

Your annual recertification programme

A QUICK GUIDE FOR PRACTITIONERS

STEP 1:
CONNECT



STEP 2:
PLAN



STEP 3:
DO



STEP 4:
REFLECT



STEP 5:
CONFIRM



STEP 6:
DECLARE



Dental Council
Te Kaunihera Tiaki Niho

Overview



About recertification programmes

- We set recertification programmes to ensure practitioners are competent
- Legally you must meet the requirements of your recertification programme under section 41 of the Health Practitioners Competence Assurance Act 2003.

The start of your recertification programme

- Dentists and dental specialists need to find a professional peer and go online to tell us who their peer is by 1 October 2021
- Other oral health practitioners need to do the same by 1 April 2022
- Dentists and dental specialists should start to prepare a professional development plan (PDP) soon after 1 October 2021, and will need to declare that they have met the PDP, professional development activities (PDAs), written reflection and professional peer interaction requirements when they apply online for an APC renewal prior to 1 October 2022
- For other oral health practitioners, the equivalent dates are 1 April 2022 and 1 April 2023.



Get ready

1 October 2021

for dentists and dental specialists

1 April 2022

for other oral health practitioners

STEP 1: CONNECT

Interact regularly with the professional peer you have nominated online



- If you have been registered in New Zealand or had your registration restored for more than six months, you must have a peer recorded with us when you apply for your APC renewal
- Your peer can be an individual or a peer group or study group – either way you will need to identify an individual who will submit an annual confirmation on your behalf
- The professional peer you nominate must be registered with us
- Once you have nominated a peer, you need to interact with them throughout your annual recertification programme cycle
- Your professional peer must have been freely chosen by you, and have freely agreed to be your professional peer
- The most important thing is to choose a professional peer who can give you credible feedback on your professional development, relevant to your scope of practice.

STEP 2: PLAN

Create or update your professional development plan (PDP)



- Your PDP should include a review of your clinical practice, learning objectives, professional development activities and your written reflection
- Your PDP is a living document that must be reviewed with your peer and updated if your circumstances change
- You will need to discuss and review your PDP with your professional peer.

STEP 3: DO

Complete your professional development activities (PDAs)



- Your PDAs are activities relevant to maintaining and building your competence in your scope of practice and must be discussed with your peer
- PDAs relate to your clinical skills and judgement, fundamental knowledge and gaining experience
- PDAs include traditional activities such as training courses and conferences but can also include a wider range of activities such as practice visits and overseas activities.

STEP 4: REFLECT

Reflect on your professional development in writing



- Your written reflection is a critical self-appraisal of your PDP and PDAs and must be discussed with your professional peer.

STEP 5: CONFIRM

Your professional peer submits their confirmation



- Towards the end of your APC cycle, your professional peer must submit an online confirmation that you have interacted with them, have a PDP, have participated in planned PDAs and reflected in writing
- If your peer declines to confirm you've met one or more requirements, we will send you an email with the details. If you disagree, then you can raise that with us.

STEP 6: DECLARE

You submit your online declaration



- When you apply for your APC renewal each year you will need to declare that you have:
 - ✓ interacted with your professional peer
 - ✓ a PDP
 - ✓ completed planned PDAs
 - ✓ reflected in writing
- If you have not met one or more requirements, then you must provide an explanation to us, including how you propose to meet the requirement as soon as possible.

Other requirements



Ending professional peer relationships

- You can change professional peers at any time using our online services
- You and your peer should discuss any changes to your professional peer relationship before informing us
- A peer can withdraw from the relationship online. If that happens, we will send you an email to ask you to nominate a new peer.

Keeping records

- You do not need to send us copies of your PDP, PDAs, written reflection or peer interaction records but we may ask to see them
- Keep copies of your supporting documents and records for three years.

New recertification programme

The Dental Council set a new recertification programme for all oral health practitioners in 2021.

In this brochure you will find information about your new recertification programme and the six components that you will be required to complete each year.

Find out more



Dental Council website

Our website has a range of resources to help practitioners and professional peers understand what they need to do and how to do it.

You can also download a PDF version of: *Your recertification programme – Handbook for oral health practitioners* from our website.

The handbook includes:

- Guidance
- Decision tools
- Templates
- Examples

dcnz.org.nz

