

Summary - Key features of final design for the Dental Council's new recertification programme

February 2020, updated June 2020

Design features	Details
Who is subject to a recertification programme?	All practitioners registered in New Zealand for more than 6 months will need to meet the new recertification programme requirements. Council can exempt a practitioner from meeting one or more requirements on a case by case basis.
Making annual declarations and keeping paperwork	Practitioners will be required to: <ul style="list-style-type: none"> • make annual self-declarations online that they have a professional development plan (PDP), have been participating in professional development activities (PDAs), have reflected in writing and have discussed these with their professional peer when they apply for an annual practising certificate (APC) • retain documentary evidence of PDP, PDAs, reflection and professional peer interactions for 3 years.
Not meeting requirements	If for some reason a practitioner has not been able to meet one of the requirements of the recertification programme, they will be required to declare this to the Council when applying for their APC online. Practitioners will be asked to provide a reason and explain how they plan to meet the requirement they have missed.
Start of the new recertification programme	Council will formally set the new programme in late 2020 to give reasonable lead-in times for practitioners to meet the new requirements. <ul style="list-style-type: none"> • Dentists and dental specialists need to find a professional peer and advise the Council online who their professional peer is by 1 October 2021 • Oral health therapists, dental hygienists, dental therapists, orthodontic auxiliaries, dental technicians and clinical dental technicians (other OHPs) need to do the same by 1 April 2022. <p>Dentists and dental specialists should start to prepare a PDP soon after 1 October 2021, and will need to declare online that they have a PDP, have been participating in PDAs, have reflected in writing and have discussed these with their professional peer when they apply for an APC prior to 1 October 2022.</p> <p>For other OHPs, the equivalent dates are 1 April 2022 and 1 April 2023.</p>

Design features	Details
Nominating a professional peer	<p>Practitioners will advise Council who their nominated peer is online. A professional peer can be an individual and/or be part of a peer group. However, practitioners need to identify an individual practitioner who will submit an annual confirmation on their behalf. Confirmations will be submitted online.</p> <p>The professional peer nominated must be registered with the Council. If a practitioner has been nominated as a peer by another practitioner, they will receive an email to let them know.</p> <p>The professional peer must have been freely chosen and have freely agreed to be a professional peer – no one can force a practitioner to act as their professional peer and a practitioner cannot be forced to be a professional peer for someone else.</p> <p>The professional peer must be able to provide knowledge and credible feedback relevant to the practitioner’s professional development.</p> <p>A list of “volunteers” will be available on the Council’s website to help those who can’t find a professional peer after exhausting all other possibilities e.g. personal networks, associations, employers etc.</p> <p>Practitioners can volunteer to make themselves available to act as a professional peer for others.</p> <p>Council has not set limitations on matters such as practitioners acting as professional peers for each other, on the maximum number of members of a peer group or the number of practitioners that someone can be a peer for at one time, the maximum duration of a peer relationship etc. although some guidance will be provided.</p> <p>If a practitioner is subject to a recommendation or determination by a professional conduct committee, they may be ineligible to act of a professional peer for a period. This would be determined by Council on a case by case basis.</p> <p>A professional peer may not be paid to interact with or to submit a confirmation for a practitioner.</p>
Peer interactions	<p>A professional peer should make themselves available to interact with a practitioner to</p> <ul style="list-style-type: none"> • develop and review their PDP • choose PDAs to meet the learning objectives identified in their PDP • complete their written reflective statement of their PDP learning objective and outcomes from participation in their chosen PDAs. <p>The format for interactions is up to the individuals in the professional peer/practitioner relationship and can include in person, by teleconference, email etc.</p>

Design features	Details
Peer confirmation	<p>Before a practitioner applies for an APC each year, the professional peer will need to provide confirmation online that the practitioner has interacted with them during the year, has a PDP, has participated in PDAs and reflected in writing. If a professional peer declines to confirm that the practitioner has met one or more requirements of the recertification programme the Council will send the practitioner an email with the details. If the practitioner disagrees with the professional peer, they can raise this with the Council.</p>
Ending professional peer relationships	<p>Where possible, the practitioner and the professional peer should discuss and agree any changes to professional peer relationship before informing the Council.</p> <p>A practitioner can withdraw from a relationship or change peers by nominating a new professional peer online.</p> <p>A professional peer can withdraw from the relationship online - if that happens the practitioner will receive an email from the Council to remind them to nominate a new professional peer.</p>
Professional development plan	<p>A PDP is a living document and can be reviewed and updated at any time during an APC cycle.</p> <p>A PDP is a planned programme of individualised professional development aimed at maintaining or developing a practitioner's competence to practise, relevant to their scope, practice setting and patient group.</p> <p>Council will provide guidance including optional PDP templates covering review of clinical practice, learning objectives, PDAs planned and completed, written reflection, professional peer interactions.</p>
Professional development activities	<p>There is no mandatory requirement to meet a quota of PDA hours in the new recertification programme.</p> <p>There is no requirement for PDAs to be verifiable activities.</p> <p>A PDA is any activity relevant to maintaining and building a practitioner's competence in their scope of practice.</p> <p>PDAs can relate to clinical skills and judgement, fundamental knowledge and gaining additional experience.</p> <p>PDAs include traditional activities such as training courses and conferences but can also include a wider range of activities such as practice visits, online learning courses and overseas professional development activities.</p> <p>PDAs must be discussed with the professional peer, and when a practitioner applies for an APC, they need to declare to the Council that they have been participating in PDAs.</p>
Written reflection	<p>Practitioners will be required to reflect in writing about their professional development and declare to the Council that they have done so.</p> <p>Written reflection must include a critical self-appraisal of a practitioner's PDP and PDAs and be discussed with the professional peer.</p>

Design features	Details
Eye health	<p>After considering the feedback from practitioners and focus groups, the Council reconsidered the eye health requirements in the new recertification programme.</p> <p>As a result, the requirements for eye health have been put on hold for now. Instead there will be an additional question on the annual practising certificate (APC) form asking practitioners whether they have had an eye test in the past 2 years. This question is for information purposes only but will raise awareness amongst practitioners about the importance of eye health, and give Council information about the extent to which practitioners are complying with voluntary guidelines that all practitioners should have an eye test every 2 years.</p>