

2017

Annual Report



**Clinical Physiologists
Registration Board**

www.cprb.org.nz

email admin@cprb.org.nz

Annual report

Clinical Physiologists Registration Board
1 April 2016 – 31st March 2017

SECTION 1 REPORTS

- 1a HPCAA Report
- 1b Chairperson Report
- 1c Registrar Report

SECTION 2 THE BOARD

- 2a Board Members
- 2b Board Terms
- 2c Meeting attendance

SECTION 3 CPRB BUSINESS ACTIVITIES

- 3a Summary of projects and activities
- 3b Priorities for year ahead

SECTION 4 REGISTRATIONS

- 4a Registrations
- 4b Countries of Origin
- 4c Competency Assessments

SECTION 5 ANNUAL PRACTICING CERTIFICATES AND CPD AUDITS

- 5a APC renewal numbers
- 5b Audit numbers and results

SECTION 6 COMPLAINTS AND NOTIFICATIONS

- 6a Pertaining to competence
- 6b Pertaining to fitness to practice
- 6c Pertaining to professional conduct

SECTION 7 FINANCIAL REPORT

- 7a Income
- 7b Expenditure
- 7c Balance Sheet
- 7d Auditors Report

CPRB Website: www.cprb.org.nz

Contact email: admin@cprb.org.nz

For the purposes of this document the following abbreviations apply:

CPRB – Clinical Physiologists Registration Board

APC – Annual Practicing Certificate

CPD – Continuing Professional Development

PCA – Practical Competency Assessment

SOP – Scope of Practice

Cardiac – Cardiac Physiologist and Cardiac Physiology Technician

Exercise – Exercise Physiologist

Neuro – Neurophysiology technologist

Renal – Renal Physiologist

Resp – Respiratory Physiologist / Scientist

Sleep – Sleep Physiologist

CPRB aims to protect the public through upholding competency standards to ensure a high standard of practice of Clinical Physiologists working in New Zealand (NZ). Founded in 2006 as a self-regulating registration board, the CPRB consistently promotes the development and enhancement of Clinical Physiology and Physiology Technician roles in the NZ healthcare system.



From mid-2017 CPRB expects to register health professionals from the Exercise and Neurophysiology professions

1. Reports

Clinical Physiologists Registration Board
1 April 2016 – 31st March 2017

1A HPCAA REPORT

The application for Clinical Physiologists to be regulated under the HPCAA is still on hold by the Ministry of Health (MOH), awaiting expert panel assessment.

Public consultation was completed and further information was provided to MOH following their request in 2010.

No further official communication has since be received.

From the MOH website:

*Clinical physiologists (with renal dialysis technicians)
Clinical physiology includes clinical cardiac physiology,
clinical respiratory physiology, and clinical
sleep physiology.
A preliminary assessment was undertaken and further
information requested and supplied.
However, this application has not yet been formally assessed
by an expert panel.*

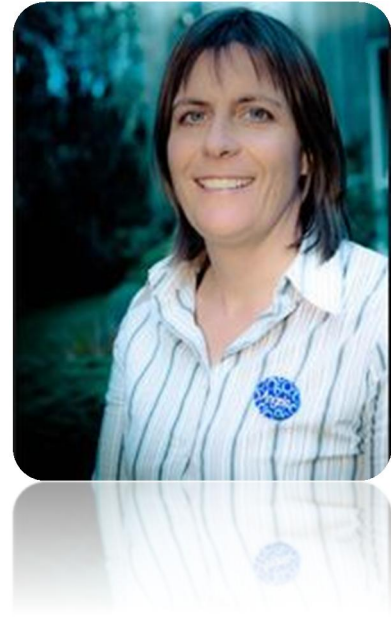
HPCAA Application timeline

2003	SCT presented at an HPCAA hearing advising imminent request for inclusion under the act.
2005	First draft of CPRB documents completed
2006	<ul style="list-style-type: none"> • Clinical Physiologists Registration Board formed – self-regulating authority. • May: consultation document circulated to members of professions involved (Cardiac, Respiratory, Sleep) • August : CPRB constitution finalized • August: Original “Application for the Professions of Clinical Cardiac, Respiratory and Sleep Physiology to become Regulated under the Health Practitioners Competence Assurance Act 2003” submitted to the MOH
2007	<ul style="list-style-type: none"> • July: CPRB “supplementary information risks to public” and “supplementary information risks to public: additional information” submitted to MoH • August: MoH consultation document “Regulation of the professions of Speech Language Therapy and Clinical Physiology under the HPCAA 2003” released • September: MOH consulted DHBs regarding regulation of Clinical Physiology and Speech-language therapy.
2008	<ul style="list-style-type: none"> • feedback to MoH consultation from Health & Disability Commissioner submitted to MoH
2010	<ul style="list-style-type: none"> • February - CPRB submission on MoH discussion document “How do we determine if statutory regulation is the most appropriate way to regulate health professionals?” • August – redrafted “Application for the Professions of Clinical Cardiac, Respiratory and Sleep Physiology to become Regulated under the Health Practitioners Competence Assurance Act 2003” submitted to the MoH under new application specifications • Awaiting Review by Expert panel
2014	<ul style="list-style-type: none"> • Renal Physiologists registered with NZBDP are registered by CPRB • MOH Health Science and Technical Workforce Review
2017	<ul style="list-style-type: none"> • Exercise Physiologists and Neurophysiology Technologists preparing to register with CPRB • Application still awaiting review by expert panel...

1B CHAIRPERSONS REPORT

Report presented at AGM August 2016:

It was with regret we accepted the resignation of Angela Morgan from the board in February. Angela has been an extremely dedicated board member and has been instrumental in moving the CPRB forward. She has also spent many an hour assisting Jennifer particularly with the redesign of the website. I have temporarily taken over the chairperson role.



1. Registrar

Jennifer Youard continues to provide excellent assistance to the board with regards to admin/website/financials, her position was continued for the 2016/17 year.

2. Web site:

Continues to work well, making applications significantly easier.

3. Annual Practicing Certificates:

The policy around APCs continues to evolve and we are currently investigating a change to CPD to assist with annual workload.

4. Renal Physiologists

Welcomed on board and first year of CPRB registrations successfully completed, thanks to Frederic Doss and Balaji Jaganathan for their help in this.

5. Expansion of the board

We have recently been approached by two more groups looking to use the CPRB as their registration board.

Dr Angela Campbell

Sleep Representative and Acting Chairperson
Clinical Physiologists Registration Board

REGISTRARS REPORT



Website:

The CPRB website (www.cprb.org.nz) is working well in most respects.

- Automatic reminders are mostly working well and saving a lot of administration time.
- Qualifications – currently only new applicants can enter in qualifications as they supply certified copies. It will be a lot of work to retrospectively cross check and enter in 300+ qualifications. There is a fraud risk to letting people enter in their own qualifications without cross checking with certified documents.
- There is no change regarding lack of functionality for members to upload documents to website.
- Photo IDs are being provided and uploaded for new members now.

Applications:

There have been 44 new registrants in the year April 2016-March 2017, and the board has undertaken 4 Practical competency assessments.

APCs:

Most people with APCs have by now renewed successfully. The same common problems are:

- Not providing professional society membership proof.
- Insufficient detail in CPD list.
- Insufficient points earned.

However as each APC round is completed and issues resolved with applicants, there are fewer problems encountered each year, as new processes become embedded.

Jennifer Youard
CPRB Registrar

2. The Board

Clinical Physiologists Registration Board

1 April 2016 – 31st March 2017

2A. BOARD MEMBERS

Name	Physiologist Profession	Location
Belinda Buckley Team Leader - Cardiac Investigation Unit, Counties Manukau DHB Allied Health Representative Cardiac Society of NZ and Australia	Cardiac	Auckland
Lisa Wilson Manager Diagnostic testing Unit, Southland Hospital, Southern DHB	Cardiac	Invercargill
Fredric Doss Haemodialysis Educator & Professional Leader, Renal Services Auckland DHB Chair New Zealand Board of Dialysis Practice	Renal	Auckland
Balagi Jagannathan Team Leader Renal Services, Waitemata DHB, Honorary Lecturer, MIT Research Coordinator, Centre for Clinical Research and effective practice	Renal	Auckland
David Robiony-Rogers Service Leader Respiratory Medicine, Immunology, and Sleep Medicine, Capitol Coast DHB	Respiratory	Wellington
Kevin Ellyett Charge Respiratory Physiologist, Auckland DHB	Respiratory	Auckland
Dr Angela Campbell (Chair) Sleep Senior Lecturer, Dept of Medicine, Otago University Manager WellSleep		Wellington
Prudence Murray Senior Clinical Research Scientist & Sleep Lab Manager, Fisher & Paykel Healthcare	Sleep	Auckland
<i>Jennifer Youard</i> <i>Cardiac Physiologist, Mercy Angiography Unit & Auckland Heart Group, Auckland</i>	<i>Registrar</i>	<i>Auckland</i>

2B. BOARD TERMS

Terms run from August AGM to August AGM and are for 4 years.

Board members are elected or re-elected by their professional society.

	Year elected or Re-elected (R)	Year term expires	Professional Society elected by
Belinda Buckley	2014 R	2018	The Society of Cardiopulmonary Technology Inc
Lisa Wilson	2016	2020	
Fredric Doss	2014	2018	New Zealand Board of Dialysis Practice
Balagi Jagannathan	2014	2018	
David Robiony-Rogers	2014 R	2018	Australia New Zealand Society of Respiratory Science
Kevin Ellyett	2015	2019	
Angela Campbell (Chair)	2016 R	2020	Australasian Sleep Technologists Association
Prudence Murray	2016 R	2020	

No societies are to be contacted by the Registrar in 2017 as there are no vacant board positions:

2C. MEETING ATTENDANCE

A = Apologies

✓ = Present

x = absent without notification

	Feb 2016	AGM Aug 2016	Nov 2016	Feb 2017
Belinda Buckley	✓	✓	✓	✓
Lisa Wilson	-	✓	✓	✓
Fredric Doss	✓	✓	✓	✓
Balagi Jagannathan	✓	A	✓	A
David Robiony-Rogers	✓	✓	✓	✓
Kevin Ellyett	✓	✓	✓	✓
Angela Campbell (Chair)	✓	✓	✓	✓
Prudence Murray	✓	✓	✓	✓

3. Business Activities

Clinical Physiologists Registration Board

1 April 2016 – 31st March 2017

3A SUMMARY OF PROJECTS AND ACTIVITIES

POLICY

- A comprehensive review of CPRB registration guidelines and policies was undertaken, and ratified by the board, with the following changes ratified:
 1. The categories of Registration were revised. Registrants affected by the change in categories were informed.
 2. Conditions related to practice were moved from being a category of registration, to appearing on the APC.
 3. A category of Non-resident Registration was introduced, with no associated APC.
 4. The APC Declaration was reviewed and updated with emphasis on the Clinical Supervisors sign-off and responsibilities.
 5. After consultation with all professional societies represented on the board at the time, the method for reporting CPD was significantly changed from the existing CPD points based system, to a new system emphasizing learning outcomes and changes to practice.
- Return to practice policy was clarified and added to the website.
- Confidentiality of PCA results and associated processes was reviewed by Belinda Buckley, and PCA assessor guidelines were updated to reflect this.

ADMINISTRATIVE

- Ongoing project to digitize historical documents and retrospectively enter registrant's qualifications and certifications into the CPRB membership website.
- The CPRB website was updated to reflect the changes made from the 2017 review, and changes communicated to registrants affected.
- Documents embedded in the CPRB website were moved to website pages, so that they can be found easily using the search function for key words or terms, as some have had difficulty locating the information they require. An 'FAQ' page is being formulated.
- Flowchart of Overseas registration added to website.
- A retrospective request for photo ID from existing registrants was made and largely complied with. Several registrants provided ID but requested that their image was not made public. All new applicants must provide photo ID as part of their application.

GENERAL

- 4 new board members representing Exercise and Neuro Physiology professions have been brought into CPRB, after consultation with the membership of their professional societies. They will work towards eventual registration of the Neurophysiology and Exercise Physiology workforce with CPRB.
- Sleep representatives are working on a NZ based Sleep competency examination.
- In 2017 CPRB were asked to provide a Board member to join the Medical Imaging Workforce Action Group, led by DHB Shared Services. Belinda Buckley was nominated as the cardiac sonography representative. This group has met several times since February and has developed several work packages aimed at investigating the shared workforce issues relating to the medical imaging workforces including cardiac sonography.

3B PRIORITIES FOR YEAR AHEAD

POLICY

- Review registrants with dual scopes of practice, extended practices, and those thought to be working outside of their scope of practice

ADMINISTRATIVE

- Complete digitization of historical documents
- Complete 'FAQ' page
- Implement the new APC process outlined in the 2017 review
- Implement the Portfolio Audit process
- Increase number of portfolio audits per year

GENERAL

- Register Physiologists from the Neuro and Exercise Professions
- Update of professional development outlines from Professional Societies
- Monitor progress of HPCAA submission

4. Registrations

Clinical Physiologists Registration Board

1 April 2016 – 31st March 2017

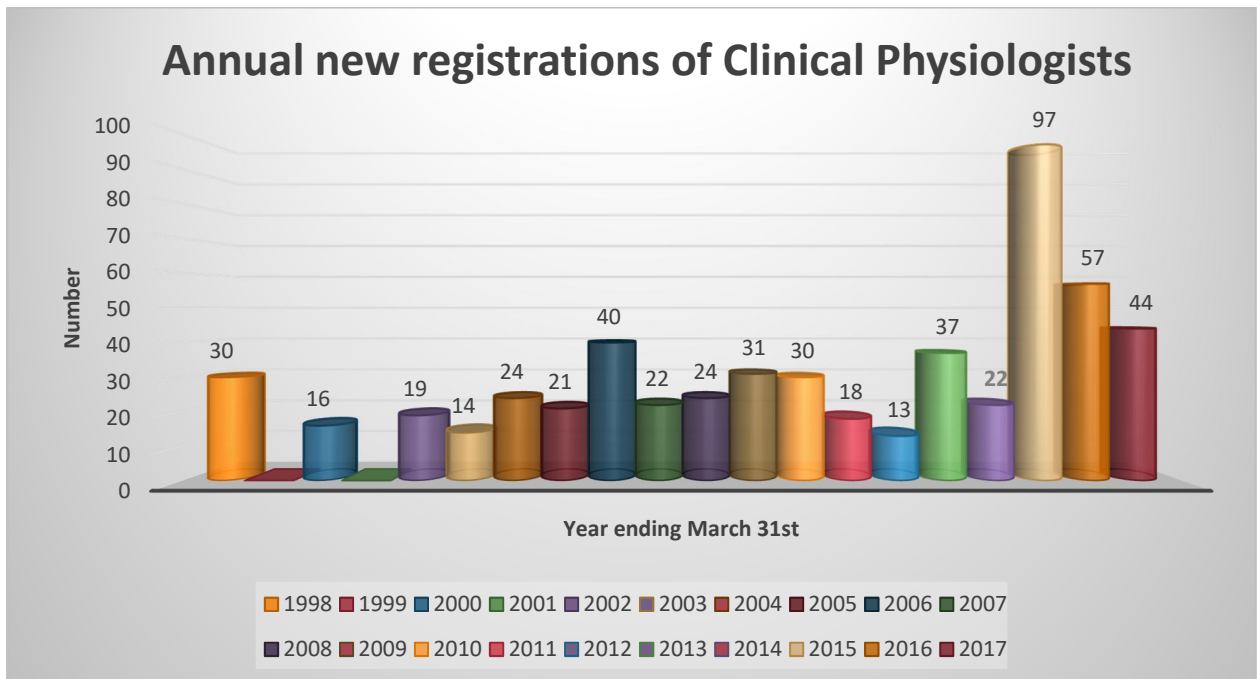
4A REGISTRATIONS AS AT 31/3/17

The Clinical Physiologists Registration Board (CPRB) is the registration board set up for Clinical Physiologists employed in New Zealand. If the professional society that a person belongs to is represented by the CPRB then that person can apply for registration with the CPRB. Currently registration with the CPRB is voluntary. Notwithstanding the voluntary nature of registration with the CPRB, the registration process is set up to meet the standards and requirements of the Health Practitioner Competence Assurance Act (2003).

Registration is awarded to a clinical physiologist when the CPRB is satisfied that the applicant meets specific competencies for a professional Scope of Practice.

When Registration is awarded the member's name is listed on the public Register of Clinical Physiologists

New Registrations



* Year ending March 2015 Renal Physiologists first registered with CPRB

YEAR ENDING MARCH 31ST 2017:

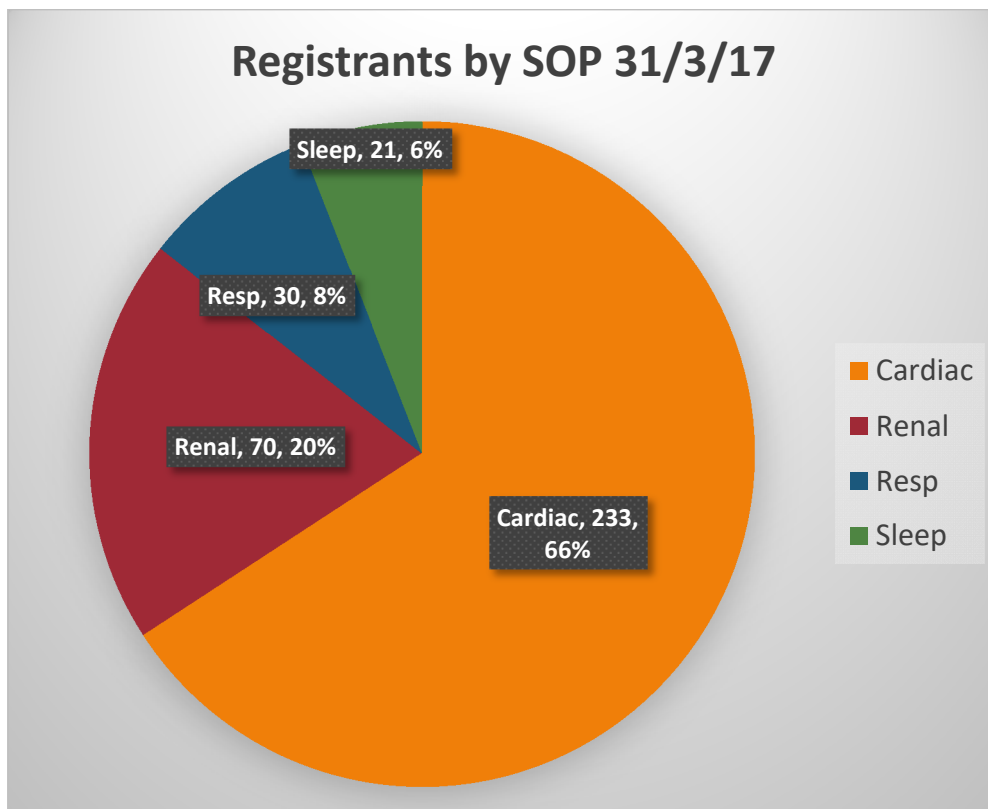
New Registrations: 44
 Cardiac 29
 Renal 9
 Respiratory 7
 Re-registrations: 0
 Declined Registration applications: 0
 Abandoned applications: 6 (failed to complete process)

CONDITIONS FOR REGISTRATION

No conditions to practice	21
Practice limited to echocardiography	3
Supervised Practice - Requires echo competency assessment	3
Supervised Practice - Requires respiratory competency assessment	2
Supervised Practice - Requires supervised professional development	17
Supervised Practice – Required to sit cardiac certification exam	1

Total Registered as at 31 March 2017

<u>Total registered</u>	YE 31/3/17	354	YE 31/3/16	313
Cardiac	233			
Renal	70			
Respiratory	30			
Sleep	21			



Second and Third Scope of Practice

13 registrants have a 2nd scope of practice, and 1 has 3 scopes of practice

2 nd SOP Cardiac	4
2 nd SOP Respiratory	7
2 nd SOP Sleep	3
2 nd SOP Renal	0

Non-resident Registrations

Of the 354 registrants, 12 (3.4 %) are Non-resident

Cardiac Registrants

Of the Cardiac group, 28 (12%) are Cardiac Physiology technicians, and 218 are Cardiac Physiologists.

12 are registered with Practice limited to Echocardiography only

4B COUNTRIES OF ORIGIN

New applications were received from the following countries:

New Zealand, UK, USA, Canada, Nigeria

4C COMPETENCY ASSESSMENTS

Number of competency assessments performed:	5 (4 in Echocardiography, 1 Respiratory)
Passed first attempt	4
Passed after re-sit	0
Failed - did not re-sit	1

5. APCs and CPD Audits

Clinical Physiologists Registration Board
1 April 2016 – 31st March 2017

APCs expire each year on July 15th. They are issued on the basis of:

Continuing professional society membership,

A declaration signed by the applicants,

Confirmation of competence, ongoing CPD and fitness to practice by their clinical supervisor,

Payment of an APC fee

5A ANNUAL PRACTICING CERTIFICATES AS AT 31/3/17

	Current	On Hold	Non resident	No APC, lapsed or Overdue	Supervised practice	Limited practice
APCs status 2017	235	4	12	103	41	14
2016	248	3	7	112		

IN THE FINANCIAL YEAR ENDING 31ST MARCH 2017, ANNUAL PRACTICING CERTIFICATES WERE ISSUED FOR THE FOLLOWING SCOPES OF PRACTICE:

Scope of Practice	Number
Cardiac Physiologist	140
Cardiac Physiology Technician	22
Renal Physiologist	59
Sleep Physiologist	11
Respiratory Physiologist	4

Applications to have conditions removed from Practicing Certificate: 2

5B AUDITS 31/3/17

CPRB requests full portfolio submission of a percentage of APC holders every year. This percentage varies across professional groups which are disparate in size. The purpose of auditing portfolios is to review the level and complexity of Continuing Professional development, and that this is appropriate to the physiologist's scope of practice and experience.

Failure to submit a portfolio can result in withdrawal or withholding of the practitioner's APC.

Practitioners submitting a portfolio considered inadequate in some way, are advised and supported to achieve an appropriate level of CPD. This is reviewed after a mandated period of time.

In the year 1/4/16- 31/3/17 a total of 31 registrants holding an APC were audited (13%).

Number holding an APC	235
Number audited	31 (13%)
Number passed	31
Number failed	0

No Annual Practicing certificates were withdrawn or withheld due to a failed audit.

6.Complaints and notifications

Clinical Physiologists Registration Board
1 April 2016 – 31st March 2017

SUMMARY OF COMPLAINTS OR NOTIFICATIONS

Scope	Cardiac	Exercise	Neuro	Renal	Respiratory	Sleep
Competence	0	0	0	0	0	0
Fitness to practice	0	0	0	0	0	0
Professional conduct	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

6A COMPLAINTS OR NOTIFICATIONS PERTAINING TO COMPETENCE

In the last year the Board has received no complaints or notifications related to competence for Physiologists registered with CPRB.

6B COMPLAINTS OR NOTIFICATIONS PERTAINING TO FITNESS TO PRACTICE

In the last year the Board has received no complaints or notifications related to fitness to practice for Physiologists registered with CPRB.

6C COMPLAINTS OR NOTIFICATIONS PERTAINING TO PROFESSIONAL CONDUCT

In the last year the Board has received no complaints or notifications related to professional conduct for Physiologists registered with CPRB.

In 2016 CPRB were approached by the HDC to provide an expert advisor for an HDC investigation relating to a healthcare professional (not registered with the CPRB). Belinda Buckley was nominated and provided advice, with the Commissioners decision pending.

7. Financial Report

Clinical Physiologists Registration Board
1 April 2016 – 31st March 2017

THE FINANCIAL REPORT IS FOR THE YEAR ENDING MARCH 31ST 2017

7A INCOME

- Income \$37540 – slight increase due to more new registrations, and income from performance of competency assessments.

Income	2016-17	2015-16
Registration fees	\$8107	\$7500
Annual Practising Certificates	\$24107.62	\$24022.4
Interest Received	\$5641.08	\$6233.25
Tax	\$-1462.88	\$-1576.62
Other Income	\$1147.43	\$54
	\$ 37,540.25	\$36,233.03

7B EXPENDITURE

- Less expenditure on: catering expenses for meetings, less admin hours, lower website costs.
- More expenditure on: scanning of historical files, travel (board member from Invercargill)
- Expenditure: \$15879 – overall slight decrease

Expenditure	2016-17	2015-16
Postage & Stationery	\$272.25	\$80.5
Meeting Expenses	\$99.4	\$415.17
Travel	\$5715.07	\$4907.64
Website	\$1014.64	\$1769.85
Bank Charges	\$858.47	\$802.88
Auditor fee	\$287.5	\$287.5
Insurance	\$1328.25	\$1328.25
Depreciation	\$0	\$0
Administrator	\$6320.61	\$6525
Total Expenditure	\$15896.19	\$16116.79
Excess of Income	\$ 21,644.06	\$20,116.24
Over Expenditure		
	\$ 37,540.25	\$ 36,233.03

7C BALANCE SHEET AS AT 31ST MARCH 2017

	2016-17	2015-16
Current Liabilities		
Accounts payable	\$ 85.95	\$ 17.10
Accumulated funds		
Balance brought forward	\$ 248,437.73	\$ 228,304.39
Plus Excess Income over Expenditure	\$ 21,644.06	\$ 20,116.24
	\$ 270,167.74	\$248,437.73

Assets	2016-17	2015-16
Current Assets:		
Kiwibank Cheque Account	\$ 59,494.93	\$ 42,968.10
Kiwibank Call Account	\$ 23,233.82	\$ 22,817.38
Kiwibank NoticeSaver	\$ 185,188.39	\$ 181,426.63
Payments in advance		\$ 775.62
Accounts receivable	\$ 2,250.00	\$ 450.00
Fixed assets:		
HP Colour LaserJet Printer	\$ -	\$ -
less depreciation 40% DV		\$ -
	\$ 270,167.14	\$248,437.73

Clinical Physiologists Registration Board Incorporated

Income and Expenditure Account for the Period Ended 31 March 2017

Income	2016-17	2015-16	Expenditure	2016-17	2015-16
Registration fees	8107.00	7500.00	Postage & Stationery	272.25	80.50
Annual Practising Certificates	24107.62	24022.40	Meeting Expenses	99.40	415.17
Interest Received	5641.08	6233.25	Travel	5715.07	4907.64
Tax	-1462.88	-1576.62	Website	1014.64	1769.85
Other Income	1147.43	54.00	Bank Charges	858.47	802.88
			Auditor fee	287.50	287.50
			Insurance	1328.25	1328.25
			Administrator	6320.61	6525.00
			Total Expenditure	<u>15896.19</u>	<u>16116.79</u>
			Excess of Income	\$ 21,644.06	\$20,116.24
			Over Expenditure		
	<u>\$ 37,540.25</u>	<u>\$36,233.03</u>		<u>\$ 37,540.25</u>	<u>\$ 36,233.03</u>

Balance Sheet as at 31 March 2017

	2016-17	2015-16	Assets	2016-17	2015-16
Current Liabilities			Current Assets:		
Accounts payable	85.95	17.10	Kiwibank Cheque Account	59494.93	42968.10
Accumulated funds			Kiwibank Call Account	23233.82	22817.38
Balance brought forward	248437.73	228304.39	Kiwibank NoticeSaver	185188.39	181426.63
Plus Excess Income over Expenditure	\$ 21,644.06	20116.24	Payments in advance		775.62
			Accounts receivable	2250.00	450.00
	<u>\$ 270,167.74</u>	<u>\$248,437.73</u>		<u>\$ 270,167.14</u>	<u>\$248,437.73</u>

I have examined the records of the Clinical Physiologists Registration Board Incorporated for the period ended 31 March 2017 in accordance with accepted standards, and I have carried out such procedures as I consider necessary.

In common with other organisations of a similar nature, control over cash and cheque income prior to its being recorded is limited and there are no practical procedures to determine the effect of this limited control.

Subject to any possible effect of this limited control it is my view that the financial statements presented here give a true and fair view of the financial position as at 31 March 2017 and the result of its activities for the year ended on that date.

My examination was completed on 29 August 2017 and my opinion is expressed as at that date.

Robyn Williams

Robyn Williams, Auditor

29 August 2017