

NEW ZEALAND ANAESTHETIC TECHNICIANS SOCIETY Inc

REGISTRATION REGULATIONS:

Registration Regulations

The NZATS Inc executive team shall be responsible for setting the Registration requirements

Registration Directives

All Anaesthetic Technicians whether Qualified or Training should be registered by the NZATS before they practice in New Zealand. In doing so their name shall appear in the register, which is a public document. In holding the register as a public document the hospitals employing Anaesthetic Technicians can see that the person has trained to the required standard. This also protects the integrity of the profession of Anaesthetic Technicians in New Zealand. Registered members can be assured that both entry and continuing registration is only granted after appropriate standards have been achieved.

At all times the Registration and training requirements shall be not less than the guidelines stated within the College of Anaesthetists P8 document on Anaesthetic Assistance.

All persons requesting registration shall observe the Standards of Care listed below.

The annual time frame of Registration shall be from 1st April to 31st March each year.

The NZATS Inc executive team shall determine whether to approve or reject an application for registration. In no case shall the NZATS Inc executive team be required to give reasons for acceptance or rejection of an application except to the person applying for registration.

Anaesthetic Technicians & Anaesthetic Nurses with a qualification from outside New Zealand will need to apply, sending details of their qualifications and training, for assessment by the Registrar, who then may consult the registration committee and the NZATS Inc executive team.

No person shall be accepted to the Register who has at any time been convicted in a court of law of an offence punishable by imprisonment for a term of 2 or more years unless stipulated by the NZATS Inc executive team.

Any person applying for registration or has a current registration who obtains the registration by fraudulent means shall immediately be removed from the register.

Fraudulent means shall cover any making or producing any false or fraudulent representation or declaration either orally or in writing.

No person shall claim in any way to be registered if that person has not submitted and had accepted, an application of Registration to the NZATS No Practising Certificate or registration details are transferable to any other person and must be solely used by the person to whom it was first issued.

Any person who is no longer registered shall have their Practising Certificate immediately invalidated by the NZATS

The registrant will be removed from the register if they have not renewed their registration within 60 days of the date for renewal.

Failure to renew the registration within the time set will require a new application for registration.

All Registrations which fall within the current regulations will be processed, and an annual practising certificate sent to the applicant, within 6 weeks of application unless there is need for the application to be individually processed by the NZATS executive Team.

Written notice of the renewal date shall be sent to the last known address as listed on the last registration form received. The date of which shall be recorded in the register.

Any registrant who wishes to have his or her name removed from the register may request this in writing at any time. Proof of Identification and the return of the current practicing certificate should be included with the request. Confirmation of this request will be sent back to the registrant when this has been actioned.

Failure to pay the appropriate fee with the registration application will make the application null and void.

The Registrar shall record an individual registration number for each person listed in the register. This number shall also be the Practising Certificate number.

Practicing Certificate, [Card]:

[Will be known as a practicing card in these regulations.]

Each person who is registered shall be entitled to a Practicing Card

The Practicing Card shall cover a one-year period, the dates of which shall correspond with the dates of registration and shall, be renewed annually regardless of the Registration type held.

The NZATS executive team shall require the Registrar to issue Practicing Cards within 6 weeks of acceptance of the application by the NZATS and payment of the appropriate annual fee.

The Registrar shall issue the Practicing Certificates only after approval for registration by the NZATS executive team.

The Practicing Card shall remain the property of the NZATS.

If the NZATS executive team requests its return as part of a disciplinary action the practicing card must be returned immediately.

The NZATS executive team accepts no responsibility for the actions of those who hold a card other than as described in its regulations.

Standards of Care

At all times the highest standard of care to the patient, the Anaesthetist responsible for the patient, and the health care institution responsible for the patients care should be applied..

Responsibility for the care of patients is that of the Anaesthetic Technician and must observe the code of patients rights .

Observance of the same care and attention to the preparation, usage and maintenance of equipment and supplies.

Maintenance of confidentiality, privacy, dignity and safety of the patient.

All patient care shall have regard to the patients' ethical rights and shall be delivered in a compassionate manner.

Proper records keeping in accordance with the health care providers' requirements

Compliance with all obligations imposed on those involved in patient care by law and generally in relation to anaesthetic procedures as observed by medical and other professions involved in the patients' care.

The Register

The Register shall contain the following information

Name of the person registered

Relevant Qualifications held

Home Postal Address

The name of the Hospital employing the applicant

Date of first registration

Date the registration fee is next payable

Registration number. (This shall be the same as the practicing Card number)

Registration type

Every registered person shall advise the Secretary within one month of any change to his or her address. Any person who fails to do this will be removed from the register if no reply is received within 3 months of the sending of a renewal letter or if the letter is returned to the Secretary as not delivered.

Any person who wishes may request the removal of their name at any time by advising the secretary in writing including proof of identification.

If the NZATS executive team has reason to believe a registered person has deceased they may instruct the Registrar to remove the entry from the register.

The Registrar may, at the direction of the NZATS executive team, issue Provisional Registration and a provisional Practicing Card to any applicant whose application is being considered by the NZATS.

The Register shall be a public document and as such shall be open to inspection by any person who wishes. An administration fee shall apply to viewing any entries or obtaining a copy of the written entry.

Registration Types

There are several types of registration granted

Trainee Registration

Provisional Registration

Full Registration

Trainee Registration

Designed to accommodate all Anaesthetic Technicians currently undertaking the practical requirements of training for qualification as an Anaesthetic Assistant as out lined in the training regulations of NZATS

The actual requirements for this registration are

- Employment in a NZATS recognized Training Hospital
- Employment as a Trainee Anaesthetic Technician

- Appropriate completion of the workbook documentation required by the NZATS for Trainee Anaesthetic Technicians
- Completion of up to 6240 hrs clinical training hours

Full Registration

Designed for Anaesthetic Technicians who have completed the approved training.

The actual requirements for this registration are any of the following

- A New Zealand qualified Anaesthetic Technician or Anaesthetic Nurse who has completed the Certificate of Proficiency under the Ministry of Health Training Scheme, ie Prior to 1987
- A New Zealand qualified Anaesthetic Technician who has completed the Certificate of Proficiency under the Anaesthetic Technicians Training Board or Anaesthetic Technicians Board, ie Prior to 2000
- A New Zealand qualified Anaesthetic Technician or Anaesthetic Nurse who has completed the theoretical Certificate of Anaesthetic Technology and the NZATS Certificate of Proficiency under the NZATS Training Scheme
- Operating Department Assistant and Operating Department Practitioner qualifications that are recognised by the NZQA and the NZATS as being equivalent and who can provide documented evidence of completion of no less than 4160 hours post graduation Anaesthetic Clinical experience

- If the qualification and experience are judged by the NZATS executive team to be equivalent to the New Zealand qualifications, and have met NZQA requirements, such persons will be admitted to the Register,

Provisional Registration

Designed for Anaesthetic Technicians & Anaesthetic Nurses whose qualification is recognised as equivalent by the NZQA and the NZATS but who cannot provide the required documentation of clinical hours required for inclusion in the General register.

This registration may be granted without examination for a period of up to two years.

Candidates with Provisional Registration must work in an NZATS approved training hospital.

At the conclusion of 2 years or 4160 hours or at any other time upon completion of the NZATS recognized practical exam, the candidate may apply for Full Registration.

Procedure for Registration

1. Every person, who holds one of the qualifications listed as eligible by the NZATS executive team and has paid the appropriate registration fee, shall be eligible to apply for registration.

2. All first time applications must provide evidence of their qualification, relevant experience as well as a letter of good standing from their last employer or current registration status from the relevant recognised registering body.
3. Applications for registration must be submitted with the appropriate form available from the Secretary or Registrar.
4. The completed application shall then be presented to the NZATS executive team for consideration
5. If the application does not fall within the registration criteria listed the NZATS Inc executive team shall consider the application at the first meeting held after the application is received
6. Before giving any decision the NZATS executive team may request an appearance of the person before the NZATS executive team to answer any questions decided on by the NZATS. The NZATS executive team may also require evidence of personal character or evidence of any qualifications or other documents as it sees fit.
7. If the NZATS executive team decides the application as acceptable, the Registrar shall register the applicant and notify the applicant accordingly
8. If however the NZATS executive team decides the application as unacceptable the Registrar shall refuse the registration of the applicant and notify the applicant accordingly.
9. Notification of the final result to the applicant shall take place no more than 3 weeks after the decision is made.
10. Registration subs are due on the 1st April expiring 31st March annually. NZATS Inc requires the minimum of 8 hours per week averaged over a year in clinical Anaesthetic Practice to maintain Registration with us. If you have been away from practice for 18 months or more, you are required to completed a Return to Practice Orientation/Assessment.

Discipline Procedures

The NZATS executive team may appoint a suitable person, not being a member of the NZATS or its Committees as an Independent Investigator, if one is deemed to be required by the nature of the complaint.

Anyone other than a Technician who wishes to make a formal complaint that a Registered person has been guilty of any misconduct or convicted of an offence for which his or her name may be removed from the register, shall make the complaint to the Chairman.

Every complaint shall be in writing and shall be supported by any statutory declarations available. The NZATS executive team may require further supporting evidence to be provided.

Upon receipt of any such complaint the Chairman shall notify the NZATS executive team and a special meeting may be required. The NZATS executive team may ask their Lawyer to ascertain if the complaint has substance. If the complaint is substantiated the NZATS executive team shall hold an inquiry into the matter.

Enquiry Procedures

If an inquiry is required the NZATS executive team shall give, to the person concerned, not less than 30 days notice in writing of the intention to hold an inquiry.

The notice shall include the date, time and place of the Hearing and the nature of the charges to be being inquired into.

The notice shall be served personally or sent to the last known address or place of employment of the person by registered mail.

At the inquiry the person concerned shall be entitled to be present and if the person requests they may have an affiliated counsel or support person.

The Investigator shall lead the inquiry and may appoint another to person to assist with the inquiry

The Investigator or any person they appoint is also entitled to be represented by counsel or otherwise.

The NZATS executive team may request other persons to attend to give evidence. Any person who is requested by the NZATS executive team to attend in this capacity may be reimbursed by the NZATS for traveling expenses and or loss of time upon application to the NZATS.

The NZATS executive team may require any such evidence to be given on oath either orally or in writing, for this purpose the Chairman may administer an oath.

Any person who refuses to or fails to attend such a hearing without suitable cause may be removed from the Register without any further inquiry.

All information obtained and matters carried out in any investigation or inquiry is entirely confidential.

One or more of the following outcomes may result from the inquiry

- Dismissal of all allegations
- Confirmation of allegations with no further action to be taken
- Confirmation of allegations with suspension of registration for a set period of time
- Confirmation of allegations with Removal of registration for a set period of time
- Confirmation of allegations with removal from the register permanently
- Referral of the complaint to the police

The NZATS shall act on the advice of the investigator at the conclusion of the inquiry and the Register shall be amended accordingly. Any allegations that are dismissed shall have no entry recorded in the register

If the Allegations are confirmed the NZATS executive team may make recommendations, offer assistance in obtaining help or contact persons or organisations on behalf of the persons concerned.

If a person, in relation to disciplinary action being taken against them lodges an appeal, the action shall not take effect until the NZATS executive team makes the final decision of the appeal.

Any decision, which results in the removal or suspension of registration, will be published on the NZATS website together with any conditions on the registration

No inquiry shall interfere with any legal investigation or other lawful obligations.

Rights of Appeal

Any person has the right to appeal any decision or recommendation made by the NZATS, in relation to the following matters

Applications for Registration,
Removal of their name from the Register
Suspension of their registration
Payment of any fine imposed by the NZATS
Expense reimbursement required from the NZATS,

Any person wishing to appeal decisions of this nature shall notify the secretary in writing.

All appeals must be lodged in writing within 28 days of notification of the decision.

Upon receipt of an appeal application the NZATS executive team shall appoint an Appeal Investigator and one assessor as decided by the NZATS. The person appealing shall also appoint one assessor. The 3 persons selected shall be so appointed to carry out the Appeal review.

The Appeal Review shall be carried out as soon as possible and may make any of the following judgements in relation to the decision of the NZATS

- Confirm the Decision
- Alter the Decision
- Cancel the Decision
- Issue other orders as they advise

The decision of not less than 2 of the 3 members of the Appeal Review shall be the decision of the Appeal Review and the decision shall be final and conclusive.

Any costs involved in the appeal shall be distributed according to the recommendations of the Appeal review.

Whilst an Appeal Review is underway the applicant shall remain at their original registration status until a Final decision is made.