

Fact Sheet

Standard Conditions on Scope of Practice

Why does the OTBNZ place standard conditions on scope of practice?

The role of the Occupational Therapy Board of New Zealand (OTBNZ) is to implement the Health Practitioners Competence Assurance Act 2003 (HPCA Act). The purpose of the HPCA Act is to protect the health and safety of the public.

A condition on a scope of practice means that a practitioner is permitted to practise **on the condition that** they fulfil the requirements set by the OTBNZ. These requirements are designed to protect the health and safety of the public and to ensure the practitioner gets the support they require to enable them to practise safely. If a practitioner has a condition, it will be displayed on the practitioner's practising certificate and on their entry on the online *Register of Occupational Therapists*.

What are the standard conditions on scope of practice?

The OTBNZ uses three standard conditions:

- **New Graduate:** practice is subject to weekly supervision for the first 12 months of practice
- **Return to Practice in New Zealand:** practice is subject to fortnightly supervision for the first six months of practice¹
- **Overseas Qualified Registrant:** practice is subject to fortnightly supervision for the first six months of practice

In some cases the standard condition is personalised. In such cases, the practitioner is advised in writing of the OTBNZ's requirements in relation to the condition.

What are the responsibilities and requirements of the practitioner with conditions?

All practitioners with a condition receive a letter from the OTBNZ explaining their condition and the practitioner's responsibilities and requirements in respect of the condition. Practitioners must show this letter to their supervisor and employer, so that interested parties are aware of the requirements of the condition.

¹ This applies to some practitioners who have not held a practising certificate in the last three years.

Registered occupational therapists in roles such as team leader or professional advisor must be aware of the supervision arrangements in their teams so that they are not inadvertently supporting a situation that breaches OTBNZ requirements.

It is the responsibility of the practitioner with a condition to arrange for an appropriate supervisor to provide supervision. We recommend that a practitioner with a condition tries to arrange a supervisor in the same workplace. This is not always possible, so they should ensure the supervisor they do arrange is accessible.

The practitioner must not start practising until the required supervision has been arranged. **Remember, the practitioner is permitted to practise only on the condition that they fulfil the requirements set by the OTBNZ for their condition.** Practitioners must also ensure that their supervisor provides the OTBNZ with a supervisor's report after the required period of supervised practice.

A practitioner with a condition on their scope of practice must not supervise any other practitioner with a condition on their scope of practice or agree to act as a third party for recertification.

A practitioner who is unable to meet the requirements of their condition must contact the OTBNZ for advice.

Who can provide supervision for practitioners with conditions on their scope of practice?

A supervisor for a practitioner with conditions on their scope of practice must be a registered occupational therapist with:

- A current practising certificate
- No conditions on their scope of practice.

What is required in supervision for conditions on scope of practice?

The practitioner must show the supervisor the letter from the OTBNZ describing the requirements in respect of the condition on their scope of practice.

Both supervisors and supervisees should refer to the document *Supervision for Occupational Therapists in the Context of the Health Practitioners Competence Assurance Act 2003*. This document provides detail on different types of supervision. It can be found under 'Supervision' on the OTBNZ website at www.otboard.org.nz.

The **supervisor** should:

- facilitate their supervisee to comply with the OTBNZ requirements
- ensure that the supervisee is practising competently, and take appropriate action if they are not

- ensure that the supervisee is engaging with the Continuing Competency Framework for Recertification (CCFR), and is complying with the requirements to update the employment and contact details required by OTBNZ under the HPCA Act
- report accurately on the supervisee's competence when the application to lift the condition is lodged.

The **supervisee** should:

- keep a log of supervision sessions (a template can be found under *Forms* on the OTBNZ website at www.otboard.org.nz)
- bring to supervision issues relating to their practice
- ensure they are engaging in the CCFR and discuss this with their supervisor.

Supervision should include discussion about the professional requirements and responsibilities of practitioners. Remember, all practising occupational therapists must be registered, have a current practising certificate and participate in the regulation of the profession by:

- complying with OTBNZ standards and requirements
- facilitating others to comply
- being fair and accurate when reporting on the competence of other occupational therapists.
- reporting any breaches of which they become aware.

Supervision should also include discussion on the:

- *Code of Ethics for Occupational Therapists*
- *Competencies for Registration as an Occupational Therapist*
- Continuing Competency Framework for Recertification (CCFR).

The OTBNZ developed the first two documents for occupational therapists and occupational therapy practice; these are also the yardstick against which competence is measured. These documents were arrived at following wide consultation with the profession.

Ready to apply for removal of the condition on scope of practice?

A practitioner with a condition on their scope of practice must apply for removal of the condition once they have completed the required period of supervised practice. Please note that it is the responsibility of the practitioner to initiate this process. Conditions remain on a scope of practice until the practitioner applies to have them removed.

The practitioner should discuss with their supervisor preparation of a supervisor's report to be submitted to the OTBNZ for assessment. A template for this report can be found under *Forms* on the OTBNZ website at www.otboard.org.nz. In the report, the supervisor should assess the competence of the supervisee across the seven competencies for registration. Please note that a supervisor's report is a stand-alone document. It must not be cross-referenced to the supervisee's CCFR.

The supervisor and supervisee should discuss the report, and it should be signed by both parties. If the report is assessed as satisfactory, the condition will be removed from the scope of practice. Sometimes a condition is not removed if a report suggests that the practitioner requires a further period of supervised practice. Such reports are considered on a case-by-case basis.

The practitioner applying for removal of the condition should complete an *Application for Removal of Condition on Scope of Practice*. This can be found under *Forms* on the OTBNZ website at www.otboard.org.nz. The following items should then be sent to the OTBNZ:

- Completed *Application for Removal of Condition on Scope of Practice*
- Supervisor's report
- Copy of supervision log
- Fee of \$59
- Current practising certificate

OTBNZ staff are available to assist practitioners with any queries.

Please contact the OTBNZ on phone: +64 4 918 4740 or 0800 99 77 55 or email enquiries@otboard.org.nz.

More information can be found on the OTBNZ website at www.otboard.org.nz.