



Completing the Medical Council of New Zealand Audit of Recertification

You have been selected for a formal audit of your recertification (CPD) activities. There are a number of ways in which you can comply with Council's recertification requirements. Please select from the list below, the option that applies to you, and then follow the relevant instructions in order to complete the audit requirements.

For doctor's registered in a Vocational Scope

Option	Instructions for completing the audit
<p>If you are</p> <ul style="list-style-type: none"> • registered in one or more vocational scopes of practice; and • participating in an approved medical college recertification (CPD/MOPS) programme/s 	<p>Once you have submitted a complete practising certificate application, you need to submit a copy of the most recent CPD certificate or statement of participation in the CPD/MOPS programme issued to you by your CPD provider. If you do not have this document, please let us know and we will check with the relevant medical college to confirm your participation). You can email it to us at audit@mcnz.org.nz, or post it to Audit Administrator, Medical Council of New Zealand, PO Box 10509, The Terrace, Wellington 6143.</p>
<p>If you are</p> <ul style="list-style-type: none"> • practising in a vocational scope of practice; and • practising in a general scope of practice (in a different area of medicine) within a collegial relationship 	<p>Once you have submitted a complete practising certificate application; you will also need to submit a copy of your most recent CPD certificate or statement of participation in the CPD/MOPS programme issued to you by your CPD provider. If you do not have this document, please let us know and we will check with the relevant medical college to confirm your participation). Additionally, you need to complete and submit the following forms with respect to the work you are doing in your general scope of practice: CPD1, CPD2, CPD3, CPD4, CPD5 and CPD6.</p> <p>Once you have prepared all the relevant documents, you can email it to audit@mcnz.org.nz, or post it to Audit Administrator, Medical Council of New Zealand, PO Box 10509, The Terrace, Wellington 6143.</p>
<p>If you are</p> <ul style="list-style-type: none"> • registered in a vocational scope of practice; and • your vocational scope of practice has been approved by Council to be restricted to non-clinical practice and is low risk in terms of the health and safety of the public; and • your CPD/MOPS provider has a non-clinical CPD/MOPS option that they have allowed you to participate in 	<p>Once you have submitted a complete practising certificate application, you need to submit a copy of your most recent CPD certificate or statement of participation in the CPD/MOPS programme issued to you by your CPD provider. If you do not have this document, please let us know and we will check with the relevant medical college to confirm your participation). You can email it to us at audit@mcnz.org.nz, or post it to Audit Administrator, Medical Council of New Zealand, PO Box 10509, The Terrace, Wellington 6143.</p>

For doctor's registered in a general scope only

If you are <ul style="list-style-type: none">• registered in a general scope of practice; and• you are enrolled and participating in an accredited advanced training programme	Once you have submitted a complete practising certificate application, we will check with the relevant medical college to confirm your participation in their training programme. You do not need to do anything else, unless we specifically request it.
If you are <ul style="list-style-type: none">• registered in a general scope of practice; and• you work as a Medical Officer in a DHB; and• you are participating in the recertification (CPD) programme of the ANZCA or the RACP; and• you have been participating in that recertification programme since at least 14 March 2012	Once you have submitted a complete practising certificate application, we will check with the relevant medical college to confirm your participation in their recertification (CPD) programme. You do not need to do anything else, unless we specifically request it.
If you are <ul style="list-style-type: none">• registered in a general scope of practice; and• your scope of practice has been approved by Council to be restricted to non-clinical practice and your practice has been assessed by the Medical Council as low risk, in terms of the health and safety of the public.	Once you have submitted a complete practising certificate application, you will also have completed the audit requirements.

The process from here:

You have already submitted your practising certificate application online. Because you have been selected for audit, your practising certificate application will not be completed until we have also received the required audit information. In some cases (see options listed above), Council staff will liaise directly with College staff to complete the necessary verification. In other cases, we will be waiting for you to send us the other documentation required. If we have not received this from you by the due date (two weeks prior to the expiry of your current practising certificate then a Council staff member will contact you for an update.

Once we have received and verified all the information required, your practising certificate renewal and audit process will be completed, and you will be issued with a new practising certificate and with confirmation of the outcome of the audit process.

Can you keep working in the mean time?

Section 30(3) of the Health Practitioners Competence Assurance Act 2003 'deems you to hold' a practising certificate from the date your complete application and payment is received, as long as this is received before the expiry of your current practising certificate. This means that you are entitled to carry on working as usual until the rest of the process has been completed (including the audit), even though the practising certificate will not be issued until the final stage of the process. The 'deemed to hold' provision will not apply if your application is incomplete, or has not been received before the expiry of your current practising certificate, or if you have not paid your practising certificate fee. You will then have to stop practising until Council has received a complete application and has issued you with a new practising certificate.

Non-compliance with recertification requirements

If you are required to provide confirmation of compliance with recertification and cannot do so for any reason, please write to audit@mcnz.org.nz to explain your situation. Council will deal with this on a case-by-case basis and we will contact you with more information relevant to your particular situation.