



**Occupational Therapy
Board of New Zealand**

Kaihaumanu Tūrora o Aotearoa

*Fostering faith and confidence
in the profession*

Annual Report 2014

OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND



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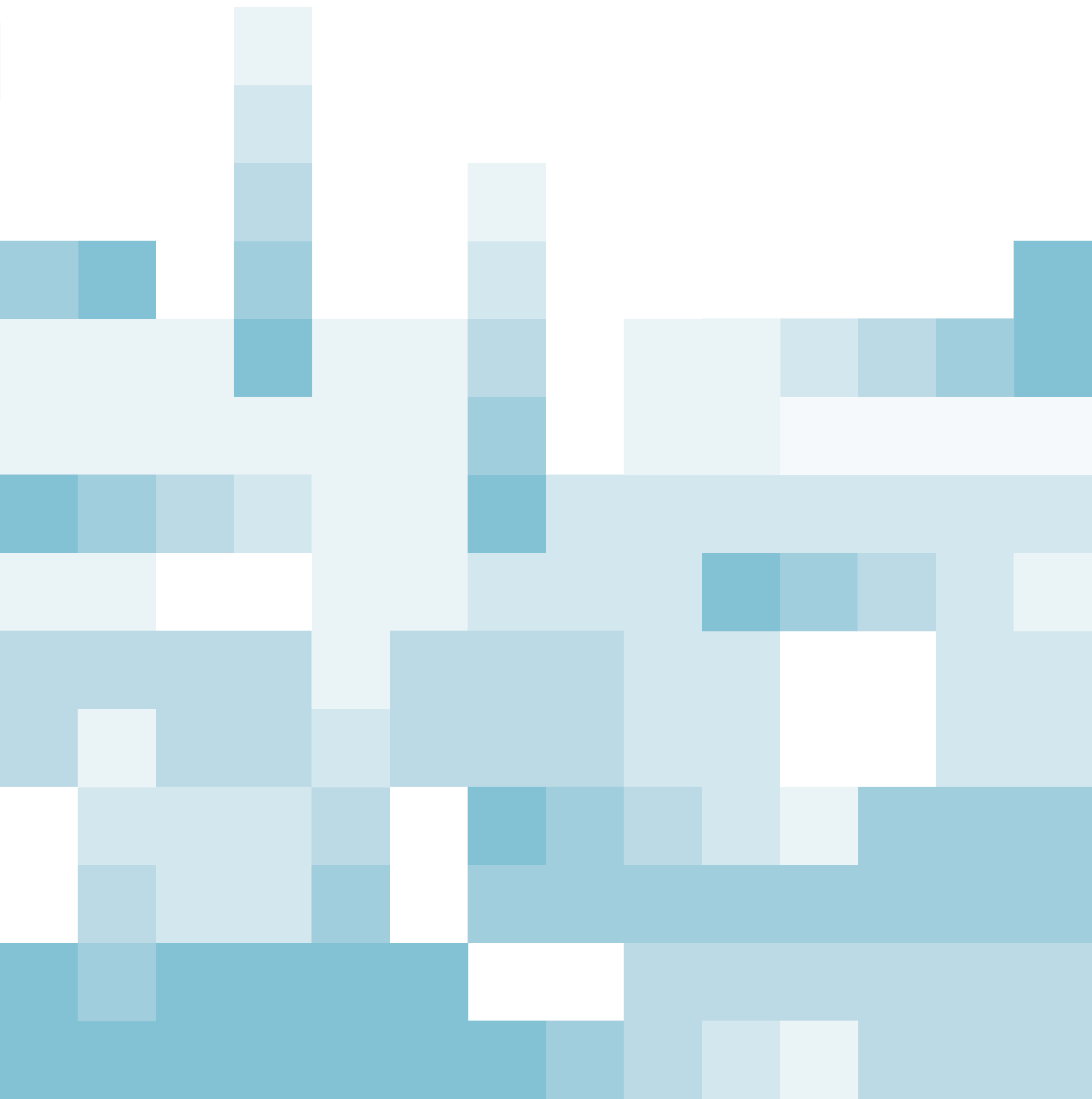
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Governance





The Occupational Therapy Board of New Zealand



Our purpose

To protect the health and safety of members of the public

Our vision

The Occupational Therapy Board of New Zealand (OTBNZ) will lead national and international best practice in the regulation of occupational therapy competence based on its unique bicultural identity.

Our mission

To ensure occupational therapists are fit and competent to practise

Our values

Fairness and natural justice
Cultural responsiveness
Accountability
Collaboration
Transparency
Responsibility
Integrity





Strategic plan

The strategic plan has been developed to provide clear direction for the OTBNZ for the next 3-5 years. The strategy will be reviewed by the OTBNZ on an annual basis.

The OTBNZ held a facilitated workshop involving the Board members and staff. In preparation for the meeting documents, which provided an environmental scan, were made available to all participants. From the material produced at the facilitated workshop a small subgroup of Board members and the Chief Executive met to identify themes and groupings. From this the following key themes for the strategic plan were identified:

1. Leadership
2. Best practice
3. Relationships

A full copy of the plan can be obtained from the OTBNZ website at www.otboard.org.nz

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Members of the Occupational Therapy Board of New Zealand at 31 March 2014



Jane Hopkirk

CHAIRPERSON

Jane (Ngati Kahungunu o Wairarapa) is an active member of Kiawhakaora Ngangahau. She is currently a trustee for a hauora and works part time as an independent practitioner.



Philippa Catchpole

DEPUTY CHAIRPERSON

Pip has been a practising occupational therapist since 2000. She completed a Postgraduate Diploma in Health Science (Occupational Therapy) from Auckland University of Technology in 2004. She has been practising in the private sector for the past 11 years, specialising in workplace injury/illness prevention, management and rehabilitation.



Bonnie Johnstone

Bonnie has completed a three year appointment to the Board: noting it has been a great opportunity to learn the dynamics of this profession and share in the future of its development. Bonnie has contributed to the Board's decisions through her profession in Financial and Business Management qualifications having completed over 35 years in government departments such as Customs, Lands and Survey and Inland Revenue. Currently Bonnie works as a consultant and project advisor to the private sector. Bonnie's BBS degree in Management services has strengthened her career in the management sector of finance and administration.



Susan Kennedy

Susan graduated with a BHSc (Hons) Degree from the University College of Ripon and York St. John, York, England in 1994.

Susan is currently working as Clinical Leader for the Community and Older People's Service within Tairāwhiti District Health Board. Her professional interests are dementia care and occupational science. (Retired from the Board April 2013)



Rangimahora Reddy

Rangimahora is appointed as a layperson. Originally from Himatangi, Rangimahora is affiliated to Ngati Raukawa, Ngati Maniapoto and Ngati Rangiwewehi. Educated at Massey University, Rangimahora holds a Master of Business Studies, a Postgraduate Diploma in Accountancy and a Bachelor of Business Studies. She is currently CEO for the Rauawaawa Kaumatua Charitable Trust in Hamilton.



Dean Kerr

Dean graduated in 2002 with a BHSc at Auckland University of Technology (AUT). He completed a Diploma in Applied Science. Dean works at the Bay of Plenty District Health Board in Case Management Community Mental Health Rauranga. (Retired from the Board November 2013)





Elise Copeland

Elise graduated with a Bachelor of Science in Occupational Therapy from the University of Alberta, Canada in 2001. She is submitting her thesis for her Masters of Health Science at AUT with a focus on universal design.

Elise is employed as a Professional Advisor for Accessable and a guest lecturer for the paper, 'Experiencing Occupation', at AUT.



Colleen Naughton

Colleen has worked in both public and private practice in the UK and New Zealand. She has extensive experience regarding occupational therapy in rapid response and the emergency department setting and is currently developing specialist skills in driver assessment.

Colleen currently works for Hawke's Bay District Health Board in acute and outpatient settings.



Mary Silcock

Mary graduated as an occupational therapist in 1994 as one of the inaugural students trained at AUT. She has worked as an occupational therapist since then in community, paediatrics and mental health for district

health boards covering Tauranga, Waikato, and the West Coast. Mary has completed a post graduate diploma in Occupational Therapy (2010) and Masters of Philosophy (2012) from AUT and in 2014 commenced a PhD as a full time student at University of Waikato. Mary is from the Waikato and currently resides near Hamilton. (Appointed to the Board March 2014)



Robert Molyneux

After graduating at St Andrews School of Occupational Therapy, Northampton, England in 1990, Rob worked as a senior community occupational therapist. After arriving in New Zealand in 1999 Rob worked

for 10 years managing acute occupational therapy departments in two Auckland based district health boards developing a follow up service in emergency care, establishing occupational therapy staffing in orthopaedic trauma and setting up a new acute department. During this time Rob also completed a six week locum in the Harrogate NHS Trust in a rapid response unit.

Currently Rob is employed with Counties Manukau Health as a community occupational therapist in the rural area of Franklin. From 2004 until 2014 Rob was a member of the Health Practitioners Disciplinary Tribunal. He is a member of Occupational Therapy New Zealand / Whakaora Ngangahau and has an interest and long standing commitment to student fieldwork education and staff supervision.

He believes that these experiences and interests will make a positive contribution. (Appointed to the Board March 2014)



Chairperson's Foreword



Kia ora tatau i raro i ngāhuetanga o tenei wā tēnā koutou katoa.

The Occupational Therapy Board of New Zealand (OTBNZ) has had many exciting opportunities over the last year positioning itself as a leader in Health Regulation here in Aotearoa.

As Chair of OTBNZ I am proud of the Board's many achievements over the past year including:

Competencies

Linda Wilson and Juanita Murphy have led an amazing piece of work over the last year on developing new competencies based on our existing ones. We appreciate all the occupational therapists and kaiwhakaora ngangahau around our land who have come together to rip to pieces the old, reshape, and create the new competencies. We are expecting to launch these this year but will have a significant transition period both for practitioners and the Occupational Therapy Tertiary Education Institutes to allow time for all stakeholders to embed them into practice.

Best practice

Having information from research both locally and overseas has led to new practice within the office and additions to the competencies. We have looked at the work of Merrolee Penman's research on how practitioners engage in reflective practice and what skill(s) are required to participate well in our on-line Continuing Competence Framework for Recertification (CCFR). We have also considered research by Carolyn Simmons Carlsson in the Board's ongoing work in supervision and the various forms used by the Board.

Overseas research by Zubin Austin has identified some of the competencies that keep practitioners safe with their care of clients. The most significant protector was practitioners engaging in their profession (Austin, 2013). Some of the research supports what we do at OTBNZ such as having regular revalidation of practice by practitioners. The fact that OTBNZ uses a reflective practice tool, a third party attestation and notifications

when someone sees something concerning gives us a three point triangulation of competence, many regulators have only two and a few only one. We are the only Health Regulator to use third party sign off; a tool which I believe others would love to have.

Networking

There has been work with the Australian Occupational Therapy Board (OTBA) on aligning some of our practices and processes due to our links within the Trans-Tasman Mutual Regulation Agreement (TTMRA). One significant area to note is new graduate occupational therapists from New Zealand working in Australia as opposed to those working in New Zealand. A Memorandum of Understanding is being developed between OTBNZ and OTBA to look at how we share information and processes.

We have a representative from OTBNZ sitting on the Occupational Therapy Council which is the accreditation body for the tertiary occupational therapy programs and managers of the assessment of overseas trained applicants for work in Australia.

Thank you

Thank you to all of you who have been patient with us this year when the CCFR faulted. We were very disappointed this happened, and for some of you, your valuable time was wasted. The board decided that as the new competencies are being released this year it made sense to wait till these are released and to let people have time to consider these and focus on transitioning to them before the CCFR is launched.

I continue to Chair Health Regulatory Authority New Zealand (HRANZ) an organisation that includes the Chairs, Chief Executives and/or Registrars from the health regulated professions in New Zealand. Andrew Charnock, the CEO/Registrar of OTBNZ continues to lead the operations team of HRANZ. There have been three important activities over the last year of note for HRANZ. They are:

1. The government requested HRANZ members to consider sharing back office functions such as IT services, human resources and legal advice.





In March 2013 OTBNZ, along with the other Regulatory Authorities of HRANZ, were presented with an initial proposal on how we might do this. As Chair of HRANZ, the process of HRANZ members deciding a response to the request landed mainly on my table. After a considerable process of consultation and holding an extra board meeting for OTBNZ it was decided that OTBNZ would support the proposal and move to the next stage of the process. However the proposal was dependant on all HRANZ members' support and Medical Council of New Zealand has elected not to move ahead and support the government's proposal.

The government is still requesting HRANZ members consider sharing like functions and to move under their own initiative to the sharing of services. OTBNZ has made significant moves in this area already having our own cluster of shared services with the Osteopathic Council, Podiatrists Board, and Psychotherapists Board. Late in 2012 we moved into ASB House with eight other boards; our cluster members as well as Physiotherapy Board, Dental Council, and the Medical Science Secretariat. The ASB House group work together to look at the benefits of sharing services and have started to share staff skills and expertise while holding consultation on shared IT platforms.

2. The preparation of the first HRANZ one day conference to be held in May 2014 was led by OTBNZ CEO/Registrar Andrew Charnock in his capacity as HRANZ Operations Chair and his Executive Assistant, April-Mae Marshall. This conference gives OTBNZ board and staff members a chance to meet board and staff from all HRANZ members as well as international Health Regulators while discussing best practice. Our very own occupational therapist, Merrolee Penman is speaking on her research into practitioners' ability to engage in reflective practice.
3. The Ministry of Health has requested HRANZ members engage in an audit of their regulatory practice processes. Both the Nursing Council and Medical Council have already gone through this

process. Harry Cayton, the CE of Professional Standards Authority, has been invited to help us explore the audit process. Harry assisted the Nursing Council and Medical Council in their audits and oversees audits for all UK health regulators. Harry is the keynote speaker at the May HRANZ conference and will take the opportunity to meet HRANZ members while visiting New Zealand.

In closing, I wish to say thank you to all of you from the profession who engage in our processes so that we know we can stand tall as a profession assured that we mainly 'do well' for the public we provide services for. Thank you to those who contribute to feedback and engage to improve the way we do things at the Board.

I wish to thank my fellow Board members, Andrew Charnock our CEO and Registrar as well as his team, for their hard work, passion and commitment to our business.

Waiho i te toipoto, kaula i te toiroa

Let us keep close together, not wide apart

Jane Hopkirk
Chairperson

Austin, Z. (2013). *How competent are we at assessing competency?* Paper presented at the Third International Congress on Professional and Occupational Regulation, Edinburgh.



Chief Executive/Registrar's Report



The organisation remains in a stable position despite the many challenges within the sector. The decision by the government to examine the feasibility of a single administrative secretariat (SAS) for all Responsible Authorities (RAs) created a degree of uncertainty for the organisation.

Much of our development work paused while we awaited the outcome of an indicative business case for the SAS. Following due consideration by all the RAs the proposed SAS was rejected.

The organisation continues to support three other RAs; Psychotherapy Board, Podiatrists Board and Osteopathic Council. I act as the Registrar for the Osteopathic Council. The organisation has agreements with each of the three responsible authorities which describe the clerical, financial and legal services provided by the Occupational Therapy Board.

Maintenance and enhancements to the organisation's registration database continue. In February this year the organisation moved to issuing electronic practicing certificates (e-PC). As with most IT development it was not without its teething problems and we will continue to make changes as we refine the functionality. Having the e-PC allowed the organisation to provide the majority of practitioners with an e-PC immediately following payment and application.

In February, while enhancement to the Continuing Competency Framework for Recertification (CCFR) was taking place by our contractor, a large amount of data was lost. The loss was related to human error and failure of backup systems. The organisation is seeking appropriate compensation for the event. I offer my apologies to those practitioners who lost data during this period. The Board agreed to an exemption to the on-line CCFR for the practicing year (1 April 2014 to 31 March 2015). Given the issues with the CCFR and the development of new competencies it is timely to look at a new CCFR platform. The organisation is presently in discussion with suppliers to examine potential platforms.

This year has seen a review of the Board competencies for registration and code of ethics. The present competencies have been in place for over ten years. Given the changes in health and social care it was important for the Board to maintain contemporary competencies. The Board contracted Dr. Linda Wilson to lead the review. There have been a number of workshops, questionnaires and hui with practitioners and key stakeholders. We are now coming to the end of the project which culminates in a final consultation period with the profession. The Board hopes to confirm the new competencies later in 2014.

A handwritten signature in blue ink that reads "A Charnock".

Andrew Charnock
Chief Executive/Registrar



Committees at 31 March 2014

1. Competence Assessors

The Competence Assessors evaluate qualifications and assess the competence to practise in the General Scope of Practice: Occupational Therapist, of overseas qualified occupational therapists applying for registration in New Zealand. They also assess the competence of registered practitioners who have not worked in New Zealand in the preceding three years, and who are applying for a practising certificate.

Diane Henare*

Heather Clarke*

Andri Pretorius* (until October 2013)

Juanita Murphy (Professional Advisor)

* Occupational Therapists who are not members of the Board, contracted for their expertise.

2. CCFR Auditors

CCFR auditors undertake a desk top audit of practitioners CCFR against aggregated standards. The auditors work with the Board's professional advisor to remediate those practitioners failing their CCFR.

The Board receives an aggregated report on CCFR audit results.

Carolyn Simmons Carlsson

Michelle Bennett

Andri Pretorius (until October 2013)

Emma Parry

Ann Christie

Board Meetings

Board meetings were held on the following days from 1 April 2013 – 31 March 2014.

2013

19 February	Board meeting
23 & 24 April	Board meeting
11 June	Board meeting
13 August	Board meeting
8 October	Board meeting
9 December	Board meeting

2014

17 & 18 February	Board meeting
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Occupational Therapy Key Strategic Stakeholders (OTKSS) Meetings 2013-14

(Occupational Therapy Board of New Zealand, New Zealand Association of Occupational Therapists, Auckland University of Technology and Otago Polytechnic)

27 June 2013

21 October 2013

6 March 2014

Monitoring and Liaison Visits

22 August 2013

Otago Polytechnic Hamilton

29 November 2013

Otago Polytechnic Dunedin

6 May 2013 & 4 November 2013

Auckland University of Technology

New Zealand Association of Occupational Therapists (OTNZ) Clinical Workshops

18 to 20 September 2013

Occupational Therapy Board Australia and OTBNZ meetings

21 June 2013

1 & 2 December 2013 (Chairs and CEOs only)



Board Employees

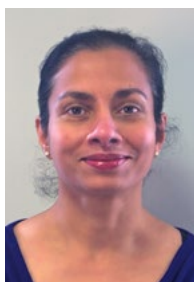


Andrew Charnock

CHIEF EXECUTIVE / REGISTRAR.

Andrew has overall management responsibility for the organisation. He also has legislative responsibilities as the Registrar. Andrew provides Registrar services to the Osteopathic

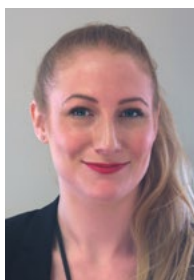
Council and is supported in this by Josephine Lange. Andrew manages the agreements between the OT Board and the Podiatrist and Psychotherapy Boards. Andrew is presently the Chair of the operational group of Health Regulatory Authorities New Zealand.



Shiromi Seneviratne

DEPUTY REGISTRAR.

Shiromi oversees registration, practising certificate applications, and processes. She also manages cases, complaints and policy development.



Trina Williams

SOLICITOR / SENIOR REGISTRATION OFFICER.

Trina provides legal advice on matters concerning the Health Practitioners Competence Assurance Act 2003. Trina's main focus is on practitioner competence, conduct and

fitness to practise cases. Trina manages the OTBNZ Fitness Committee and coordinates all Health and Disability Commissioner complaint processes. Trina also oversees all practitioner competence, conduct and complaint cases for the Podiatrists Board of New Zealand.

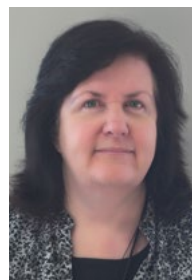


Jesselyn Chua

FINANCE OFFICER.

Jesselyn joined the Occupational Therapy Board in March 2005 and has worked in the accounting and administration areas of a number of organisations.

As Finance Officer, Jesselyn's role revolves around maintaining the accounting system as well as the day-to-day financial aspects of the Occupational Therapy Board, Psychotherapists Board, Osteopathic Council and Podiatrists Board. She also supports the Finance Manager as required.



Josephine Lange

REGISTRATION OFFICER.

Josephine's tasks are mainly centred on the Osteopathic Council of New Zealand (OCNZ). She processes registration applications from overseas osteopaths wishing to work

in this country and also deals with new graduates registering for the first time. Her other work entails issuing practising certificates, monitoring the Continuing Professional Development programme (CPD) and assisting the Registrar with matters as they arise



James Winstanley

IT ADMINISTRATOR.

James' primary role is to manage the OTBNZ's IT Systems, including the website and computer networks. It is his responsibility to aid the development and maintenance

of the SysRAY application, provide assistance to those who use it, and generate data reports. He also assists as needed with any additional administrative tasks.





Juanita Murphy

PROFESSIONAL ADVISOR.

Juanita is a registered occupational therapist. Juanita's key focus is assessing competence to practise, overseas qualifications, and providing internal advice around occupation and occupational therapy. She has a key role in the current review of the competencies and code of ethics project. She also provides telephone/email advice to practitioners on OTBNZ policy, in particular around continuing competence requirements, supervision and what constitutes practice.



Kristen Teo

FINANCE MANAGER.

Kristen has a Bachelor of Commerce, post graduate Diploma in Human Resources and Accountancy and is a qualified accountant. Her role is overall financial and accounts management for the Occupational Therapy Board of NZ, the Psychotherapists Board of NZ, the Osteopathic Council of NZ and the Podiatrists Board of NZ. Kristen's work includes financial and management accounting, reporting and budget preparation, as well as management of payroll functions and cash flow to meet each organisation's needs. Kristen also oversees finance for the ASB House Responsible Authorities group.



Melanie Mylvaganam

REGISTRATION OFFICER.

Melanie handles the processing of all registration and practising certificate applications, and is the primary point of contact for anyone wishing to register with the Board. Mel also manages the bulk of phone and email enquiries, and covers as needed with all other registration processes.



April-Mae Marshall

EXECUTIVE ASSISTANT / OFFICE MANAGER.

April-Mae supports the CEO/Registrar in his work with diary, event/meeting coordination as well as project coordination, research, communication/ correspondence and secretariat work for the Board and their partners. As Office Manager she also helps with the running of the office including managing several supplier contracts.

Mani Ah Far, IT Administrator and Registration Officer ceased employment in November 2013.



Definition of the Practice of Occupational Therapy

The Occupational Therapy Board of NZ defines the practice of occupational therapy as the following:

1. Using process/es of enabling occupation to promote health and well-being by working with individuals, groups, organisations, communities and society to optimise activity and participation across the lifespan and in all life domains.
2. Establishing relationships with clients/Tangata Whaiora and people associated with clients, based on an understanding of their occupational history, participation preferences, and the personal, spiritual, family/whanau, social, and cultural meanings of what they do.
3. Using interactive, observational and interpretive methods of enquiry to explore and understand the subjective meanings of occupation.
4. Assessing aspects of people, occupations and places relevant to the things people want, need and are expected to do, including:
 - a. Personal factors, body structures and functions, activity limitations and occupational performance skills relative to the requirements for participation and developmental stage.
 - b. Past and present participation in occupation including the effectiveness of and satisfaction with that participation.
 - c. Routines and patterns of participation, and their consequences for health and well-being.
 - d. The components of occupation, and the capacities, skills and resources required to participate in them.
 - e. Contexts of participation, including facilitators and barriers to participation in occupation, and culturally defined roles and meanings.
5. Working collaboratively with clients to:
 - a. Identify and prioritise activity and participation goals at an occupational performance level, in current and future environments.
 - b. Develop, preserve and restore capacity for participation, including body structures and functions, and personal factors as these relate to skillful, effective and satisfying occupational performance.
 - c. Prevent or retard predictable deformity of body structures and/or disruption of body functions that might affect participation, through educational approaches and by recommending and educating people in the use and care of assistive devices, garments and technologies.
 - d. Review participation choices, in relation to enabling occupational performance.
 - e. Modify how, when, where and with whom activities and occupations are performed.
 - f. Modify physical, social and attitudinal environments to remove barriers to participation in occupation and strengthen facilitators of participation in occupation.
 - g. Develop a group, organisation, or community's purpose, resources, structure, functioning and/or skills to enable participation in occupation.
6. Engaging in processes to ensure competence in the above.¹
7. 'Practice' goes wider than clinical occupational therapy to include teaching/tutoring, professional and/or team leadership or health management where the person influences the practice of occupational therapy, in hospitals, clinics, private practices and community and institutional contexts, whether paid or voluntary.

¹ Refer to the Continuing Competence Framework for Recertification Handbook



Registration

Scope of practice

The Board has one scope of practice for practitioners on its Register:

GENERAL SCOPE OF PRACTICE: OCCUPATIONAL THERAPIST

Occupational therapists are registered health professionals who use processes of enabling occupation to optimise human activity and participation in all life domains across the lifespan, and thus promote the health and well-being of individuals, groups, and communities. These life domains include: learning and applying knowledge; general tasks and demands; communication; mobility; self-care; domestic life; interpersonal interaction and relationships; major life areas; and community, social and civic life.

Enabling occupation incorporates the application of knowledge, principles, methods and procedures related to understanding, predicting, ameliorating or influencing peoples' participation in occupations within these life domains. Such practice is evidence-based, undertaken in accordance with the Occupational Therapy Board's prescribed Competencies and Code of Ethics, and within the individual therapist's area and level of expertise.



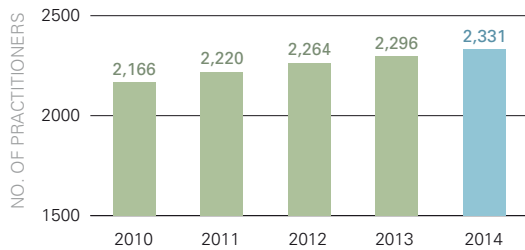
Workforce Data



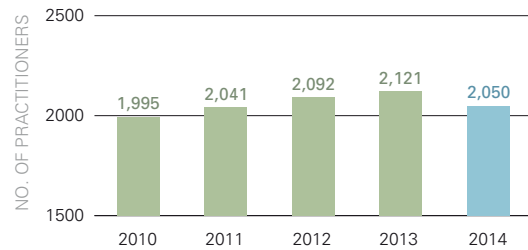
Registration

AS AT 31 MARCH 2014, THE REGISTER CONSISTED OF:

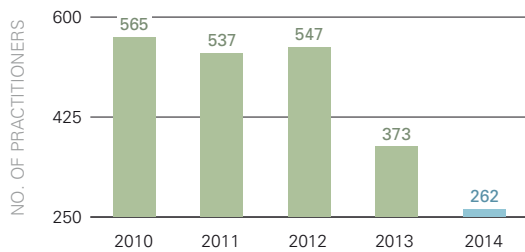
Occupational therapists holding a current practising certificate



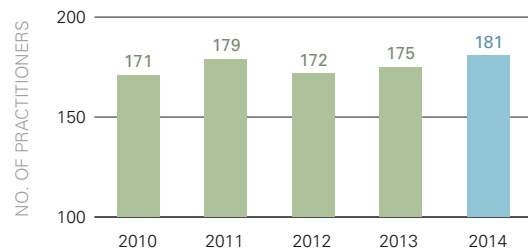
Female occupational therapists with practising certificates



Registered (non-practising) occupational therapists paying a registration maintenance fee

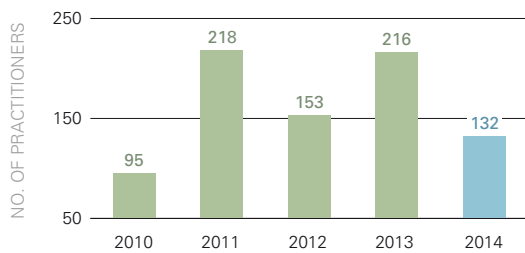


Male occupational therapists with practising certificates

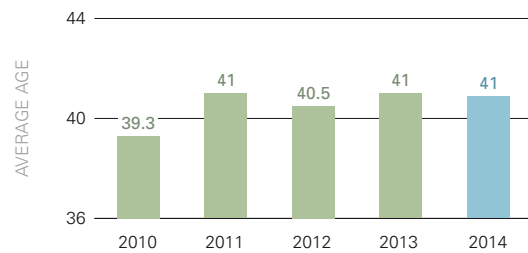


Note: 100 have not noted gender.

New graduates who qualified at a NZ tertiary institution



Average age of occupational therapists with practising certificates

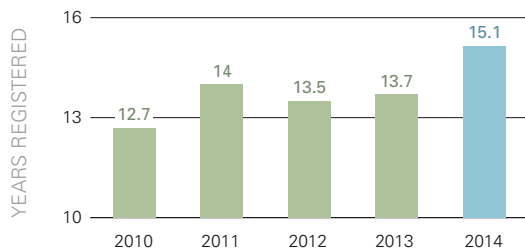


Years since 1st registration Female vs Male

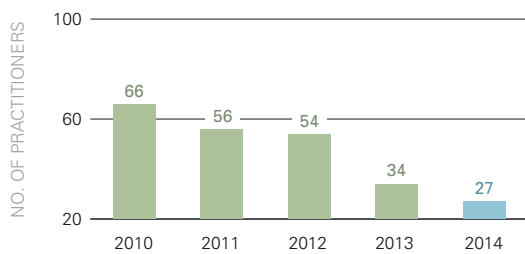
FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2014

■ 2014 ■ 2013 ■ 2012

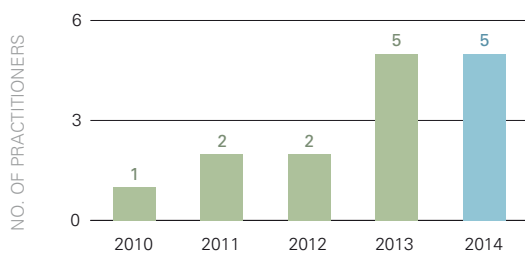
Average years registered (All practitioners with APCs)



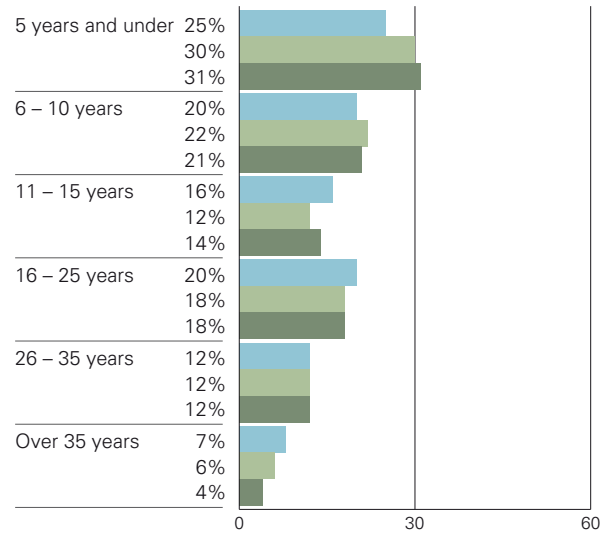
Overseas qualified occupational therapists



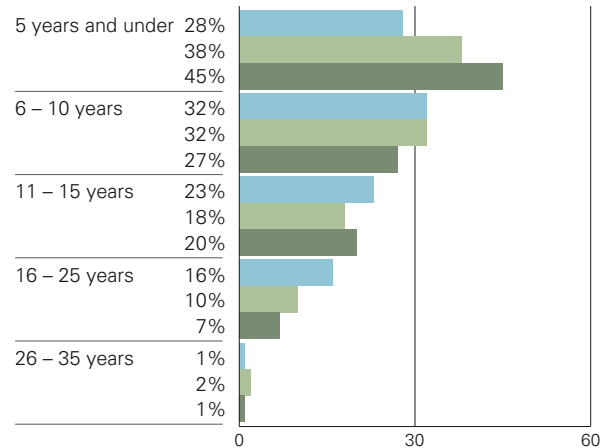
Registration under Trans-Tasman Mutual Recognition Act



Female

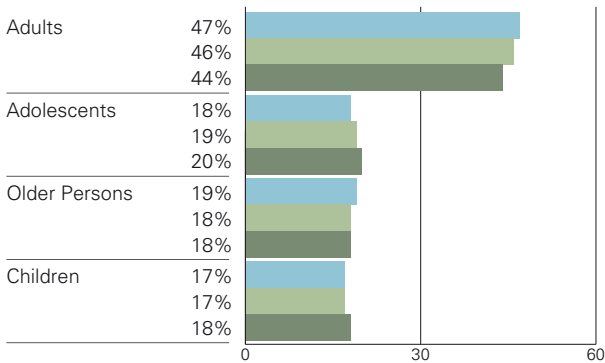
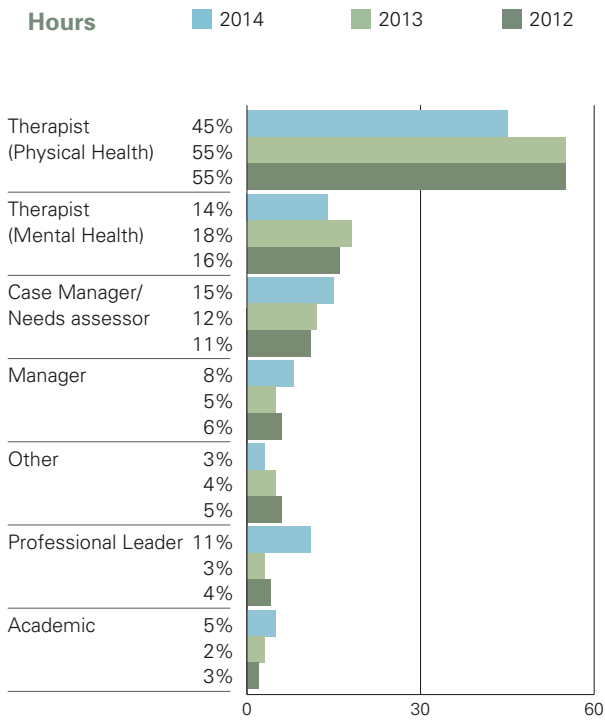


Male

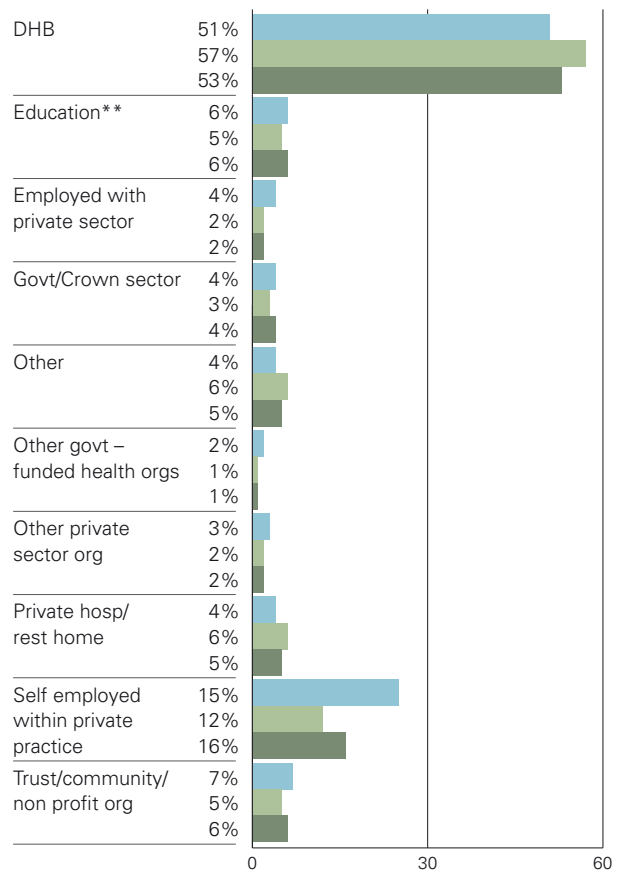


Breakdown of employment roles

FOR PRACTITIONERS ON THE REGISTER*
AT 31 MARCH 2014



Practitioners on the register* by employing organisation type



*includes those with and without a current practising certificate but on the register

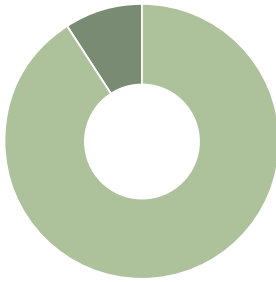
**includes Ministry of Education and University positions

A number of practitioners identify as working for more than one organisation so the percentages are only indicative and reliant on practitioners recording and maintaining their information accurately.



Annual Practising Certificate Additions to the Register Male vs Female

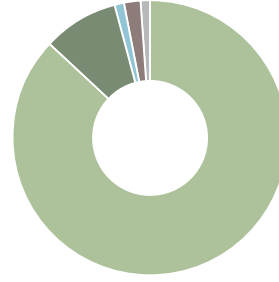
FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2013



● Female	91%
● Male	9%

Conditions on Registered Practitioners

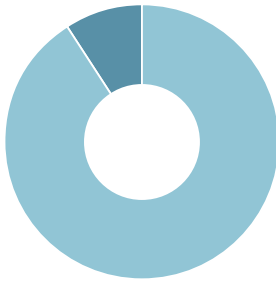
FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2013



There were 2,296 occupational therapists with a current practising certificate. The conditions held against their certificates were:

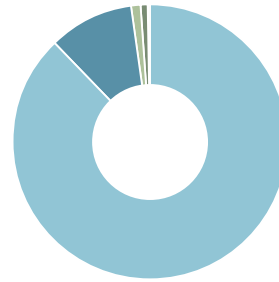
● None	87%
● New Graduate	9%
● Overseas qualified	1%
● Return to practice in NZ	2%
● Supervision Criteria	1%

FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2014



● Female	91%
● Male	9%

FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2014



There are 2,331 occupational therapists with a current practising certificate. The conditions held against their certificates are:

● None	87%
● New Graduate	10%
● Overseas qualified	1%
● Return to practice in NZ	1%
● Supervision Criteria	.5%
● Personalised Condition	.5%

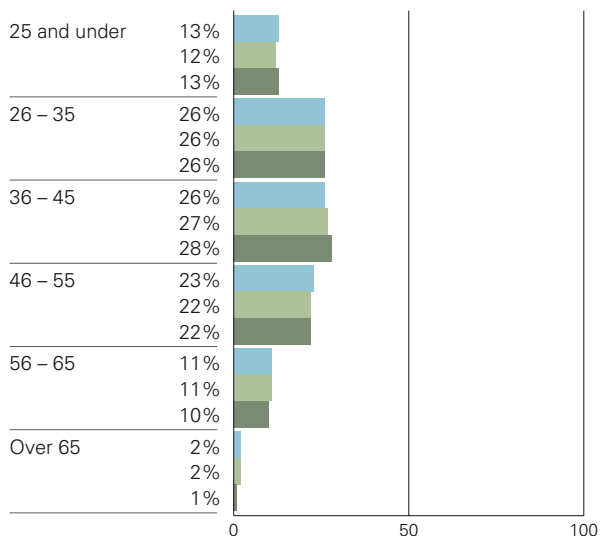


Country of qualification

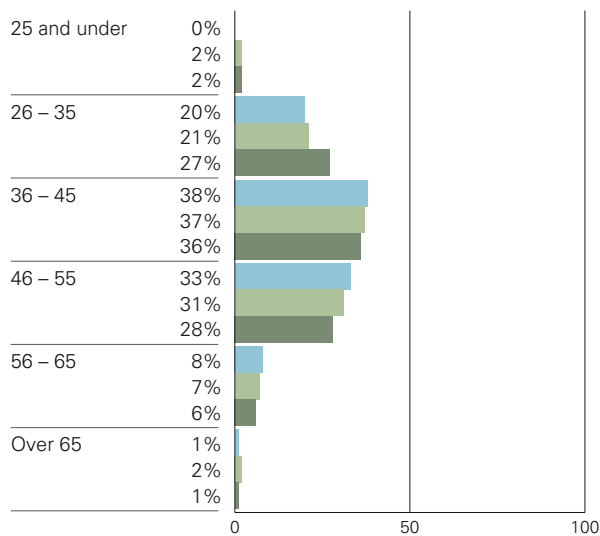
FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2014

■ 2014 ■ 2013 ■ 2012

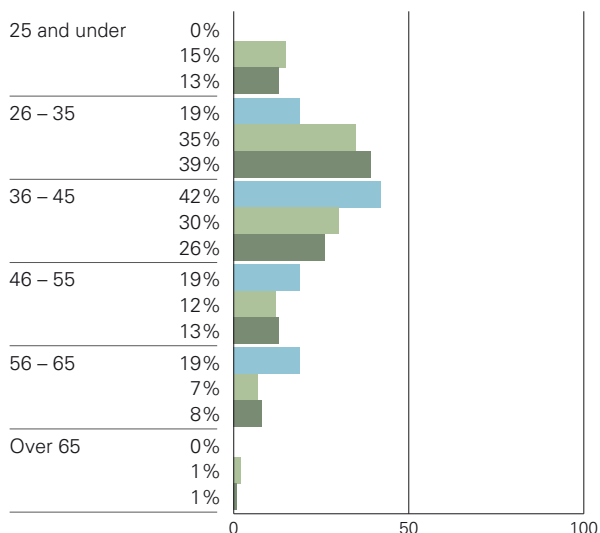
Age of practitioners New Zealand



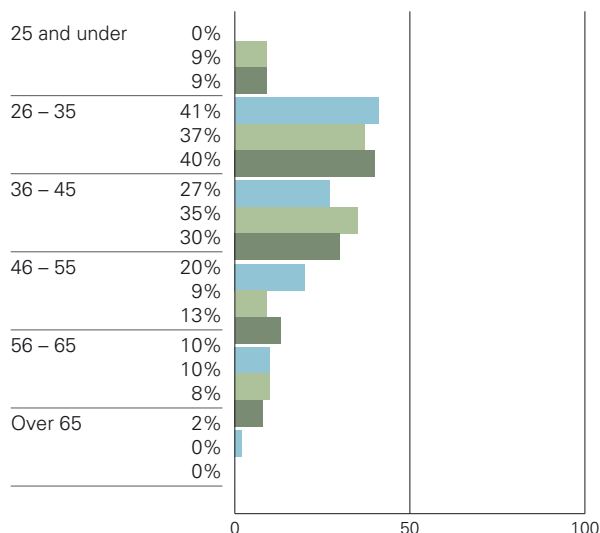
Age of practitioners UK



Age of practitioners South Africa



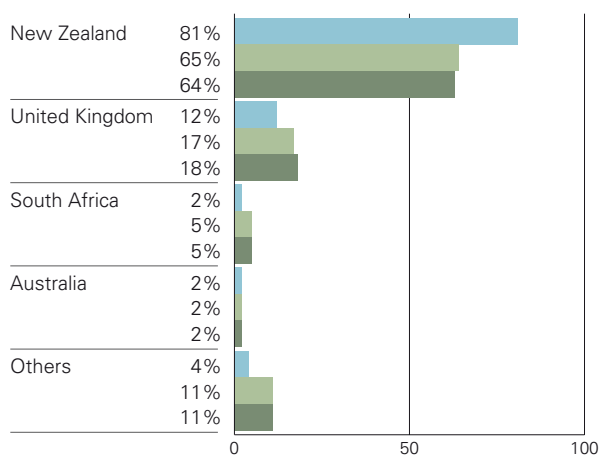
Age of practitioners Australia



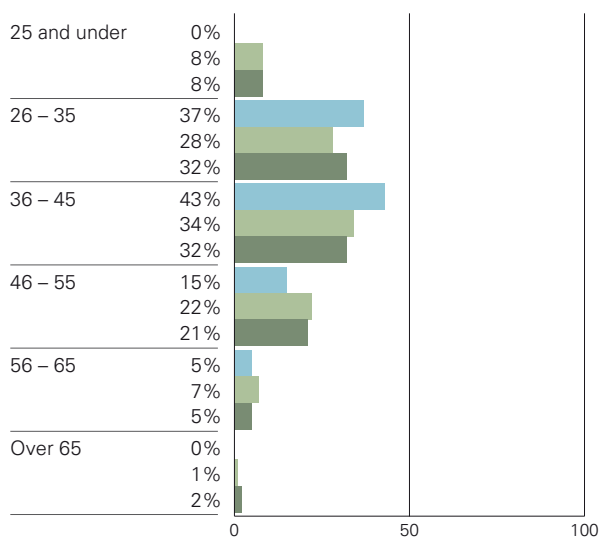
Country of qualification (CONTINUED)

FOR PRACTITIONERS ON THE REGISTER
AT 31 MARCH 2014

Top four



Age of practitioners All others



Competence Reviews and Discipline

During the year the OTBNZ had:

- 4** Competences notifications
- 6** Conduct notifications, majority related to practising without a practising certificate, **3** related to section 16 HPCAA conviction notifications.
- 9** Complaints sent to the Health and Disability Commissioner

Health notifications

The Board received **14** health notifications.

* The term notification may be either self notification, notification from employer or via another route.

Health Practitioners Disciplinary Tribunal

The functions of the Tribunal are:

- To hear and determine charges brought under section 91 of the HPCA Act
- To exercise and perform any other functions, powers, and duties that are conferred or imposed upon it by or under the HPCA Act or any other Act

The membership of the Tribunal consists of:

CHAIRPERSON

Bruce Corkill QC (retired from the Tribunal April 2014).
Chair of the Tribunal is vacant as at 30 April 2014.

DEPUTY CHAIRPERSONS

- Ms Kate Davenport, Barrister (retired from the Tribunal 12 July 2013)
- Ms Maria Dew, Barrister
- Mr David Carden, Barrister

OCCUPATIONAL THERAPIST PANELLISTS

- Loretta Bennett
- Jenny Mace
- Richard Savill
- Robert Molyneux (retired from the Tribunal March 2014)
- Linda Torwick

LAY MEMBERS

The Minister maintains a panel of lay members.

CONSTITUTION OF THE TRIBUNAL FOR HEARINGS

- Chairperson (or Deputy Chairperson)
- Three Occupational Therapist Panel members
- One Layperson

Executive Officer

The OTBNZ has contracted Gay Fraser as executive officer for the Tribunal for cases involving occupational therapists. The executive officer is responsible for administrative functions associated with the Tribunal.



Financial Statements

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THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

Statement of Financial Performance

FOR THE YEAR ENDED 31 MARCH 2014

	NOTE	2014 \$	2013 \$
Revenue			
Annual Practice Certificates Fees		1,087,528	1,063,091
Registration Fees		70,372	60,560
Other Fees		34,355	55,126
Other Income and cost recoveries		141,112	138,148
Interest		21,921	23,030
Total Revenue		1,355,288	1,339,955
Expenditure			
Board & Committees	1	252,056	158,843
Secretariat	2	1,147,840	1,111,088
Total Expenditure		1,399,896	1,269,930
Net Surplus/(Deficit)		-44,608	70,025

THE OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND

Statement of Movement in Equity

FOR THE YEAR ENDED 31 MARCH 2014

	2014 \$	2013 \$
Equity at beginning of period	800,592	730,568
Net surplus/(deficit) for the period	-44,608	70,025
Total recognised Revenues and Expenses for the period	-44,608	70,025
Equity at End of period	755,984	800,592

The accompanying notes form part of these financial statements



Statement of Financial Position

AS AT 31 MARCH 2014

	NOTE	2014 \$	2013 \$
Equity		755,984	800,592
Current Assets			
Cash, Bank & Bank deposits		1,405,484	1,228,525
Accounts Receivable		33,390	44,183
Prepayments		10,410	12,837
Other Asset		7,387	4,811
Total Current Assets		1,456,671	1,290,356
Non-Current Assets			
Fixed assets	3	46,850	51,458
Intangible assets	4	610,012	681,655
Total Non-Current Assets		656,862	733,113
Total Assets		2,113,533	2,023,469
Current Liabilities			
Goods and Services Tax		147,297	130,003
Accounts payable and provisions	5	139,769	146,983
Sundry Creditor		-45	0
Income in Advance	6	1,007,677	918,978
Fund held on behalf of other entities		62,851	26,912
Total Current Liabilities		1,357,550	1,222,877
Total Liabilities		1,357,550	1,222,877
Net Assets		755,984	800,592

For and on behalf of the Board.



Jane Hopkirk

Board Chair

Dated: 4 August 2014



Andrew Charnock

Chief Executive Officer

Dated: 4 August 2014

The accompanying notes form part of these financial statements



Statement of Accounting Policies

FOR THE YEAR ENDED 31 MARCH 2014

BASIS OF PREPARATION

The Occupational Therapy Board of New Zealand is a body corporate established by the Health Practitioners Competence Assurance Act 2003 and is a Responsible Authority under that Act.

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and have been prepared on the basis of historical cost.

The Board is an entity qualifying for differential reporting exemptions as it has no public accountability and is not large as defined by the Framework for Differential Reporting. The Board has taken advantage of all differential reporting exemptions.

SPECIFIC ACCOUNTING POLICIES

RECEIVABLES

Receivables are stated at estimated realisable values.

PROPERTY, PLANT & EQUIPMENT

Initially stated at cost and depreciated as outlined below. Initial cost includes the purchase consideration plus any costs directly attributable to bringing the asset to the location and condition required for its intended use.

Assets are written down immediately if any impairment in the value of the asset causes its recoverable amount to fall below its carrying value.

DEPRECIATION

Depreciation of property, plant & equipment is charged at the same rates as the Income Tax Act 1994.

The following rates have been used:

- Office furniture & equipment 9% – 40% diminishing value
- Computer equipment 48% – 60% diminishing value

INTANGIBLE ASSETS

Intangible Assets comprise non-physical assets which have a benefit to the Board for periods extending beyond the year the costs are incurred.

AMORTISATION

Intangible assets are amortised over the period of benefit to the Board at the following rate:

- Website/Database 10 years straight line.

LEASES

Payments made under operating leases are recognised in the statement of financial performance on a basis representative of the pattern of benefits expected to be derived from the leased asset.

EMPLOYEE ENTITLEMENTS

Provision is made in respect of the Board's liability for annual leave at balance date. Annual leave has been calculated on an actual entitlement basis at current rates of pay. No provision is made for sick leave entitlement as this does not accumulate.

TAXATION

The Board is exempt from Income Tax.

INCOME RECOGNITION

Fees received for the issue of annual practicing certificates and register maintenance are recognised in the year to which the fees relate. All other fees are recognised on receipt.

GOODS & SERVICES TAX

All amounts are stated exclusive of Goods & Services Tax (GST), except for receivables and payables that are stated inclusive of GST.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies. All policies have been applied on a consistent basis with those of the previous period.



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

1. Board & Committees

	2014 \$	2013 \$
Fees	78,734	58,001
Examination expenses	0	2,382
Legal, Investigation and hearing expenses (Discipline)	3,332	7,739
Meeting expenses, conferences & travel	153,013	82,509
Publications	4,436	4,388
Special projects	12,541	3,823
	252,056	158,843

2. Secretariat

	Note	2014 \$	2013 \$
Audit fees		6,698	6,485
Depreciation & amortisation	7	112,779	100,316
Equipment lease		6,151	5,436
Telephone, Postage & courier		18,827	13,677
Occupancy costs		56,131	88,856
Other costs		187,704	226,725
Personnel		694,754	606,904
Printing and Stationery		18,994	25,259
Professional fees		45,802	37,429
		1,147,840	1,111,088



3. Property, Plant & Equipment

	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
At 31 March 2013			
Office furniture & equipment	92,718	63,407	29,311
Computer equipment	85,688	63,541	22,147
	178,406	126,948	51,458
At 31 March 2014			
Office furniture & equipment	92,718	69,281	23,437
Computer equipment	104,330	80,917	23,413
	197,048	150,198	46,850

4. Intangible Assets

	COST	ACCUMULATED AMORTISATION	BOOK VALUE
At 31 March 2013			
Database/Website	879,554	197,899	681,655
	879,554	197,899	681,655
At 31 March 2014			
Database/Website	896,389	286,377	610,012
	896,389	286,377	610,012

5. Accounts Payable & Provisions

	2014 \$	2013 \$
Accounts payable	54,273	65,940
Provisions	55,339	59,979
Employee entitlements	30,158	21,064
	139,769	146,983



6. Income in Advance

	2014 \$	2013 \$
Fees received relating to next year		
Annual practicing certificate fees	1,002,522	912,881
Register maintenance fees	5,155	6,097
	1,007,677	918,978

7. Depreciation & Amortisation

	2014 \$	2013 \$
Depreciation has been charged against:		
Office furniture & equipment	5,874	6,334
Computer equipment	18,427	6,027
	24,301	12,361
Amortisation of intangible assets		
Website/Database	88,478	87,955
	112,779	100,316

8. Credit Card Facility

A visa credit card with a limit of \$15,000 is held with Westpac.

9. Commitments

Contractual commitments for operating leases of premises and equipment.

101-103 The Terrace Wellington, ASB Bank House

Not Later than one year	48,429
One to two years	12,107
	60,537

The figures disclosed above reflect Occupational Therapy Board's portion of rent, as currently payable. The lease agreement is in the names of a number of Health Regulatory Authorities which have joint and several liability.

The full liability as at 31 March 2014 is current \$231,384 and non-current \$57,846.



Sharp photocopier

Current:	5,136
Non-current:	14,979
	20,114

Capital Commitments

As at 31st March 2014, Occupational Therapy Board has a capital commitment with respect to a business case to investigate a replacement registration system of \$4,022.

10. Contingent Liabilities

There are no contingent liabilities at balance date (2013 \$Nil).

11. Related Party Transactions

There were no transactions involving related parties during the year (2013 \$Nil).

12. Events After Balance Date

There were no events that have occurred after balance date that would have a material impact on these financial statements.

13. Uncertainty about the Delivery of Office Functions in Future

In February 2011, Health Workforce New Zealand (HWNZ), on behalf of the Minister of Health, issued a consultation document proposing a single shared secretariat and office function for all 16 health regulatory authorities (RAs). As at 31 March 2014, this proposal is no longer under consideration with any uncertainty disclosed in previous financial years being removed.



**INDEPENDENT AUDITOR'S REPORT
TO THE READERS OF
OCCUPATIONAL THERAPY BOARD OF NEW ZEALAND'S
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

The Auditor-General is the auditor of the Occupational Therapy Board of New Zealand (the Board). The Auditor-General has appointed me, Robert Elms, using the staff and resources of Staples Rodway Wellington, to carry out the audit of the financial statements of the Board on her behalf.

We have audited the financial statements of the Board on pages 25 to 31, that comprise the statement of financial position as at 31 March 2014, the statement of financial performance and statement of movement in equity for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

Opinion

In our opinion the financial statements of the Board on pages 25 to 31:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's:
 - financial position as at 31 March 2014; and
 - financial performance for the year ended on that date.

Our audit was completed on 4 August 2014. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities, and we explain our independence.

Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence readers' overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the Board's financial statements that fairly reflect the matters to which they relate. We consider internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board;
- the adequacy of all disclosures in the financial statements; and
- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. Also we did not evaluate the security and controls over the electronic publication of the financial statements.

We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

Responsibilities of the Board

The Board is responsible for preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's financial position and financial performance.

The Board is also responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. The Board is also responsible for the publication of the financial statements, whether in printed or electronic form.

The Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the External Reporting Board.

Other than the audit, we have no relationship with or interests in the Board.



Robert Elms
Staples Rodway Wellington
On behalf of the Auditor-General
Wellington, New Zealand

Future Activity

The Board is going to progress a number of projects over the next few years, for example:

- Consumer engagement: how can the Board demonstrate that practitioners deliver safe and competent care to New Zealanders? It is hoped that a tool will be available within the CCFR to allow practitioners to evidence this.
- Organisational reviews of the Board's governance and operational systems and processes.
- Production of guidance on professional boundaries, social media and supervision.
- Closer working relationship with the Occupational Therapy Board of Australia.





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