Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand

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VOC3B: Guide to providing a complete application for registration in a provisional vocational scope of practice

For doctors who hold a postgraduate medical qualification which is not the prescribed New Zealand or Australasian postgraduate medical qualification

PLEASE READ THIS GUIDE IN FULL BEFORE SUBMITTING AN APPLICATION – IT CONTAINS IMPORTANT INFORMATION

Provisional vocational registration application process

Paper-based assessment

1. You submit an application for provisional vocational registration to Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand (Council) online.
2. Once complete, your application is sent to the relevant specialist medical college (College) to conduct a paper-based assessment.
3. The College usually provides advice within 6 weeks of receiving the complete application.
4. Council considers the College's advice and whether you should be granted eligibility for provisional vocational registration.
5. If Council decides you are eligible for provisional vocational registration, you will be issued with a letter of eligibility within 6 weeks of Council receiving the College's advice.
6. You find a job in Aotearoa New Zealand if you do not already have one.
7. Council and the College approve your job, subject to the provision of suitable supervision by your employer.
8. If your job is approved, you will be sent a letter confirming that you have met the requirements for provisional vocational registration.
9. You attend a 30-minute registration meeting with Council before starting work in Aotearoa New Zealand.
10. You are granted provisional vocational registration, issued a practising certificate and start work under supervision.

If you need to proceed to interview

11. In some cases, you may need to attend an interview (often virtual) with the College. The interview will usually take place within 4 months of Council requesting that the College interviews you.
12. The College usually provides final advice within 4 weeks of the interview.
13. Council considers the College's final advice and the requirements you must complete to be granted full vocational registration.
14. Usually within 4 weeks of Council receiving the College's final advice, you are sent a letter confirming the requirements you must complete for full vocational registration.

Conditions of registration

15. Your registration will be time-limited to 3 years, and Council expects that doctors registered and practising in the provisional vocational scope work towards gaining their vocational scope.
16. Once you have completed the provisional vocational requirements, you can apply for full vocational registration.

Complete provisional vocational registration application

For your application to be considered complete, you will need to submit the following documentation:

- VOC3 online application form
- Evidence that you have submitted your qualifications to EPIC for primary source verification (e.g. screenshots from your **'My Credentials'** page)
    - Please make sure you submit the documents listed in the section below to MyIntealth for verification, before applying for registration
- Three completed referee reports, or names of three referees for Council staff to contact
- An up-to-date curriculum vitae (CV)
- Training/examination information
- For anaesthesia, emergency medicine, ophthalmology and surgical scopes, a copy of your logbook of procedures
- Evidence of your continuing medical education in your area of medicine
- Your passport photo page (with the photo clearly visible)
- If applicable, evidence of a name change (e.g. your marriage certificate, divorce decree, etc)
- Your International English Language Testing System (IELTS) or Occupational English Test (OET) results (if applicable).

If any of the above documents are not in English, you will need to obtain official English translations. You should then forward the originals of the official English translations to us via email.

You do not need to have a job in Aotearoa New Zealand to apply for provisional vocational registration (VOC3). However, if you have been offered a job in Aotearoa New Zealand, please also provide the following, in consultation with your employer:

- REG7 form – application for approval of position and supervisor
- Job offer at the level of a consultant/specialist
- Job description
- Supervision, induction and orientation plan (signed by you and your supervisor).

Primary source verification – MyIntealth

Council requires that doctors applying for registration who hold overseas qualifications, must have certain documents primary source verified. This means the institution that awarded the overseas medical qualification or document (for example a medical school or university) is contacted directly to confirm the authenticity of the document. The Educational Commission for Foreign Medical Graduates (ECFMG) provides this service via the Electronic Portfolio of International Credentials (EPIC), delivered through its MyIntealth service.

You will be required to have your documents primary source verified through EPIC via MyIntealth if you are:

- relying on international medical qualifications in your registration application. This includes doctors with primary medical degrees from Australian medical schools and with postgraduate qualifications from Australia-only vocational training providers;
- a first-time applicant for registration, and do not already, or have not in the past, held any other form of registration granted under the Health Practitioners Competence Assurance Act 2003 (HPCAA);
- registered with the Council but are applying for a new scope of practice that relies on a qualification that has not been previously assessed by the Council and is relied on to support that new registration application.

Documents you must have verified:

1. *Primary Medical Degree (Final Medical Diploma)*
    - Not required if you hold a degree awarded by Auckland or Otago University.
    - Not required if you hold another form of registration in Aotearoa New Zealand where your primary qualification has already been verified.
    - A graduation document such as a transcript or letter from your university may be used as alternative evidence of your Primary Medical Degree.
2. *Postgraduate Qualification(s)* – a qualification or certification that permits you to practice medicine as a specialist. This can include board certification, completion of a specialty fellowship, or registration as a specialist.

- Not required if you hold another form of registration where your postgraduate qualification has already been verified (i.e locum tenens).

3. *Specialist Qualification(s)* – a qualification that is awarded after a postgraduate qualification. For example, a copy of your certificate of completion of training or equivalent if you are a UK trained specialist.
    - Not required if you hold another form of registration where your specialist qualification has already been verified (i.e locum tenens).

If your postgraduate and/or specialist qualification is from the USA, Canada, UK or Ireland, you will need to submit the following documents for verification:

United States of America

- American Board certification

Canada

- Specialist certificate; and
- Fellowship certificate (if also awarded)

United Kingdom

- Membership and/or Fellowship certificate; and
- If awarded:
    - Certificate of Completion of Training (CCT); or
    - Certificate of Completion of Specialist Training (CCST); or
    - Certificate of Accreditation (JCHMT/JCHTA/JCHST); or

Ireland

- Membership and/or Fellowship certificate; and
    - If awarded a CSCST.

Referee reports

- Three referee reports must be provided in support of your provisional vocational registration application.
- All three referees must be specialists in the area of medicine in which you are applying for provisional vocational registration.
- All three referees must have worked with you for at least 6 months within the last 3 years and be able to comment on your current specialist practice.
- At least one referee must be from your current or most recent place of employment.
- Council staff will contact your referees directly, requesting that they each complete and return Council's RP6 form.
- Alternatively, you can provide the RP6 form to your nominated referees and supply the completed reports with your application. Council staff will contact your referees directly to verify the reports.
- For further information, please refer to Council's Policy on reference requirements.

Curriculum Vitae

You will need to provide a CV that:

- Lists the dates of your appointments since completing your primary medical degree in chronological order and in month/year format (e.g. August 2009-September 2010).
- Provides explanations of any gaps of 3 months or more in your employment history.
- Provides descriptions of each appointment, including:
    - details of the hospital/department in which you worked
    - the number of hours per week you worked
    - your day-to-day duties/responsibilities, etc.
- Lists all your relevant qualifications, memberships, etc.
- Lists all your publications, presentations, etc.

Please ensure that your employment history matches what is detailed in the online application.

Name variations

If the spelling of your name is inconsistent on your primary and postgraduate medical qualifications and passport, you will need to either provide evidence of your name change, such as a copy of your marriage certificate or divorce decree, or, if the inconsistencies are due to misspellings/varying transliterations, you will need to provide an **original** statutory declaration or affidavit. If applicable, please complete the Council's statutory declaration form.

Training and examination information

You will need to provide a detailed description of the postgraduate training and examinations you undertook in the area of medicine in which you are applying for provisional vocational registration.

Provide a copy of your syllabus which must include details of the following:

- general medical experience, including length, structure, areas of medicine covered, etc.
- basic training in the area of medicine in which you are applying for vocational registration, including length, structure, aspects of specialty covered, etc.
- advanced training in the area of medicine in which you are applying for vocational registration, including length, structure, aspects of specialty covered, etc.
- subspecialty training, including length, structure, etc.
- in-training assessments, including provision of supervision/oversight, feedback on progress, etc. Provide copies of your in-training assessment reports (e.g. RITAs for UK-trained applicants)
- in-training research project
- was your training overseen, assessed and accredited by an external body (e.g. a nation- or statewide training institution/regulatory authority, etc)?
- examinations, including:
  - entry examination
  - in-training examination(s)
  - exit examination
  - content and structure of the above examinations (e.g. written, oral, clinical, MCQ, viva components).

Logbook information (for anaesthesia, emergency medicine and surgical scopes only)

You will need to provide a copy of your logbook of procedures, preferably covering the period of your postgraduate training and the period since you were awarded your postgraduate medical qualification. The logbook must have all patient identifying information removed.

Further, the logbook must include:

- the name of each procedure performed;
- the number of each procedure performed; and
- your role in performing each procedure (e.g. primary operator, assisting, observing).

Please note that if you are applying for provisional vocational registration in any surgical scope, it is mandatory to provide a copy of your operative logbook. An application for a surgical scope will not be considered complete until a copy of your logbook is provided.

Continuing medical education

You will need to provide evidence of continuing medical education in your area of medicine. If you are participating in a formal continuing professional development/recertification programme, please provide copies of your participation certificates or equivalent evidence within at least the last 5 years. Alternatively, list the dates, locations and topics of courses/conferences you have attended within at least the last 5 years and provide copies of your participation certificates or equivalent evidence.

Additional information forms

You are required to complete an additional information form and provide supplementary documentation if you are applying in the following areas:

Anaesthesia

- ANZCA additional information anaesthesia

Dermatology

- RACP additional information dermatology

Emergency medicine

- ACEM additional information emergency medicine - form A
- ACEM additional information emergency medicine - form B

General Practice

- RNZCGP additional information general practice

Internal medicine

- RACP additional information for internal medicine
- Specialty specific questions for:
  - Cardiology
  - Clinical haematology
  - Gastroenterology
  - General medicine
  - Geriatric medicine
  - Infectious diseases
  - Medical oncology
  - Neonatal and perinatal medicine
  - Neurology
  - Respiratory medicine
  - Rheumatology

Obstetrics and gynaecology

- RANZCOG additional information obstetrics and gynaecology

Occupational medicine

- RACP additional information occupational medicine

Ophthalmology

- RANZCO additional information ophthalmology

Paediatrics

- RACP additional information paediatrics

Palliative medicine

- RACP additional information palliative medicine

Psychiatry

- RANZCP additional information psychiatric

Public health medicine

- NZCPHM additional information public health medicine
- RACP additional information public health medicine

Rehabilitation medicine

- RACP additional information rehabilitation medicine

Sexual health medicine

- RACP additional information sexual health medicine

Surgical specialties (cardiothoracic surgery, general surgery, neurosurgery, orthopaedic surgery, otolaryngology head & neck surgery, paediatric surgery, plastic & reconstructive surgery, urology, and vascular surgery)

- RACS additional information surgical scopes

Council's English language policy

You must meet one of Council's English language policy requirements. Please refer to the English language policy for more information.

Health disclosures

If you are, or have ever been, affected by a mental or physical condition with the capacity to affect your ability to perform the functions required for the practice of medicine, you will need to provide the following information:

- a description of your condition(s), treatment and current health status; and
- the name(s) and contact details of your treating practitioner(s) – Council's Health team may contact your treating practitioner(s) for more information regarding your condition(s).

All health disclosures must be considered by the Health Manager, who must sign off on the disclosure(s) before your application can proceed.

Convictions

If a court in Aotearoa New Zealand, or elsewhere, has convicted you of any offence(s) punishable by a period of imprisonment of 3 months or longer, you will need to provide certified copies of your conviction notice(s). For New Zealand applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record. To find out if your convictions (if any) are concealed under this Act, please consult the Ministry of Justice website www.justice.govt.nz or a lawyer.

Character, competence or conduct disclosures

If you are, or have ever been, subject to any official investigations or proceedings regarding your character, competence, or conduct, you will need to provide the following information:

- a description of event(s) (include claimant's name, date of incident, place of incident, date of claim and incident summary, outcome and date of outcome)
- any documentation available (court documents, correspondence from your lawyers, insurance company and the regulatory authority)
- certificates of professional status (good standing) from the jurisdiction(s) in which the investigation(s) or proceedings occurred.

Certificates of professional status

Before you can start work in Aotearoa New Zealand, Council will need to receive original certificates of professional status (COPS) (also known as certificates of good standing) from every jurisdiction in which you have practised in the last 5 years. COPS are valid for 3 months and must be dated within 3 months of your start date in Aotearoa New Zealand. COPS are normally issued by a national or state level regulatory authority (usually the local equivalent of Council).

If you are disclosing a character, competence or conduct matter, we must receive all your COPS before you send us your application. We need the COPS from wherever the disclosed event, or events, took place. As COPS are only valid for 3 months, it is likely that you will need to request further certificates closer to your start date in Aotearoa New Zealand.

The regulatory authority must email the COPS **directly to us** at cgs@mcnz.org.nz as we do not accept copies forwarded to us.

If you have practised medicine in the last 5 years in any place where you were not registered with a regulatory authority (for example volunteer work) you will need to provide a letter of standing (LOS). The letter must be dated within 3 months of the date you will start practising medicine in Aotearoa New Zealand and your host organisation must email the letter **directly to us** at cgs@mcnz.org.nz. Further information on COPS and LOS can be found here.

How to submit your application

Your application must be submitted online via the myMCNZ portal. Further information can be found on our website. If you have any questions, please email us at registrationenquiry@mcnz.org.nz.