



DCNZ Annual Plan and Draft Budget for the 2009/2010 year

We are pleased to present for stakeholder comments our draft annual plan and budget for the year beginning 1 April 2009. It is part of the Council's determination to be transparent in its dealings with all stakeholders. Your views are sought on the proposed plan and your submission by letter or e-mail will be carefully considered before the annual plan and budget are fully adopted in late February 2009.

DCNZ Annual Plan

The plan takes into account the Council's statutory functions together with measures to advance our strategic plan outcomes of:

- implementing the functions of the Health Practitioners Competence Assurance Act 2003 efficiently and effectively
- increasing the understanding of the Council's role and securing a reputation that is well respected
- maintaining an organisation that is sustainable and responsive
- advocating for changes to the HPCAA to ensure best practice regulation.

The high priority project initiatives identified by the Council for the 2009/10 year are provided on page 4 of this issue of the DCNZ News.

Cost allocation model

The APC fee for each practitioner group will comprise three components:

- 1 **DCNZ General Levy** to cover overheads such as running Council and secretariat and common services such as the newsletters. The levy will be made up of costs incurred by the Council on behalf of the practitioners. Any identifiable costs will be allocated to the appropriate profession, with the balance allocated on a "per registrant" basis.

- **General administration:** audit fees, indemnity insurance, legal costs, property related costs, personnel and office costs.
- **Cost of Capital Items**
- **Project Costs:** items that are generic and constitute part of the Council's general business. They are not Board-specific and include:
 - Business Assurance Committee
 - data collection (conducting the workforce survey on contract to MOH)
 - recertification and registration such as codes of practice, review processes of assessing overseas qualifications, and APC processing
 - strategic planning including HPCAA review, restricted activities review, review privacy compliance, and developing best practice framework for complaints
 - communications (newsletter, annual report, other publications and website)
 - Council liaison and meeting costs including meetings with the Minister/stakeholders and Australian Boards, members' fees, travel etc).
- 2 **Board/profession levy** to cover each profession's activities. This will reflect the activity of the practitioner's professional Board and will focus on meeting costs incurred on a practitioner basis, such as:
 - health and competence issues, mentoring impaired practitioners, competency review, supervision and training
 - education, including moderation of courses
 - examination, including five-yearly review of NZDREX

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Office closed

The Dental Council office will close on Wednesday 24 December 2008 and will reopen on Monday 5 January 2009.

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- recertification and registration including practice and CPD audits, registration disputes and legal advice
- meeting costs, liaison with the profession etc
- strategic planning.

- 3 **Disciplinary levy** to meet costs arising from the investigation by a Professional Conduct Committee or proceedings of the Tribunal (Section 131 HPCAA). This will be a charge on each practising member of that profession.

DCNZ Draft Budget

The Dental Council remains committed to ensuring that it operates in a cost-effective manner and strives to maintain a balance between ensuring the efficient and effective discharge of its public safety obligations and practitioner affordability.

Summary	\$
Income	2,604,228
Expenditure	2,846,854
Net Surplus/(Deficit)	(242,626)
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Council activity	
Income	\$
From Registration	1,758,579
From Other Activities	222,400
	1,980,979
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Expenditure	
General Administration	1,644,340
Project	
Finance and management	30,440
Data collection	21,144
Recertification and registration	70,343
Strategic planning	21,970
Communications	39,228
Council liaison and meeting costs	143,514
Contingency	10,000
	1,980,979
Net surplus from Council Activities	0
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Board Activities	\$
Income	672,820
Expenditure	
Project	
Health and competence	162,793
Education	0
Examination	224,155
Recertification and registration	73,810
Board liaison, meeting costs and strategic planning	203,062
Contingency	9,000
	672,820
Net surplus from Board Activities	0
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Disciplinary Activities	\$
Income	
(Financed through Reserves)	(49,571)
Expenditure	
General administration	14,555
Professional Conduct Committees	14,500
Health Practitioner Disciplinary Tribunal	89,000
Appeals and Judicial reviews	75,000
	193,055
Net surplus/(Deficit) from Disciplinary Activities	(242,626)

Explanation

The Council intends to run a deficit budget by drawing on reserves. Prior to the introduction of HPCAA assumptions were made regarding the level and cost of disciplinary activity

which, along with the need to provide a “buffer” against unforeseen events that might otherwise have caused the organisation to go into deficit and be regarded as “insolvent”,

form a basis for holding reserves. Four years of operations under HPCAA have enabled an historical record to be developed which has revealed that both the incidence and cost of disciplinary activity, eg HPDT hearings, is lower than was anticipated. Therefore, by adjusting the assumptions underpinning the reserves policy, an opportunity exists to diminish reserves to augment operational income and fund the budget.

Effect on APCs

Even allowing for the effects of inflation and additional Council and Board activity, the effect that this will have on APCs is that fees will not change this year. The APC fees (including GST) for the 2009/10 year are as follows:

Profession	APC fees
Dentists	700.00
Dental Therapists	632.00
Dental Hygienists/Auxiliaries	595.00
Orthodontic Auxiliaries	375.00
Dental Technicians	600.00
Clinical Dental Technicians	750.00

Whilst the reserves situation is healthy at the consolidated level, there is variation at the professional/board level.

Your views are very welcome. Please send any submissions directly to the secretariat by 27 January 2009 via email to inquiries@dcnz.org.nz

Message from the Chair

As we come to the end of another busy year, it is time for me to reflect on what has happened over the past twelve months. If I was to sum it up in a few words, I would say that 2008 has been a year of change.



This year the Council has seen changes in Board membership, proposed changes in Board structures, changes in Secretariat personnel, changes to some of our key policies and codes of practice, and two changes of Minister of Health.

In May this year the Council said farewell to Dr William Whittaker, who had been the Chief Executive Officer since December 2005. Shortly after

William's resignation the Council appointed Marie Warner as the Acting CEO. In addition to carrying out the duties of the Chief Executive, Marie was tasked with the challenge of reviewing the functions and structure of the Secretariat to provide the Council with a proposal that identifies the staffing and structure required to meet the current and future demands made on the organisation. The review has been thorough and demanding on both Secretariat staff and Council members.

The first recertification cycle ended on 31 March this year. As a result, the first CPD audit was carried out for dental therapists and dental hygienists. The overall result was pleasing with nearly all of the audited practitioners meeting the CPD requirements. Next year the dentists and dental specialists will undergo the CPD audit and in the following year it will be dental technicians and clinical dental technicians who will be audited.

The Council has continued to meet with its stakeholders over the year. Several meetings have been held with the various professional associations and practitioner representative groups as well as Ministry of Health staff. Some of these meetings have been challenging and Council and its Boards have had to work through a number of issues. Council representatives have spoken to graduating students at both the University of Otago and the Auckland University of

Technology. The Professional Advisors have continued to visit various association meetings and provide information on the HPCA Act, the audit processes, and answer many questions from practitioners. Feedback from these meetings has been very positive.

There have been several occasions where the Council has consulted with our stakeholders, providing opportunities to comment on proposed changes and reviews of key issues this year. We appreciate the positive and useful feedback that has been provided. It is always good to hear the views of the people who may be most affected by Council decisions.

The Council is continuing to lobby for change regarding the restricted activities list and the risks associated with tooth bleaching by unregistered practitioners. It will continue to do all it can to protect the health and safety of members of the public as outlined in the Health Practitioners Competence Assurance Act.

The year ahead looks to be just as busy with a number of significant activities planned as outlined in the Annual Plan on page 4. Change will continue – changes for the better.

As 2008 draws to a close, on behalf of the Council, I wish you a safe and happy Christmas and all the best for the New Year.

Mary Livingston
Chair

Review of the Policy on Continuing Professional Development (CPD)

The Dental Council commenced a review of its policy on CPD activities in November. All oral health practitioners are invited to comment on the draft policy. The policy and consultation document are available on the "What's new" page of the Dental Council website at <http://www.dcnz.org.nz/dcWhatsNew>.

The closing date for submissions regarding the draft policy is Wednesday 14 January 2009.

DCNZ annual plan for the 2009/2010 year

The November 2008 edition of DCNZ News provided an overview of the key strategies the Council had identified for the 2009/2010 year.

As a result of its meeting in December, with the exception of the implementation of the on-line dental registration and recertification system, all the strategies have been confirmed as priorities for next year.

Key strategies

Review DCNZ policies and processes to ensure compliance with privacy legislation and best practice information management

Develop best practice framework associated with dealing with concerns and complaints

Complete the definition of competencies for all dental specialists

Further develop a communications plan to ensure effective stakeholder relationship management

Review all current Memoranda of Understanding with Associations and develop a generic MOU

Further develop website to streamline registration and application processes, inclusive of content development around frequently asked questions (FAQs)

Develop response to HPCAA review inclusive of legislative changes and implement any required changes

Engage with Ministry of Health to review the restricted activities list

Review prescribed qualifications and processes of assessing overseas qualifications equivalence (Part 2 s 15(2) of the HPCAA)

Key Board strategy

Complete the five-yearly review of the NZDREX

CPD audit for dentists and dental specialists

As advised in the November 2008 issue of the DCNZ News, the CPD audit for dentists and dental specialists will take place in the New Year. Practitioners were asked to enter their CPD activities into the NZDA or NZAO system so that these approved recertification providers could provide the Dental Council with a list of practitioners who have met the pro-rated CPD requirements. The practitioners on the lists will be exempted from the CPD audit.

From the pool of practitioners not on the lists a random selection of 10% of practitioners to be audited will take place in February 2009. Those selected will be advised by letter. The letter will provide further details about the audit process. It is the Council's intention to complete the audit before 31 March 2009.

Practitioners are not required to submit their CPD information unless requested to do so by the Dental Council.

APC renewal

Current annual practising certificates (APC) will expire on 31 March 2009. Application forms and recertification information will be sent to the registered mailing address of practitioners on 31 January. If you have not received your application pack by 14 February 2009, please contact the Dental Council office via email to inquiries@dcnz.org.nz to request a pack.

Practitioners are reminded that practising an oral health profession without an APC is an offence against the Health Practitioners Competence Assurance Act. To ensure that you are not in breach of the Act and that your APC remains current, you must complete and return your APC application and payment before 31 March 2009.

English language policies

The Dental Council recently reviewed its policy on English language requirements for registration and its policy on the examination entry criteria. The need to clarify requirements was highlighted by the number of applications from non-English speaking applicants who had interpreted the policy in such a way that they believed they did not need to sit the English test.

The revised policies will be available on the Council's website by 24 December 2008.

http://www.dcnz.org.nz/Documents/Policy/DCNZPolicy_EnglishCompetence.pdf

http://www.dcnz.org.nz/Documents/Policy/DCNZPolicy_EntryRequirements_NZDREX.pdf