details:

1. The potential impact on your practice of physiotherapy. Describe any steps taken to ensure the safety of your patients.
2. Supporting letters from your treating practitioner, supervisor or employer

## Evidence of Good Standing/Verification of Status

### Evidence of good standing as a physiotherapist

You must provide valid, **original** evidence of your registration and good standing from ALL statutory physiotherapy regulatory authorities that you have been registered with, at any point during your last 6 years of practice prior to submitting your application.

The certificate of good standing/letter of verification of status should provide evidence of your registration status and good standing with the statutory physiotherapy regulatory authority, and indicate that there are no disciplinary actions pending or proceeding against you.

The certificate of good standing/letter of verification of status must be valid on receipt by the Board and issued within the 3 months preceding the Board's receipt of your application.

## Validation of your Work History and Multi-Source Feedback Questionnaire

### Confirmation of employment details

Please provide formal written confirmation, issued by the Human Resources department (or likewise), of the dates and hours of work at places of employment that you have practised in. This confirmation of employment should cover at least the last 6 practising years and include 4 years of practice in your nominated area of specialty.

### Multi-Source Feedback Questionnaire

The Board requires you to have patients/clients and peers complete multi-source feedback questionnaires in support of your application.

You must ensure that there are a minimum of **three** from patients/clients and a minimum of **four** from peers. You should include at least one of the following: physiotherapy peers, inter-professional peers, mentors and mentees.

Peers who complete the questionnaire must have observed your practice/activities/behaviours within the past 24 months.

The multi-source feedback questionnaire is based on the Physiotherapy Board's Specialist Competencies.

The questionnaire will be set up on Survey Monkey – when you submit your Expression of Interest and are invited to submit a full application, you would be emailed a link to the survey to distribute. Hard copy forms are also available on request.

The responses from the questionnaire go directly to the Board and will be sent to the assessment panel; they are not seen by the applicant.

Under section 19(2) of the HPCA Act the Board may “*receive any information from, or question the applicant, or any other person, in respect of an application being considered*”. If there are any concerns or questions raised from the respondents regarding content, authenticity or any other issue, the Board may seek clarification from the respondent.

## Case Studies

### Case Studies

Within your application, you must provide two case studies. These should be of a publishable quality and highlight the range of competencies needed.

Case studies are strong evidence to illustrate an applicant's ability to meet the level required of a specialist physiotherapist. It allows applicants to demonstrate their advanced clinical reasoning and decision making skills and their ability to prioritise differential diagnoses.

For further information, please see the guidance sheet and grading rubric.

## Critical Evaluations of two Journal Articles

### Critical Evaluations

Within your application, you must provide two critical evaluations of journal articles; one that you agree with and one that you disagree with.

This will illustrate an applicant's ability to critically evaluate current and relevant research in their proposed specialist area of practice

For further information, please see the guidance sheet and grading rubric.

## Supporting Evidence

### What is supporting evidence?

'Supporting evidence' demonstrates how you have been practising at an advanced level in your nominated area of specialty and have met/are meeting the Physiotherapy Specialist competencies 1 – 3 in that area.

You must provide at least one item of strong supporting evidence for each individual component of the competencies, however the Board would recommend providing more than one piece of evidence for each of the individual components. One item of evidence can relate to more than one component. Your evidence may be taken from the last 10 years and should reflect your development in your nominated area of specialty. It is expected that most of your supporting evidence should come from the last 3 – 4 years.

Examples of strong supporting evidence that can be included:

- Presentations of professional development courses, national and international conference or regional meeting presentations: include copies of your slide presentations and define the target audience. Evidence of audience evaluation/feedback should be included.
- Publications: Peer reviewed journal articles; book chapters; non-peer reviewed articles that directly support your application
- Evidence of leadership positions: For example, leadership and/or membership of SIG and Branch committees and conference organising committees.
- Benchmarked outcomes from clinical practice
- Case studies demonstrating the complexity of patient care
- Clinical guidelines personally developed or programme development and quality improvement guidelines
- Role on national working parties/contributing to policy development
- Mentoring and developing colleagues
- Research

### **CAUTION**

Ensure that you have obtained the appropriate signed written consent for any items of supporting evidence you provide that include clinical or personal information, X-Rays or photographs gathered about an individual, whether identifiable or not. The signed written consent should be attached to the evidence and be given for the express purpose of using the individual's information as supporting evidence for your application for registration as a Physiotherapy Specialist.

Care should be taken in providing supporting evidence. Please ensure that all your supporting evidence complies with:

- The Physiotherapy Code of Ethics and Professional Conduct (October 2011); the standard version and the version with commentary can both be found at: <http://www.physioboard.org.nz/publications-1> and
- The New Zealand Privacy Act 1993 (a full copy of the Act can be viewed at [www.legislation.govt.nz](http://www.legislation.govt.nz)).

Any ethical or legal issues raised during the application process will be taken very seriously. You should consider how relevant the information is to the competency you are trying to demonstrate.

## Competency Templates

## Competency Templates

To illustrate how you meet the Specialist Competencies please use the templates provided.

The Application Pack contains templates, in word format, for you to list the items of evidence you have included that demonstrate how you, as an individual, meet the components of the Board's three specialist competencies in relation to your nominated specialty area of practice.

The templates are designed to assist the assessors in locating the evidence you have supplied that best demonstrate that you meet each competency.

The competencies in detail can be found in the *Resources* section of the specialist application page.

Template	Competency
Template 1:	1. Demonstrate and apply advanced knowledge, skills and behaviours to practise within the specialist area.
Template 2:	2. Demonstrate an active contribution to the physiotherapy knowledge base in the specialist area.
Template 3:	3. Practise as a role model for the profession.

Note that the Board does not require essay-style or reflective responses in the Competency Templates. You should list rather than provide detail of the relevant supporting evidence supplied in your application.

## Statutory Declaration

### Statutory Declaration

Within the application pack is a statutory declaration. It is up to you to ensure that the information you supply to the Board is true and correct. It is an offence to provide false or misleading information to the Board.

The statutory declaration contains the following statement:

***'I am the person who is applying for registration to practise as a Physiotherapy Specialist in New Zealand under the Health Practitioners Competence Assurance Act 2003 and the items within this application pack represent my own work'.***

The statutory declaration must be valid on receipt by the Board and witnessed within the three months preceding the Board's receipt of your application.

## Certification Requirements

**Certifying your documents** Provide certified copies of all your mandatory documents unless otherwise specified in these guidance notes.

## Curriculum Vitae

In your Curriculum Vitae (CV), the Board wants to know about any employment you have undertaken in any capacity as a physiotherapist, with particular emphasis on the experience you have had in your nominated specialty area of practice.

### When completing your CV please:

- Provide a brief summary of your full work history since you first qualified as a physiotherapist;
- Provide a further detailed summary of your work history from the physiotherapy positions you have had in the last 10 years with particular emphasis on your practice in your nominated area of specialty and at an advanced level;
- Ensure that you include dates and an explanation of career breaks or "gaps" in your employment history;
- Detail key professional development activities you have undertaken within the last 6 years (you may wish to provide your professional development logs from the last 6 years);
- Complete a statement of intent; outlining your reasons for applying for registration as a physiotherapy specialist, why you believe you are a suitable candidate, and what you wish to contribute to the profession if successfully granted registration as a physiotherapy specialist.

Ensure that you have completed and included a typed CV summarising your complete physiotherapy work history and detailing your work experience from the last 10 years. You must present your CV on the Board's CV template.

## Compiling your Application and Supporting Evidence

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**The sections of your application are:**

1. Application Form
2. Statutory Declaration
3. Curriculum Vitae
4. Competency Templates
5. Two Case Studies
6. Critical Evaluations of two Journal Articles
7. Supporting evidence

In addition to these sections, you must include:

- a. Mandatory documents, and
- b. Confirmation of employment details from your last 6 practising years
- c. You must also organise for at least three patients/clients and four peers to complete a multi-source feedback questionnaire online

**Mandatory documents:**

Ensure you have provided:

- Degree certificate for your Masters degree; and
- Official academic transcript/diploma supplement for your Masters degree; and
- Official university issued academic curriculum/curricula/module/paper descriptors for all modules/papers undertaken as part of your Masters degree; and
- A certified copy of the personal details page of your passport (and any observations); and
- Current, original Criminal Conviction Record(s) from New Zealand and any other countries (as required), and
- Current, original evidence of good standing; and
- Where applicable – Name change documentation

**Competency Templates**

Ensure you have:

- Supplied and listed at least one item of strong supporting evidence from your physiotherapy work experience since completing your requisite qualification to demonstrate how you meet each individual component of each competency, remembering that you can refer to each piece of evidence more than once.

## Accuracy of Information

Under section 172 of the HPCA Act it is a criminal offence to make a false declaration and/or provide false or misleading information.

Under section 19 of the HPCA Act the Board may, if it thinks fit for any reason, receive any information from any person in respect of an application being considered by the Board.

Additionally, applicants are advised that the Board may question any of the following persons and/or organisations as to the applicant's suitability for registration, including fitness for registration, verification of prescribed qualification and/or competence to practice within the nominated scope of practice:

- The referee or referees nominated by the applicant,
- The applicant's educational institution/s,
- The applicant's physiotherapy regulatory authority overseas (if applicable)
- The applicant's listed professional organisations (if applicable),
- The applicant's current and/or previous employer/s (if applicable),
- Any other person or organisation notified by the Board in any individual case.

## What happens after you have submitted your application?

**How your application will be processed**

Your application will be checked by staff to see whether you have provided all the information required and that it is in the correct format.

- If your application is incomplete the whole application may be returned to you and an administration and postage fee of \$150 will be deducted from your refund.
- If your application is accepted for processing you may be required to submit additional information at this stage. Once complete, your application will proceed to the portfolio assessment stage.



If you are successful in the portfolio assessment stage, you will be invited to proceed to the practical clinical assessment. If you pass the assessment, you will be invited to the Panel Review.

In the meantime, you should continue to practise as a physiotherapist registered with the Board under the general scope of practice: Physiotherapist. You must not practise as a Physiotherapy Specialist or hold yourself out to be one until you have received confirmation from the Board of your registration under the specialist scope of practice: Physiotherapy Specialist.

**Please note that it is an offence to falsely claim that you are entitled to practise under any other scope but those that you are registered under.**