



# Annual Practising Certificate Review Process Clinical Staff at ACC

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Owner & Approver	Chief Clinical Officer
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Reviewed by	Manager Strategic Clinical Advice and Governance Business Advisor, Prevention & Partnerships

## 1. Background

This document sets out the Annual Practising Certificate (APC) compliance and annual review requirements for all ACC clinical staff in Clinical Services, Health Partnerships, and Specialist Cover Assessment (SCA), where there is a business need for them to maintain their currency in clinical practice.

Current APCs ensure that advisors provide credible quality clinical advice and/or can make robust clinical quality cover decisions<sup>1</sup>

Each professional body has a requirement for Clinicians to hold a current APC to continue in clinical practice. One prerequisite to maintaining an APC is the evidence of on-going continuing professional development (CPD).

While it is the employee's responsibility to ensure that they have a current APC, as the employer it is appropriate process for ACC to check annually to ensure that they still have a current APC.

## 2. Responsibilities

The Prevention & Partnerships DCE Office Admin Support team member will facilitate the process checking APCs for all clinical staff on the behalf of the Chief Clinical Officer ([Out of Scope])/Manager Strategic Clinical Advice and Governance ([Out of Scope])

## 3. How the APC process works

The completion of the annual APC review will occur four times each year – in January, April, July and October. The instructions are set out below.

### Step 1

Who	What
Business Advisor	<ul style="list-style-type: none"> <li>• Email admin support team and ask them to begin the review to check that all relevant staff have a current annual practicing certificate (APC).</li> <li>• cc Manager Strategic Clinical Advice and Governance ([Out of Scope]) to confirm the process has commenced.               <ul style="list-style-type: none"> <li>○ Physiotherapy and Psychology expire 31 March each year</li> <li>○ Medicine, Nursing and other expire 12 months from first registration date</li> </ul> </li> <li>• Note: PP Admin Support &lt;<a href="mailto:PPadminsUPPORT@acc.co.nz">PPadminsUPPORT@acc.co.nz</a>&gt; currently have a recurring four-monthly reminder in their calendar to check in and follow this process. Cc'd Business Advisors (currently [Out of Scope])</li> </ul>

### Step 2

Who	What
Admin Support team member	<ul style="list-style-type: none"> <li>• To check the APCs for the staff, open the APC spreadsheet located in the following location <a href="#">Group - Chief Clinical Office - Documents Register - All Documents (sharepoint.com)</a></li> <li>• <b>Note</b> Save as a new version for each year. This is for assurance purposes, so we can check back on previous records.</li> <li>• Check that the list of clinical staff advisors is up to date (Use the CPD spread sheet as this includes all staff entitled to CPD), all clinical advisors are required to hold an APC and therefore should be included. Work with</li> </ul>

<sup>1</sup> Specialist Cover Assessors in Service Delivery (Client Services) make legislative decisions and use clinical knowledge to inform that.

	<p>P&amp;P DCE Business Advisor who has access to the monthly HRIS data for new starters and terminations.</p> <ul style="list-style-type: none"> <li>• The Chief Clinical Officer is also required to hold an APC and must be included.</li> <li>• Some Clinical Advice Managers and people in the wider health Partnerships team may hold an APC. Manager Strategic Clinical Advice and Governance can advise which other people should also be included on the spreadsheet.</li> </ul>
*Service Delivery DCE Office (for CPD list update)	<ul style="list-style-type: none"> <li>• Provide to <a href="mailto:CPDClinicalServices@acc.co.nz">CPDClinicalServices@acc.co.nz</a> each month the list of "Specialist Cover Assessors" from the monthly HRIS report (from finance.) Include the following detail: Staff ID, Name, Position, Team Leader, FTE, Start Date. CPD Co-ordinator or Business Advisor to update CPD spreadsheet (this is part of the month-end CPD Process)</li> </ul>
*CPD Admin Support team member (for CPD list update)	<ul style="list-style-type: none"> <li>• CPD Co-ordinator or Business Advisor to confirm with the Specialist Cover Assessment Team Leader of any new starter to confirm clinical discipline to enable both CPD and APC spreadsheet to be updated.</li> </ul>

### Step 3

Who	What
Admin Support team member	<ul style="list-style-type: none"> <li>• In the spreadsheet, check that each person has their relevant clinical professional group noted down next to their name. You need to know this so you can check whether they have a current APC on their relevant professional register.</li> <li>• If there is not a professional group listed for a person, then ask their Manager for this information and enter it in the spreadsheet.</li> </ul>

### Step 4

Who	What
Admin Support team member	<ul style="list-style-type: none"> <li>• Links to all the professional groups' registers are in Appendix A.</li> <li>• If there is no online register for a professional group, contact the registration authority by email.</li> <li>• Check the online registers for the APC information. You are checking for their APC expiry date. <ul style="list-style-type: none"> <li>○ If the date is different to what is on the spreadsheet, then amend.</li> <li>○ If there is not a current APC, note that on the APC spreadsheet, and inform the person's Manager immediately.</li> </ul> </li> </ul>

### Step 5

Who	What
Admin Support team member	<ul style="list-style-type: none"> <li>• Once all the APC checks have been done, email the information to Business Advisor and Manager Strategic Clinical Advice and Governance ([Out of Scope]).</li> <li>• For each new starter, add to the APC list and get details from the Monthly HRIS Report</li> <li>• If a staff member is identified as not holding a current APC, email Line Manager and cc in Manager Strategic Clinical Advice and Governance to follow up.</li> </ul>

**Step 7**

Who	What
Manager Strategic Clinical Advice and Governance	<ul style="list-style-type: none"> <li>The Manager Strategic Clinical Advice and Governance (Out of Scope) reviews the APC Spread sheet.</li> <li>They send link to Chief Clinical Officer if there are any concerns to raise.</li> </ul>

**Process Review**

	What
Manager Strategic Clinical Advice and Governance and P&P DCE Business Advisor	<p>Undertake a Bi-annual review of this process to ensure it is still fit for purpose.</p> <p>Suggest this is undertaken in June of even numbered years.</p>

**Appendix A: Responsible Authority 'Online' Register Links**

Details also found on Required Links tab on APC spreadsheet

Clinical Discipline	'Online' Register Link
Medical Laboratory	<p>Medical Sciences Council of New Zealand</p> <p><a href="https://www.msccouncil.org.nz/">https://www.msccouncil.org.nz/</a></p>
Medicine including Psychiatry	<p>Medical Council of New Zealand</p> <p><a href="https://www.mcnz.org.nz/">https://www.mcnz.org.nz/</a></p>
Midwifery	<p><a href="http://www.midwiferycouncil.health.nz/">Search the register (midwiferycouncil.health.nz)</a></p>
Nursing	<p>Nursing Council of New Zealand</p> <p><a href="http://www.nursingcouncil.org.nz/">http://www.nursingcouncil.org.nz/</a></p> <p><a href="http://www.nursingcouncil.org.nz/public-register">Public Register (nursingcouncil.org.nz)</a></p>
Occupational Therapy	<p>Occupational Therapy Board of New Zealand</p> <p><a href="http://www.otbnz.org.nz/">Search Public Registry - OTBNZ</a></p>
Osteopathy	<p>Osteopathic Council of New Zealand</p> <p><a href="http://www.osteopathiccouncil.org.nz/">http://www.osteopathiccouncil.org.nz/</a></p> <p><i>Note: they list their registered members by date of registration and registration number but not their APC expiry date, so when searching for Osteopaths, contact by email to confirm their APC expiry dates.</i></p>
Pharmaceutical	<p>Pharmacy Council</p> <p><a href="http://www.pharmacycouncil.org.nz/Search-Register">http://www.pharmacycouncil.org.nz/Search-Register</a></p>
Physiotherapy	<p>Physiotherapy Board of New Zealand</p> <p><a href="http://www.physioboard.org.nz/">http://www.physioboard.org.nz/</a></p>
Podiatry	<p>Podiatrists Board of New Zealand</p> <p><a href="http://www.podiatristsboard.org.nz/">Search Register – Podiatrists Board</a></p>
Psychology	<p>New Zealand Psychologists Board</p>

	<a href="http://www.psychologistsboard.org.nz/search-the-register">http://www.psychologistsboard.org.nz/search-the-register</a>
Psychotherapy	The Psychotherapists Board of Aotearoa New Zealand <a href="http://pbanz.org.nz/index.php?PublicRegister">http://pbanz.org.nz/index.php?PublicRegister</a>

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