



*Te Poari Tiaki Waewae O Aotearoa*

**The ePod**

**AUGUST 2015**

## **PODIATRISTS BOARD NEWSLETTER**

**EMAIL**      [registrar@podiatristsboard.org.nz](mailto:registrar@podiatristsboard.org.nz)

**WEBSITE**    [www.podiatristsboard.org.nz](http://www.podiatristsboard.org.nz)

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### **BOARD MEETINGS AND MEMBERSHIP**

The Board last met on 20 & 21 August in Wellington, and further meetings for 2015 will be held on 12 & 13 November.

Dates for 2016 meetings are as follows:

25 and 26 February, 2 and 3 June, 18 and 19 August and 3 and 4 November.

There are two positions coming up for appointment or reappointment in June 2016 and it is suggested that any interested applicants should get in touch with the Ministry of Health early in 2016.

## **ON-LINE APC RENEWALS**

The online APC application function will become available again in mid- February through to mid- April 2016.

Please note for next year, when you apply for your APC on line you should immediately receive an email with your APC and receipt attached. If you don't, please advise the Registrar. Printed APCs are no longer posted out.

## **LATE APC RENEWALS**

A further reminder to all practitioners, that all practitioners who submit late APC renewal applications (after 31 March each year) will now be included in the following year's PBRCF Audit.

## **UPDATE CONTACT DETAILS**

The online functionality remains active through the year for practitioners to login, (activate your account if you have not already done so), and update your address, email and phone contact details.

It is preferred that you update your own details this way rather than advising the Board directly. It is also important to keep your contact details up to date as your email address is linked to your on line identity with the Board, and is used for your APC reminder email in February and your attached APC document when you renew it on line.

Your postal address also needs to be up to date as the Board writes to practitioners regarding their practising status if they have not renewed their APC.

## **INACTIVE MAINTENANCE FEE**

This fee is required for all registrants without an APC, who wish to remain on the Register. If this is not paid the Board will write to you advising that you will be removed from the Register if the Board has not heard from you for a period of 6 and a half months.

A second letter will be posted 6 months after the first and then section 144 of the HPCA Act allows the Board to remove a registrant after 10 days have elapsed since the posting of the second letter.

This highlights the importance of keeping your postal address up to date for the Board.

## **PBRCF AUDITS:**

### **2016 Audit**

Practitioners in the 2016 Audit have now been advised.

Again, logbooks need to be received by the Board by 30 November 2015, for any credits gained up until 31 October 2015.

The timeframe has been brought forward to allow those in the Audit to apply online for their APC in 2016.

Remember, the Board is looking at the last 4 years of your PBRCF activity, and you may need to send in 2 sets of logbooks if they both cover a portion of the last 4 year period.

## LOGBOOK REQUIREMENTS

- Please note that only Forms 2 - 5 are expected together with evidential certificates of attendance etc for CCME activities only.
- Please do not post in ring binders, as it is expected that logbooks would not contain more than 20 pages at the most.
- Please use small plastic folders with clear pages that you can insert your own pages into or just staple your pages together and send in to the Board.
- Podiatry New Zealand forms will also be accepted for any courses provided by them.
- APCs for those in the 2016 audit cannot be renewed until logbooks have been received by the Board.
- **Please note: if you have participated in the PBRCF Audit in the past 3 years and not requested your logbook be returned, the Board will no longer be retaining these logbooks.**

Please send in a courier bag of sufficient size to the Board with your request for the return of your logbook by the end of October 2015 otherwise they will be destroyed, as the Board now has limited storage space.

## COMPLAINTS ABOUT NON-PODIATRISTS

From time to time the Board receives complaints about people undertaking foot care that may include practising within the scope of practice of podiatry.

A number of these people are registered nurses. The Registrar/CEO and legal advisors of both the Podiatrists Board and Nursing Council have met to discuss this issue and the Nursing Council have agreed to handle all of these complaints, to investigate in the first instance.

## SECRETARIAT

The Board has recently moved offices to Level 6, Wakefield House, 90 The Terrace, Wellington, and is continuing its SLA with the Occupational Therapy Board (OTB), providing office accommodation and secretariat support as needed.

The Board office will move again in 2016 as it has entered into a Corporate Services agreement with the Nursing Council.

The lease to be taken by the Nursing Council for their new office next year is in Willeston Street and is for 6 years.

This will mean that all staff from the:

Podiatrists Board, Midwifery Council, Psychology Board, Occupational Therapy Board, Osteopathic Council, Psychotherapy Board, Optometrists and Dispensing Opticians Board, Dietitians Board and Chiropractic Board, will co-locate there with the Nursing Council staff.

## FINANCIAL AUDIT

Every year the Board is audited by accounting firm Staples Rodway on behalf of the Auditor-General.

The financial statements for the year ended 31 March 2015 have now been fully audited and completed with another successful result achieved.

## **BOARD COMMITTEE WORK**

Expressions of interest are sought from experienced podiatrists (7 years or more) to join a pool of practitioners who are available to undertake work for the Board serving on various committees. These would include Competence Review Committees and Professional Conduct Committees (PCCs).

## **CONTACT WITH THE BOARD**

For all queries please contact the Registrar, Annabel Whinam

**[registrar@podiatristsboard.org.nz](mailto:registrar@podiatristsboard.org.nz)**

**Phone: 04 4740 706                      or                      Fax: 04 918 4746**

Postal Address:                      PO Box 10-202, Wellington 6143, NZ    or

Physical Address:                      Level 6, Wakefield House, 90 The Terrace, Wellington, NZ