



Professional Conduct Committee (PCC)

This committee is appointed by the regulatory authority to investigate complaints about occupational therapists. The appointment, scope, processes and investigation by the PCC is covered in [sections 71 - 83](#) of the Health Practitioners Competence Assurance Act 2003.

The Board has established guidelines on the PCC process. Training will be provided for all members of the PCC. The PCC is usually made up of 3 people:

- 2 occupational therapists
- 1 lay person – the lay person often acts as the convener for the PCC and as such would be responsible for coordinating the meeting of the PCC and production of a report at the conclusion of the PCC.

The PCC has its own legal advisor and if necessary an investigator.

The Registrar for the Board acts as the liaison between the PCC and the regulatory authority.

The complaints can range in complexity but usually take from 2 – 7 days. These are not usually sequential days but are broken down to pre meeting, review of information meeting, meeting with the practitioners and complainant if appropriate. Some of the meetings may take place over the phone or zoom. The legal advisor provides support to the PCC throughout its consideration and drafting of the final report from the PCC. The time commitment for this role is variable and infrequent and dependent on the number of complaints we receive.

Competence Review Committee (CRC)

This committee is appointed by the Board to assess an occupational therapist's competence to practice following a notification that practice may be below the required standard. The CRC is covered in [sections 34-44](#) of the Health Practitioners Competence Assurance Act 2003.

The Board has established guidelines for the CRC process. Training will be provided for all members of the CRC. The CRC is usually made up of 2 people:

- 1 occupational therapist
- 1 lay person – the lay person

CRC can meet with the practitioner and observe their practice.

Terms of reference for the CRC are agreed prior to the meeting with the practitioner. Following the CRC a report is made to the Board.

Criteria for the role

- Of good standing in the profession
- Current practising certificate with no conditions or requirements
- Continuing practice over 5 year
- Good understanding of the Competencies for Registration and Continuing Practice and Code of Ethics
- Broad understanding of occupational practice
- Good understanding of natural justice
- Ability to follow processes
- Be able to see things from the public's perspective

Email us your covering letter and resume to enquiries@otboard.org.nz