



Te Poari Tiaki Waewae O Aotearoa

ePod

APRIL 2013

PODIATRISTS BOARD NEWSLETTER

EMAIL
WEBSITE

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BOARD CHANGES

The Board expects to welcome two new members to be appointed by the Minister of Health in May. Until such time both Terry Bradshaw and Julianne Jackson remain on the Board beyond the expected expiry of their term in February, and the Board is grateful to them for extending their availability.

The membership of the Board's two lay members is due to expire in July, however the Board is pleased that both members have made themselves available for re-appointment, which would provide continuity for the Board.

Current Board members are:

Leigh Shaw (Chair), Fiona Angus (Deputy), Keith Aitken, Terry Bradshaw, Julianne Jackson, and lay members Dr Barry Smith and Margaret Moir.

SECRETARIAT

The Board's service level agreement with the Occupational Therapy Board continues to operate well.

Currently the feasibility of having a single administrative secretariat for all Responsible Health Authorities is being examined by the Ministry of Health. The Board received a presentation from Price Waterhouse Coopers who have prepared a DBC, and further developments and decisions are expected in the coming months.

In the interim the Board office is now co-located with the Dental Council, Physiotherapy Board, Occupational Therapy Board, Medical Sciences Board, Medical Radiation Technologists Board, Psychotherapy Board and the Osteopathic Council offices.

BOARD MEETINGS

The Board met on 7 and 8 March and invited guests included representatives from PNZ and AUT. PNZ provided an update on their PBRCF logging functionality on their website for practitioners and further PNZ continuing competence courses now available.

AUT Head of School advised that the ANZPAC accreditation of AUT was very successful and they are currently working on fulfilling any further requirements asked of them by the accrediting body.

The Board's Strategic Plan (Vision, Mission and Values) was updated and work was progressed in a number of areas, including decisions on modification to the PBRCF Audit process, further development of podiatric surgery competence requirements, and working with the Podiatry Board of Australia in aligning other processes.

Board meetings for the rest of 2013 will be 9 and 10 May, 8 and 9 August and 7 and 8 November.

ANNUAL PRACTISING CERTIFICATE (APC) RENEWAL

The Board is concerned that this year there has been an increase of last minute or late applications received.

Please remember, if you practice after the 31 March without having renewed your APC, you are practising illegally and in breach of the HPCA Act.

The Board advises ACC of those practitioners who have not renewed their APC and the Ministry of Health if it believes these people are continuing to practice.

For applications received after the 31st March the APC fee is increased to \$920, as has been the case for a number of years now.

The Board recommends practitioners set a reminder for themselves in their outlook for 2014 in plenty of time before the 31 March, as this is the date that all APCs expire each year and should be on the minds of all practitioners at that time of year.

For most practitioners this is a straight forward process however for some there can be some issues with their APC processing. Please note:

- All paperwork **must** be accompanied with the payment **and vice versa** (including payments from DHBs)
- The APC form must be used, **not** the Board's generic payment form listing all Board fees
- Ensure you have provided all 3 pages required (signature, needs analysis and payment pages)
- Ensure you have provided the expiry date when paying by credit card
- On-line payments: these are **only** accepted if practitioners do not have a cheque account or a credit card. You must ensure your surname is in the bank reference when paying by this method. You will need to contact the Registrar for details.
- Ensure you answer **all** questions, including whether are you in the current year's PBRCF audit (Y or N)
- Your quadrennium for those of you practising when the PBRCF was first introduced is now 2012-2016.
- **Please ensure you update the Board with any new address and contact details.**
- If you do not receive your APC renewal application form in the post by mid-February each year, please download one from the Board's website <http://www.podiatristsboard.org.nz/Site/applicationforms.aspx> complete and sign.
- For office expediency it is appreciated if APC renewal applications are received in **plenty of time well before 31 March** (to ensure last minute applications do not need to be faxed).
- If you will not be continuing to practice, the Board **must** be notified in writing, by the return of the non-practising declaration on the APC form, or by email.

PBRCF AUDIT

As most of you will be aware 2013 is now the 5th year that logbooks have been audited. The audit format was based on a diminishing pool random audit of 20% of practitioners over a 5 year period, for practitioners practising consecutively for the past 5 years.

The Board wishes to advise that future audits will now be based on a random 10% audit of all current practitioners, with those who have been audited or registered in the past 3 years to be removed from the audit each year.

It is hoped that this method will be easier to manage and less demanding on practitioners. As this is a random process however the Board strongly recommends that practitioners keep up to date with their logbooks and continue to regularly attend courses and be fully engaged with the programme, to which practitioners attest as part of their APC application each year.

Please note that practitioners who are advised they are in the audit are required to provide their logbook **before** their APC application can be processed each year. Advice about the 2014 Audit will be sent in November 2013.

To assist with auditing please:

- label your logbook with your name clearly on the front cover
- use ring-binders or when using plastic sleeve folders, insert your logbook pages into separate plastic pages rather than a number of pages inserted into the one sleeve

BASIC LIFE SUPPORT

*The Board reminds all practitioners to ensure that their **two yearly PBRCF** requirement to complete a Basic Life Support course is maintained.*

PODIATRIC SURGERY

The Board continues with its work in this area. In March it consulted with all practitioners on the adoption of the ANZPAC accreditation standards for Podiatric Surgery, to enable alignment with the Australian standards.

Further CME requirements, including 2 case studies, will be expected of practitioners in this scope of practice and a template will be provided by the Board for practitioner use.

UPDATE REGISTER

The HPCA Act requires that you **notify the Board of any address change** within one month. This is important to ensure you do not miss out on any posted information such as your APC renewal application forms.

Please also advise the Board of any email and phone number changes as well.

CONTACT

For all queries please contact the Registrar, Annabel Whinam

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