

The Psychotherapists Board of Aotearoa New Zealand

Te Poari o nga Kaihaumanu Hinengaro o Aotearoa



Tena kotou katoa, greetings from the Psychotherapists Board of Aotearoa New Zealand (Board)

The following Newsletter has been developed to provide psychotherapists with general information and reminders. The Board hopes psychotherapists will find this information useful in understanding the work of the Board in relation to the Health Practitioners Competence Assurance Act 2003 (HPCAA).

The Psychotherapists Board of Aotearoa New Zealand

The Board became a Responsible Authority under the Health Practitioners Competence Assurance Act 2003 (HPCAA) by order of the Governor-General of New Zealand on the 15th October 2007; prior to October 2007 psychotherapists were not regulated, or self-regulated via professional membership (voluntary) and/or via modality specific association memberships.

The Board's role is to implement the HPCAA; to fulfil the principal purpose as set out in section 3 and the functions as set out in section 118 of the HPCAA (see below).

The principal purpose

The principal purpose of the HPCAA 'is to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions'.

Duties and functions of the Board

The functions of each authority appointed in respect of a health profession are to:

- Prescribe the qualifications required for scopes of practice within the profession and, for that purpose, to accredit and monitor educational institutions and degrees, and courses or programmes of study.
- Authorise the registration of health practitioners under this Act, and to maintain registers.
- Consider applications for annual practising certificates.
- Review and promote the competence of health practitioners.
- Recognise, accredit and set programmes to ensure the ongoing competence of health practitioners.
- Receive and act on information from health practitioners, employers and the Health and Disability Commissioner about the competence of health practitioners.
- Notify employers, the Accident Compensation Corporation (ACC), the Director-General of Health and the Health and Disability Commissioner if the practice of a health practitioner may pose a risk of harm to the public.
- Consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession.
- Set standards of clinical competence, cultural competence and ethical conduct to be observed by health practitioners of the profession.
- Liaise with other authorities appointed under this Act about matters of common interest.
- Promote education and training in the profession.
- Promote public awareness of the responsibilities of the authority.
- Exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under this Act or any other enactment.

Board Commitments

The Board has made a commitment to ensure that diversity and equality are valued, upheld, promoted, and incorporated into all aspects of its work. As such the Board:

- acknowledges the relationship between Maori and Pakeha as partners to Te Tiriti o Waitangi/The Treaty of Waitangi.
- acknowledges that Aotearoa New Zealand has a culturally diverse population and that diversity impacts on healthcare service, access and delivery.

The following documents also guide the Board's work:

- Health and Disability Commissioner Act 1994 – Code of Health and Disability Services Consumers' Rights;



- Health and Disability Services Act 1993;
- Health and Safety Work Act 2016;
- Privacy Act 1993 – Health Information Privacy Code 1994;
- Human Rights Act 1993;
- Psychotherapist [Scopes of Practice](#);
- Psychotherapist [Core Clinical Competencies](#);
- Psychotherapist Standards of [Cultural Competence](#);
- Psychotherapist Standards of [Ethical Conduct](#).

Board membership process

The Minister of Health appoints Board members for terms up to three years, in accordance with sections 120-122 of the HPCAA. The Chairperson and Deputy Chairperson are appointed by the Board at its first meeting of each year.

Practitioners and lay people are invited to apply for a position on the Board when a vacancy arises. Applications are made to the Ministry of Health, and the skills required by the Board are considered in appointments, which are approved by the Minister of Health.

Current Board membership:

1. Ms Suzanne Johnson (Chairperson, Wellington)
2. Mr Hamish Brown (Deputy Chairperson, Auckland)
3. Ms Anna Hedley (Auckland)
4. Mr Bill Grant (Wellington)
5. Ms Megan Campbell (layperson, Hamilton)
6. Ms Miriana Stephens (layperson, Motueka)
7. Mr Simon Hall (Christchurch)

What is a layperson?

The definition of a layperson is a person who is not qualified in a given profession and/or does not have specific knowledge of a certain subject.

In the HPCAA a layperson is defined as a person who is 'neither reregistered nor qualified to be registered as a health practitioner'.

A layperson's role is to bring a public perspective to the Board. Laypeople also bring additional skills and experiences that add to those of the health practitioner members, such as, wider knowledge of the health or education sectors, financial skills, legal skills or governance experience and involvement in the wider community.

Laypeople help the Board focus on public good in relation to psychotherapy practice standards and right touch regulation.

Registration

Registration provides an assurance to the public that psychotherapists are fit to practise, hold the qualification/s prescribed by the Board and are competent to practise within the scope that they are registered.

The Board maintains a public Register which includes names, the qualification used for registration and the registration dates of all psychotherapists. The [Public Register](#) is available for viewing on the Board's website.



Psychotherapist Contact details

Psychotherapists are required by the HPCAA to ensure that the Board has their current contact details. The Board's main form of contact is email, therefore please remember to update this if it changes. This information is not made public.

Psychotherapist Scopes of Practice

Under section 11 of the HPCAA, the Board has authorised three Psychotherapist Scopes of Practice:

1. Psychotherapist Scope of Practice.
2. Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism.
3. Interim Psychotherapist Scope of Practice.

The Development of Accreditation Standards

Currently the Board has a list of [grandparented](#)¹ psychotherapy qualifications. Under section 118(a) of the HPCAA the Board is required to prescribe the qualifications required for scopes of practice and, for that purpose, to accredit and monitor educational institutions and degrees and courses or programmes of study. Once Accreditation Standards have been developed and are in place grandparenting will cease and all psychotherapy training providers wanting to advertise a qualification that leads to psychotherapist registration will be required to show how their training programme meets the finalised Accreditation Standards².

The Board is currently in a process of consulting with training providers regarding Accreditation Standards. Wider consultation will take place as soon as practicable. This will involve programme providers, practitioners, stakeholders and the public. In the meantime, the Board continues to keep stakeholders, training providers and psychotherapists updated on progress through its newsletters and electronic communications.

Renewing an Annual Practising Certificate (APC)

The Annual Practising Certificate (APC) year runs from 1 October to 30 September.

Each year psychotherapists are required to choose from three options:

- a) **Renew**: renew their APC;
- b) **Non-practising**: retain their name on the Register as a non-practising psychotherapist³;
- c) **Removal**: request to have their name removed from the Register of psychotherapists⁴.

Further information on the APC renewal process can be found on the Board's website under '[How to renew your Annual Practising Certificate](#)'.

¹ Grandparenting is a temporary time limited period while Accreditation Standards are being development and implemented.

² Minimum standards

³ Non-practising means that a psychotherapist is not currently working. For example: on parental leave, on sick leave, on an extended holiday.

⁴ This indicates a person is no longer working as a psychotherapist, or no longer planning to work as a psychotherapist in the future. Reapplication for registration is possible.



Psychotherapist supervision

The Board has a [Policy Statement on Psychotherapist Clinical Supervision](#). This is helpful for any supervision related questions.

Clinical Supervisors are required to be:

- A registered psychotherapist with a current APC; or
- A health practitioner registered under the HPCAA with a current APC, approved by the Board as having sufficient psychotherapy training, skills and professional development.

[Click here](#) to find the Board's supervisor approval process. If you are having supervision with a person in the 2nd category above, you are advised to check that your new supervisor applies for Board approval before the APC renewal process begins. This will avoid holding up your APC renewal.

What is the APC fee? What is the APC used for? What is a Disciplinary Levy?

The HPCAA provides mechanisms for Responsible Authorities (RAs) to recover the costs⁵ associated with fulfilling section 118 functions (the work of the Board). The Board reviews fees annually and each year aims to achieve a break-even budget; Board budgets are based on cost recovery.

The Annual Practising Certificate (APC) fee covers all matters relating to the function of the Board, such as⁶:

- Authorising the registration of health practitioners.
- Considering applications for annual practising certificates.
- Reviewing and promoting the competence of health practitioners.
- Receiving and acting on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of health practitioners.
- Setting standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession.
- Board function costs such as office rent, IT, consumables, Board meetings, personnel, professional fees for Board members and Professional Advisors.

An APC provides assurance to the public that a psychotherapist is competent and fit to practise their profession. Each year psychotherapists are required to declare that they have maintained their competence and fitness to practise. If it is unclear that a psychotherapist has met these standards, then an APC application resubmission may be requested.

What is a Disciplinary Levy?

A disciplinary levy is collected⁷ to cover any disciplinary costs that may be generated as a consequence of a complaint requiring Professional Conduct Committee (PCC) investigation and a disciplinary hearing before the Health Practitioners Disciplinary Tribunal (HPDT)⁸.

The Board currently has a disciplinary levy reserve and has not charged psychotherapists a disciplinary levy since 2011. If the disciplinary levy becomes depleted⁹ the Board will need to reinstate the disciplinary levy. Currently there is no information to indicate that the disciplinary levy will need to be reinstated.

⁵ Responsible Authorities are a not-for-profit- all fees sought are directly related to cost-recovery; therefore, size of the profession has a direct impact on APC fees (economies of scale).

⁶ This is not an exhaustive list

⁷ Under section 131 of the Health Practitioners Competence Assurance Act 2003 (HPCAA)

⁸ The Board has no control over the costs associated with a case taken to the Tribunal.

⁹ HPDT costs can be particularly expensive.



Reminders

The Board has a resource and publications section on its Website. This section hosts useful information that may be helpful to psychotherapists, such as:

Board Newsletters

The Board produces regular [Newsletters](#) which are emailed to psychotherapists. All Newsletters are also available on the Board's Website.

Information Sheets

From time to time the Board will develop Information Sheets which the Board hopes psychotherapists will find useful.

Currently the Board has developed:

Information Sheet on Health Records - Access, Protection, Retention, Disposal
Information sheet on Clinical notes

These are located on the Board's website under [Information Sheets](#).

Board Brochures

The Board has two brochures on its Website which are available to be downloaded.

The brochure '[Considering psychotherapy](#)' - a guide for clients and their families' was developed for members of the public and may be a useful tool for psychotherapists to print and have in their practice rooms.

The brochure '[Confidence in your health practitioner](#)' explains the purpose of the HPCAA.

Thank you for taking the time to read this Newsletter. The Registrar is happy to answer any questions and can be contacted on registrar@pbanz.org.nz or 04 918 4727.

Nga mihi mahana,
Best wishes