

DENTAL COUNCIL OF NEW ZEALAND

Te Kaunihera Tiaki Niho o Aotearoa

· DENTISTRY · DENTAL HYGIENE · CLINICAL DENTAL TECHNOLOGY · DENTAL TECHNOLOGY · DENTAL THERAPY ·

Dental Council of New Zealand (DCNZ) Meeting Summary of Decisions – 7 December 2009

Draft Annual Plan and Budget for 2010/11 Year

The Council approved the draft annual plan and budget to go out to consultation for the 2010/11 year. The APC fees for the 2010/11 year to be consulted with stakeholders are as follows:

Dentists:	\$748
Therapists:	\$561
Hygienists:	\$462
Orthodontic Auxiliaries:	\$336
Dental Technicians:	\$736
Clinical Dental Technicians:	\$889

Updated Policy on Annual Practising Certificate (APC) Fees – Approved July 2005

The Council reviewed the current APC Policy and agreed to:

- The removal of the apportionment of APC fees.
- The removal of refunds.
- The establishment of a 4 month APC fee for applicants who applied for registration and for an APC within 4 months of the end of the APC year (e.g. graduates, examination candidates, overseas practitioners).
- Restoration to the register being treated as a new registration, with applicants for restoration being charged the same fee as a prescribed registration applicant.
- A fee being established for the transfer of a non-practising registrant to a practising member (for applicants to whom the Recency of Practice policy would apply); and that the retention fee be reviewed.

Update Reserves Policy - Approved August 2008

The Council agreed to the recommendation by the Business Assurance Committee (BAC) that the reserves policy comprise three parts:

- **Capital Replacement Reserve** at Council level to fund capital expenditure forecast over two years plus a 10% contingency. This reserve to be funded through the APC fee applying a standard fee across all practitioners;
- **Disciplinary Reserve** (Dentist Board only) set at \$250,000 to provide immediate funds to meet costs of discipline costs; and
- **Operational Reserve** (formerly Administrative Reserve) at professional Board level funded by a 5% contingency on budgeted net Council and Board expenditure. This reserve would capture surpluses and deficits at Board level arising from differences between actuals and budgets.

The Council approved the funding for the IT replacement project and agreed for the need to highlight to practitioners the main reason for the increase in the APC fee was related to the replacement of the registration database. The replacement system would enable registrants to complete their APC application online and over time the cost of completing an APC would reduce.

ADC / DCNZ Accreditation Committee Appointment (ARM)

Dr Michael Bain was appointed to the Accreditation Committee for a term of 3 years. Dr Bain was advised in writing of this appointment and it was to be published in the next issue of DCNZ news.

Audit and Risk Management Committee Appointment

The following appointments were made by Council for the new Audit and Risk Management Committee:

Chair of Council - Robert Love

Councillor – John Robertson

Councillor – Neil Waddell

Independent Member - Brent Kennerley, partner of Grant Thornton,

All members were appointed for a term of three years or until his appointment to Council or the Professional Board expired. This Committee replaces the former Business Assurance Committee (BAC).

Requests for Cancellation of Registration

The Registrar was directed to cancel entries in the register of two dental technicians and a dental therapist who had requested cancellation of their registration pursuant to section 142 of the HPCA Act 2003.

NZCOP Consultation

The Council agreed to the removal of the requirement to pass the New Zealand Conditions of Practice (NZCOP) Open Book Examination from the prescribed qualification for all dentists' scope of practice.

Fitness for Registration

The Council agreed that a separate policy document on Fitness to Practice was no longer required, and that fitness for registration requirements be specified in the "*Policy on Registration as an Oral Health Practitioner in New Zealand*" and for components for the fitness requirements to be outlined in separate policy documents, if and when applicable.

2010/11 APC Forms

The Council approved a modified application form for an Annual Practising Certificate (APC) for 2010-2011. (*The form would be sent to all practitioners on the register holding a current APC*).

It approved the application form for a practitioner to be retained on the register as a non-practising registrant 2010-2011. (*This would be sent to all current practitioners listed on the register as non-practising*).

Council will dispense with the “*Guide for Completing the Practising Certificate Application and Workforce Survey Booklets*” which will be replaced with 2010/11 guidance notes.

Proposed Change to APC Recertification Cycle for Dentists

The Council considered the proposal to spread the processing of APCs across the year and approved for the Secretariat to advise practitioners of the proposed change to the Dentists’ APC cycle through DCNZ News and to write to the affected associations.

For the 2010/11 APC round dentists would be issued with a six month APC from 1 April to 30 September 2010 and then issued with a twelve month APC from 1 October 2010 to 30 September 2011 and thereafter maintain a 1 October – 30 September APC year for dentists.

Continuing Professional Development (CPD) Policy

The Council approved the following recommendations made by the Professional Boards in consultation with the relevant professional associations:

- the removal of practice appraisals as part of the recertification process for Dental Therapists;
- the recertification cycle for each practitioner group to be four years and staggered;
- the number of CPD hours required for each practitioner group (over a four year recertification cycle) to be as follows:

Practitioner Group	CPD Hours per 4 Year Cycle
Dentists/ Dental Specialists	80
Dental Hygienists	60
Dental Therapists	60
Orthodontic Auxiliaries	30
Dental Technicians	40
Clinical Dental Technicians	60

- CPD providers to specify whether or not a CPD activity qualifies as a peer contact activity; and,
- the length of time taken to turn around a Board approved CPD application to be reduced to eight weeks.

and in addition the Dentist Board recommended:

- that peer contact activity should not be restricted to practitioners in the same scope of practice;
- that the same presentation may only be claimed once as a verifiable activity;
- to recognise relevant post-graduate programmes as satisfying the verifiable CPD cycle requirements in full (provided all CPD criteria is met and the course is passed); and,

- that up to four verifiable CPD hours can be claimed by contributing authors, for each peer-reviewed article completed.

Council also approved the following additional amendments to the policy:

- CPD must reflect the content of the scope in which the practitioner is registered;
- CPD records must be kept by practitioners for two complete cycles (8 years); and,
- the type, breadth and appropriateness of CPD undertaken would be examined if a practitioner was subject to competency review.

Report on Bachelor of Oral Health

The Council agreed that year three of the University of Otago's Bachelor of Oral Health programme be granted new programme accreditation. All remaining recommendations and suggestions were to be addressed by the University in the final report due in late 2009 for full accreditation. A letter would be written to the University of Otago reminding of its obligation to provide its final report.

Report on MDS/MBChB Oral and Maxillofacial Surgery Programme

The Council accepted and adopted the ADC/DCNZ Accreditation Committee recommendation on the MDS/MBChB Oral and Maxillofacial Surgery Programme:

That the Committee accepts the response from the University of Otago and that the University be required to report progress on relevant recommendations in subsequent reports/reviews.

Bachelor of Dental Surgery 2009 Annual Report

Council received the 2009 Bachelor of Dental Surgery Annual Report from the University of Otago and correspondence from the Chair of the Accreditation Team and the Accreditation Committee's Coordinator of Undergraduate Dentistry Programmes.

Council directed the Secretariat to write to the Dean of the Faculty of Dentistry requiring the following information on the Bachelor of Dental Surgery programme be submitted to Council prior to February 2010:

- the impact the proposed outplacements of 5th year students would have on the rest of the curriculum including the proposed physical facilities;
- the timeframe for implementation of the outplacement of 5th year students;
- the issue of overcrowding in faculty courses, particularly as planning for the new 200 chair dental school has stalled; and,
- the impact overcrowding has had on clinical time.

ADC / DCNZ Accreditation Committee Meetings

Council agreed to endorse and adopt the "*Guidelines for Assessors*" and the "*Guide for Observers on Accreditation Visits*".

Approval of 'add on' Courses

The Council agreed for the Secretariat to develop an assessment template for education institutions, (which currently provide training as part of a primary Dental Council accredited qualification), to complete when offering an 'add-on' course.

The Secretariat was to revise the "*Policy on the Approval of Courses to Equip registered oral health practitioners for registration in an additional scope of practice*" to align with the accreditation cost recovery policy, whereby the direct costs of the approval processing are met in full by the course provider.

CORA September 2009

It was agreed the DCNZ would continue to engage with the Australian states which continued to register dental technicians.

Visual Identity

Council agreed it was not appropriate to undertake further work on developing a new visual identity at this time. However, the issue would be re-examined with the development of the new Council website to align with the development of the on-line recertification system.

MOH Domain Name

The Ministry of Health and ACC had successfully applied to Internet NZ, on behalf of the health sector, for the exclusive use of the suffix .health.nz. This had been offered to health sector participants. Council agreed to claim the domain name: *dcnz.health.nz* and that the current and new domain names be used in tandem for a period of six months, following which *dcnz.health.nz* become the sole domain name for Council.