



Annual Practicing Certificates Procedure

Procedure Number
WCDHB-PG-0039

Version Nos:
5

1. Purpose

This Procedure outlines the requirements for all registered West Coast District Health Board (WCDHB) clinical staff members to maintain a current practicing certificate and to produce this certificate when requested to do so.

2. Application

This Procedure is to be followed by all registered clinical staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure:

4. Responsibilities

For the purposes of this Procedure:

All Clinical Staff Members are required to abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 All registered WCDHB clinical staff members employed by the WCDHB must hold a current practicing certificate.
- 1.01 It is the individual staff member's responsibility to ensure that they obtain and maintain a current practicing certificate.
- 1.02 WCDHB (usually the responsible Line Manager) is required to sight annually the practicing certificate of each registered clinical staff member.
- 1.03 WCDHB may also undertake audits at any time, and can require registered clinical staff members to produce their current practicing certificate for viewing.
- 1.04 Where the WCDHB determines that a staff member is employed without a current practicing certificate, that staff member is to be stood down from their duties (with or without pay (to be determined by their Manager)) and is not to resume their duties until they have produced documented evidence to their Manager that they now have a current practicing certificate.



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- 1.05 Where the WCDHB determines to reimburse a staff member for the cost of obtaining a practice certificate, the staff member is required to either:
- i) make a written request (including a copy of the new practicing certificate) to the Payroll Department that has been countersigned by their Manager; or
 - ii) make a written request on their timesheet for reimbursement – this request is to be signed by the staff member, counter signed by their Manager (and indicating that they have sighted the new practicing certificate), and state the monetary amount that they are asking to be reimbursed.
- No reimbursements will be made unless the conditions of i) or ii) are fully met.

7. Precautions And Considerations

- ➔ All registered WCDHB clinical staff members employed by the WCDHB must hold a current practicing certificate.
- ➔ It is the individual staff member's responsibility to ensure that they obtain and maintain a current practicing certificate.

8. References

WCDHB Human Resource Manual

9. Related Documents

There are no other documents related to this Procedure.

10. Guidelines

1. Requirements For Nursing Staff Only

- i. Nurses take responsibility for their own APC. If a nurse doesn't receive their paperwork from NCNZ within the first three weeks of their quarter, they contact the NCNZ immediately.
- ii. The sighting and verification form is forwarded to each manager by the PA to DON&M at the beginning of each quarter.
- iii. Nurses show the original copy of their APC to their line manager, no later than two weeks before the end of the quarter.
- iv. The manager or nursing line manager signs the sighting and verification form and also the nurse's timesheet, for reimbursement.
- v. No later than two weeks before the end of the quarter, the completed sighting and verification form is forwarded to the PA to DON&M by the manager.
- vi. The PA to DON&M updates the APC database. Database will include: name, date of birth, APC number, scope of practice, conditions of practice and authorisations.

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- vii. Nurses who are unable to provide evidence of a current APC, will be unable to work or take annual leave. In this situation, the manager is required to notify the DON&M, the relevant General Manager and the Human Resource Manager. The nurse will be required to take leave without pay until evidence of a current APC is supplied.

Revision History	Version:	5
	Developed By:	Human Resources Manager
	Authorised By:	Chief Executive Officer
	Date Authorised:	February 1998
	Date Last Reviewed:	November 2009
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