

## Dental Council of New Zealand Meeting Summary of Decisions – 25 & 26 May 2009

### **CEO Report**

The Council agreed to a record management policy being developed covering both electronic and hard copy files for all DCNZ records and protocol for the use of acronyms in documents.

### **Reports on Matters not Covered Elsewhere**

The Secretariat is to advise ACC and Professional Indemnity Insurance companies of those practitioners who did not have an APC by 1 April 2009. This is to be included in the next newsletter.

### **Review of Quarterly Management of Accounts and Variance Reports**

The Council approved the management accounts and projected financial accounts.

### **31 March 2009 Year End Accounts and Notes to Accounts**

The Council approved the tabling of the 31 March 2009 Year End Accounts, Notes to Accounts and acknowledged the Audit Report.

### **Audit Management Report**

The Council agreed to note the findings and recommendations of the Auditors during the audit for the 31 March 2009 Year End Accounts and Notes to the Accounts.

### **Financial Delegations to the CEO from Council**

The Council approved the updated financial delegations to the CEO from the Dental Council of New Zealand to be effective immediately with the CEO having approval to delegate to the cost areas managed by those who report directly to the CEO.

### **Risk Management Reports**

The Council agreed for pandemic planning to be added to the risk register.

### **New Risk Management Format/**

The Council agreed to the Secretariat further developing the risk reporting for the next Council meeting scheduled in September 2009.

### **BAC Transitions to Audit and Risk Management Committee – Terms of Reference**

The Council approved the work done to date by the Secretariat and the BAC on the Terms of Reference for the constitution of a new Audit and Risk Management Committee subject to a number of amendments. Once the Terms of Reference have been updated they would be forwarded to the DCNZ's external auditors for comment and feedback.

## **Fees and Expenditure Policy**

The Council agreed to amend the Fees and Expenditure policy removing the requirements for onerous record keeping while at the same time ensuring that claims for work undertaken were /supported by enough information to ensure the claim would stand up to scrutiny.

## **2009/10 APC Processing**

Council noted the statistical reporting around the 2009/10 APC processing that identified only 67% of practitioners submitted their APC form and payment by the required date of 1 April 2009. In addition, there was a significant error rate on the completion of forms with some 40% requiring a level of re-work.

## **Appointment of the Members of the Dental Hygiene-Dental Therapist Professional Board**

The Council appointed the new Dental Hygiene-Dental Therapist Professional Board. It consists of two dental therapists, one of which has dual clinical and education skills, two dental hygienists, an orthodontic auxiliary and a lay person. The Council's decision was based on each nomination meeting the Council's skill set criteria. All nominees and Professional Associations are to be advised of the appointments.

The Board members are:

- Susan Moffat
- Barbara Dewson
- Kirsty Jennings
- Tanya Cleland
- Sharmyn Turner
- Helen Colebrook

## **MOU with the New Zealand Institute of Dental Technicians (NZIDT)**

The Chair of Council, the Chair of the Technicians Board and the Registrar will be working on finalising the MOU between the Council and NZIDT.

Council agreed there was a need to liaise with all Associations to change their existing MOU's to be with Council and not the Professional Boards.

## **MOU with the Council of Regulating Authorities (CORA)**

The Council considered the MOU from CORA and agreed not to sign the agreement based on its current working and the Secretariat was to confirm in writing to CORA that New Zealand candidates would be still be directed to the examinations.

## **Prescribed Qualifications for the "Orthodontic Procedures in Dental Hygiene Practice" scope of practice.**

The Council agreed to re-gazette the "*Orthodontic Procedures in Dental Hygiene Practice*" scope, removing the Bachelor of Health Sciences in Oral Health, Auckland University of Technology as a prescribed qualification and for the Secretariat to communicate with all practitioners informing them that they should not be registered in the scope of "*Orthodontic Procedures in Dental Hygiene Practice*" as they have not been trained in this area and are therefore not competent to practice in this scope. All APC's issued to registered AUT graduates in the scope will be recalled and reissued once the scope of "*Orthodontic Procedures*

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*in Dental Hygiene Practice*” is removed from the practitioners registration. A review is to be undertaken in conjunction with Accreditation Committee as to why this issue was not identified with by the Review Team.

### **Gazetting of Detailed Scopes of Practice**

The Council agreed to re-gazette the “*Orthodontic Procedures in Dental Hygiene Practice*” scope, gazetting the general scope only with reference to the detailed scope. Previously the scope had been gazetted with the both the general and detailed scope which was an error and does adhere to Council policy of only gazetting the general scopes of practice.

### **Registration Examination Matters**

The Council agreed the current examination entry policy need to updated to address the selection criteria for the ADC/DCNZ Joint Overseas Trained Dentist Preliminary Examination (OTDP) as there were record numbers for the OTDP examination (50 overseas trained dentists met the criteria to enter the March 2009 OTDP). This matter was to be taken to the Dentist Board for consideration.

Council also agreed to write to the University of Otago to seek assurance of the competence of Dental Therapy examination candidates that were passed.

### **Request for Cancellation of Registration**

The Council agreed to the cancellation of entries in the register, under section 142 of the HPCA Act (2003), of those practitioners who requested their name to be removed.

There were:   16 Dentists  
                  6 Dental Hygienists  
                  10 Dental Therapists  
                  7 Dental Technicians

### **Conditions to be placed on APC’s for failure to met CPD Requirements**

The Council agreed to give delegated authority to the Registrar to place the following condition on a practitioner’s APC: “*Has not met the Dental Council of New Zealand’s Continuing Professional Development(CPD) requirements over the relevant CPD cycle, and is required to make the outstanding balance prior to 31 March 2010 to retrain his/her ongoing right to practice*” where the practitioner had failed to meet the required CPD during the CPD cycle.

- The Council agreed to recall all APC’s issued to registered AUT graduates in the scope of “*Orthodontic Procedures in Dental Hygiene Practice*” and reissue once the scope has been removed from their registration;

The Council further agreed to recall all 511 APC’s issued to registered practitioners that has not met the CPD requirements for the four year cycle that ended 31 December 2008, and re-issue a conditional APC that stated “*CPD has not met the Dental Council of New Zealand Continuing Professional Development minimum requirements over the relevant CPD cycle, and is required to make up the outstanding balance prior to 31 March 2010 to retain his/her ongoing right to practise*”.

### **Draft Policy on Fitness for Registration**

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The Council agreed that a Policy on Fitness for Registration was required however the policy required further development and any ratification would have to occur via Circular resolution.

- The Secretariat was asked to investigate:
- Extending laboratory testing to include immigration approved laboratories for hepatitis B and C testing as well as IANZ accredited laboratories
- Consider variation in requirements for statutory declarations, depending on residency status (citizen, permanent residence, student, temporary work permit etc)
- The requirements of the clean slate act in relation to police convictions
- Whether immigration or university processes could be relied upon

### **Policy on English Competence and English Test**

The Council considered the policy on English Competence and English Test and agreed to rescind the current policy for English Language and approved the amended policy with some changes.

### **Generic Policy on Recency of Practice**

The Council agreed in principle to a generic Recency of Practice policy subject to all professions operating within three bands of consideration, which would require Dental Hygiene to change.

### **Practice Statement for Cosmetic Dentistry**

The Council agreed to accept the Council's Practice Statement for Cosmetic Dentistry and to write to the New Zealand Dental Association thanking the Association for the substantive work it had carried out on the proposal.

### **Code of Practice on the Working Relationship between Orthodontic Auxiliaries and Orthodontists/Dental Specialists/Dentists**

The Council recommended that the Secretariat provide the NZAO with the updated Code of Practice on the working relationship between Orthodontic Auxiliaries/Orthodontists, Dental Specialist and Dentists, based on wording amendments made by Council, prior to stakeholder consultation occurring.

### **Professional Standards Report**

The Councils received the report on current position with regards to Health, Complaints and Discipline matters. The Registrar was asked to follow up on the status of one practitioner's position with the Health and Disability Commission (HDC).

### **Accreditation Report**

The Council identified a number of issues from the latest Accreditation report which it has asked the Secretariat to follow up on.

### **New Zealand Association of Orthodontics (NZAO) Course**

The Council approved the appointment of the NZAO Orthodontic Auxiliary Training programme review members. The review of the programme will take a paper based form and

it formally accepted the eligibility criteria to the programme as outlined in the 2009 NZAO submission.

### **Primary Health Care**

Council agreed for the Secretariat to follow up with Ministry of Health regarding the consultation on primary health care.