



Policy on recertification for doctors

Policy statement	<ol style="list-style-type: none">1. Recertification is a mechanism used by the Medical Council of New Zealand to assist in ensuring that doctors are practising competently. Council sets and reaccredits recertification programmes under section 41(1) of the Health Practitioners Competence Assurance Act 2003 (HPCAA).2. To recertify doctors must take part in continuing professional development (CPD) programmes that meet Council recertification requirements (see Appendix 1).3. Recertification may be achieved by taking part in:<ul style="list-style-type: none">• an approved branch advisory body (BAB) recertification programme or• a formal organisational performance appraisal, credentialling, and participation in an approved BAB recertification programme or other formal CPD that meets Council requirements or• a collegial relationship to assist CME, peer review and quality audit or• educational supervision through a CPD Associate.4. Doctors may apply and be granted an exemption from all or any recertification requirements under specific circumstances.5. Participation in recertification programmes will be audited.
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Rationale	The HPCAA requires Council to ensure doctors are fit and competent to practise medicine. Council does this in part via setting and recognising recertification programmes under section 41 of the HPCAA.
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Application	<p>1. BAB recertification programmes</p> <p>Doctors registered and practising within a vocational scope and/or working in a closely related scope must participate in a:</p> <ul style="list-style-type: none">• Council approved BAB recertification programme, or• an alternative programme accredited under Council policy. <p>An individual doctor may also apply to the Council to recertify using an alternative programme that satisfies the criteria in the Council's policy on alternative recertification programmes. Accreditation of individual programmes will take about four months and there will be an application fee to cover the cost.</p> <p>Doctors working in a vocational scope different to the one in which they are registered may require a collegial relationship for that aspect of their work or must</p>
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satisfy Council that their recertification programme adequately covers the breadth of their work.

2. Recertification requirements for doctors working in non-clinical practice

Doctors who work in a vocational scope and who are no longer working in clinical practice are able to retain their vocational scope of practice. Council will propose a condition on the vocational scope of these doctors, limiting them to non-clinical practice.

These doctors must meet Council's recertification requirements by completing CPD through their own BAB or through RACMA. The BABs may exempt a doctor working in non-clinical practice from clinical peer review, however the CPD activities must cover their non-clinical practice.

If doctors who have their vocational scopes limited to non-clinical practice wish to return to clinical practice, they will be required to undertake retraining with their BAB.

3. Organisational performance appraisal, credentialling, and BAB recertification programme or other formal CPD that meets Council requirements

A career medical officer (MO) may arrange with his/her employer to do the following (or form a collegial relationship):

- work with a defined job description linked to an effective organisational performance appraisal system, and
- be credentialled by a formal DHB or hospital credentialling committee, and either
- participate in appropriate BAB recertification programme(s), or complete other formal CPD relevant to the doctor's area of work that meets Council requirements.

4. Collegial relationship

A doctor registered within a general scope must establish a collegial relationship with a doctor registered within the same or a related vocational scope as he/she works in, and either:

- participate in an approved BAB recertification programme (if accepted by the BAB), or
- arrange their own CPD that meets Council requirements with the help of a colleague.

As a guide colleagues meet at least six times a year, at least until the relationship is established and four times a year thereafter.

The colleague should sign the statement on the practising certificate (PC) application form confirming that he or she has been part of this relationship and both doctors should keep records of CPD activities on Council forms.

The doctor has a responsibility to ensure that he or she meets his or her commitment to provide a collegial relationship according to the guidelines provided by the Council and to document this by keeping adequate records of meetings and activities. If commitments are fulfilled then the senior doctor would not be liable for the actions of the other doctor merely by virtue of being that person's colleague.

5. Educational supervision

A doctor who is in non-clinical practice where patient safety may be at risk is required to recertify by forming a relationship with a CPD Associate to ensure competence is maintained in the area the doctor is practising. A doctor working in non-clinical practice in a limited area eg, member of a Board may apply to Council to have approved his or her CPD to only cover the area of practice the doctor is working in via a CPD Associate.

6. Exempt

Council may exempt any doctor from all or any of the requirements of any recertification programme (section 41(5) HPCAA).

Council will exempt:

- doctors in vocational training will have an established relationship with a supervisor. As long as the doctor remains in the vocational training programme, and this can be verified by the BAB, the doctor is exempt further recertification.
- Resident Medical Officers working under supervision or general practice in rotating runs in a hospital working under the supervision of senior medical staff and having assessments by a hospital consultant or vocationally registered GP, is exempt further recertification.
- doctors who have to have a practising certificate, and who are working in non-clinical practice where there is no impact on public safety may apply to Council for exemption from recertification.

Exemptions from recertification will be valid for three years only. Doctors will be required to reapply for an exemption at the end of the three years.

Compliance	Recertification audits
	Every time an APC application is made, Council will ask doctors to declare that they are engaged in CPD activities which meet Council recertification requirements (unless exemption has been granted).
Notes	A doctor exempt from all or part of recertification requirements will not be able to maintain registration within a vocational scope of practice and will have his or her scope of practice amended by Council.

Approved by Council:

December 2004

Approved by Council:

October 2008

APPENDIX 1

Requirements of recertification Recertification involves a process for maintaining or improving competence and performance through CPD.

CPD programmes **must** include:

- quality audit (one required per annum), for example:
 - external audit of procedures
 - quality assurance activity
 - analysis of patient outcomes
- peer review (minimum 10 hours per annum), for example:
 - peer review of cases
 - review of charts
 - practice visits
- continuing medical education (CME) (minimum 20 hours per annum)
 - educational conferences, courses and workshops.

CPD **may** include:

- self-directed learning programmes and learning diaries
- assessments designed to identify learning needs in areas such as procedural skills, diagnostic skills or knowledge
- journal reading
- examining candidates for College examinations
- supervision, mentoring others
- teaching
- publications in medical journals and texts
- research
- committee meetings that have an educational content, such as guideline development.

CPD requirements are the same whether a doctor is working full-time or part-time. However, if a doctor has a break from practice in a particular year, the Council can review the requirements for that year.

Council considers the minimum time spent on CPD activities is 50 hours per annum.