

PodiatryNZ

To advance the quality of and access to podiatry
Hei whakapiki i te kounga me te whāi wāhi ki te haumanu waewae

Members Manual

February 2022

Your guide to everything you need to know about PodiatryNZ and your membership.



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Membership

What is PodiatryNZ?

We are the membership association of registered podiatrists. We exist to enhance the profession and increase awareness of the benefits of podiatry to enhance health outcomes for all New Zealanders.

We are a network of podiatrists working collegially, our membership is based on mutual respect and understanding. PodiatryNZ aims to deliver quality communication and training to enhance relationships for and between members, students and stakeholders.

PodiatryNZ membership programs are designed to make it easy and affordable to access information and support to be an effective health professional. PodiatryNZ assists us to work at the “top of our scope” and to change the world we work in for the better.

For up-to-date information, visit our website at:

<https://www.podnz.org/>

Requirements of Membership

Members of PodiatryNZ must meet expected standards of professionalism. Membership requires annual Professional Indemnity Insurance.

Acceptance of membership is contingent upon acceptance into the PodiatryNZ insurance scheme and acknowledgement that each member will adhere to the Rules of PodiatryNZ and applicable Codes of Conduct.

On joining, members accept and commit themselves to protect the interests of the association (loyalty) and to pay membership fees (liability to pay contributions).

The all governance documents on the [website](#) which outline the conditions of membership and the standards of behaviour must be adhered to. These specifically include our [Rules](#), [Professional and Ethical Conduct](#), [Our Complaints Process](#), and our [Social Media Guidelines](#).

Membership Categories

Membership of the Association consists of various categories as determined by the Board. Registered podiatrists may apply for the category of membership that suits, with the exception of Life Membership.

Life Membership

Life memberships are presented by the Board of PodiatryNZ to members who have provided long and sustained service to the profession and PodiatryNZ. A Life Membership is the highest recognition that a member can receive. Life memberships come with responsibility. Those who receive a life membership are expected to act as ambassadors for PodiatryNZ and to offer their wisdom and experience when required.

Key Benefits of Membership

Insurance

Our insurance provider BizCover provides the minimum level of insurance required for each individual PodiatryNZ member.

The insurance included with PodiatryNZ membership covers:

- Professional Indemnity – This cover provides members with protection against claims for breach of professional duty as a podiatrist. It includes cover for legal expenses.
- Public Liability – This cover provides members with protection against claims for property damage or personal injury on. For example, an accidental flood from a member's premises damages another building.
- Employers' Liability Insurance – This cover provides protection where employees suffer personal injury at work where the employee is not eligible for accident compensation and sues the employer.
- Statutory Liability – This cover provides protection where there is a potential or actual prosecution brought against a member when, in the course of business, there is an unintentional breach of an act of Parliament.

Insurance FAQ's

What is Professional Indemnity Insurance?

Professional Indemnity Insurance covers your professional errors and negligence as a Health Professional. You have a duty of care towards your patients and any breach of that can result in an allegation or claim for compensation. With a Professional Indemnity Policy in hand, insurers can assist you in defending and settling any allegations or claims.

Who are BizCover?

BizCover are the leading online provider of Professional Indemnity Insurance in New Zealand, providing broad and cost - effective coverage from New Zealand's leading insurers to over 1000 professions.

Why has Podiatry New Zealand partnered with BizCover?

PodiatryNZ understands risk and those associated with our podiatry profession in New Zealand. PodiatryNZ members insist on having a broad coverage that will respond at claim time. BizCover offers policies with excellent cover, competitive pricing and ease of transacting.

What are the benefits of the PodiatryNZ Insurance offer?

- You enjoy your own \$2 million limit of Professional Indemnity cover
- You enjoy an automatic reinstatement of this limit if you have a large claim
- You have \$2 million Public Liability cover
- You have \$1 million Statutory Liability cover
- You have \$1 million Employers Liability cover
- Broad policies designed for Allied Health Professionals
- Competitive pricing
- Strong claims advocating when it really matters
- Insurers with A rating Financial Strength

What do I do if a patient is unhappy with my service?

As soon as a patient has made a verbal or written allegation against you or demanded compensation, you should call BizCover and lodge a circumstance.

What if I have a claim or circumstance lodged with my previous insurer?

You will need to continue that negotiation with your previous insurer and declare the claim or circumstance on joining the PNZ membership. BizCover are available to offer assistance in this negotiation.

Can I opt out of the PodiatryNZ Insurance offer?

You can opt out of the PodiatryNZ Insurance programme however, PodiatryNZ insists on a high standard of cover and will need to review your policy. This review will determine policies, limits, extensions and exclusions are at least equal to those held by PodiatryNZ members.

How do I know if I am covered?

Your insurance premium is included in your PodiatryNZ membership fee. As soon as you have paid your membership fee, your cover will commence from your joining date (usually the 1st of the next month) and will be renewed on that anniversary. If you are paying monthly, your monthly membership payments need to be up to date to maintain valid insurance.

Who do I call if I have a question about my policy or cover?

You can call BizCover between 8am and 5 pm on a weekday on 0508 249268, you need to mention you are a PodiatryNZ member.

What is a claims made basis of cover?

When you first become aware of a claim or a circumstance that could potentially lead to a claim against you, you need to report it against the policy in force at the time, not the policy that was in force when you carried out the work that is the subject of the claim or circumstance.

Am I covered if I treat a family member?

In most cases you are not covered for claims arising from family members or close associates such as employees or de facto partners.

What happens if I take a leave of absence?

You should notify PodiatryNZ or BizCover immediately. The status of your policy can be switched to Run Off, meaning that you are not working currently, but still liable for any work done previously.

What happens when I retire?

You should notify PodiatryNZ or BizCover immediately. The status of your policy can be switched to Run Off, meaning that you are not working currently, but still liable for any work done previously.

Am I covered to work outside of New Zealand?

You are not automatically covered to work overseas so notify BizCover as soon as this becomes apparent. Insurers will be notified and may agree to extend the cover, usually at no additional cost.

Will this policy cover my past activities?

If you have a professional indemnity insurance policy in place at the time of joining PodiatryNZ, you will enjoy retroactive cover. However, past claims and circumstances reported or known about, will not be covered.

If I work for a DHB, do I need the cover?

If you are contracted to a DHB, it is still prudent to have your own dedicated policy and policy limit in place. The policy limits under the DHB arrangements are usually shared and the excess levels are usually significant. Also, the PodiatryNZ arrangements include Public Liability and Statutory Liability that are not always available to employees or contractors under DHB insurance arrangements. Public Liability covers you for third party property damage claims and Statutory Liability covers you for inadvertent breaches of New Zealand statutes.

Clinical Advisors Network

Clinical Advisors are here to help all members stay connected, feel supported and engaged. If you have a question or saw a patient you are just not sure about, get advice from profession leaders. They can help you navigate difficult situations, support your development, answer questions and be a sounding board for your ideas.

This network has been developed to:

- Support the profession
- Promote consistency
- Increase levels of personal and professional support for new graduates
- Build a learning culture within the profession
- Encourage senior practitioners to support those coming through
- Provide a career development opportunity for experienced/senior practitioners
- Increase leadership skills within the professional body

The Clinical Advisors can be found on our website at:

<https://www.podnz.org/mentor-network-1>

Professional Development

We provide professional development support for all our members. This includes electronic learning resources (E-Learning), conferences and events, and other learning opportunities. Further information about what we provide in regard to professional development can be seen in the sections below.

Events

We hold in-person and on-line events throughout the year to support our members through their professional development. These include conferences, educational training and other activities. Our aim is to help members get their continuing professional development and accreditation requirements sorted. We are also committed to building collegiality within the profession which we do through events, both in-person and on-line.

Upcoming events can be found on our website at:

<https://www.podnz.org/professional-development-events>

Previous Events that have been recorded can be found on our website at:

<https://www.podnz.org/videomembersonly>

Accreditation Programs

Sports Accreditation

This special interest group is for podiatrists interested in working with clients who have active lifestyles. Members can achieve recognition by participating and working through a practical pathway that includes structured educational components and mentoring.

Sports Accreditation delivers and recognises podiatrists who have applied themselves to life long learning. To gain recognition as an Accredited Sports Podiatrist, members must have at least four years' work experience and have spent at least two years working towards accreditation.

Further information can be found on our website at:

<https://www.podnz.org/sports-accreditation>

Clinical Accreditation

Clinical Excellence and Clinic Handbook

The Clinic Handbook encompasses quality frameworks, best practice standards and health and safety compliance needed to achieve clinical excellence and top of scope performance. It is a tool that enables processes and standards to be consistently delivered to a quality standard. Built around the Allied Health Services Sector Standard NZS 8171:2005, the Clinic Handbook assists podiatrists to meet the increasing need for demonstrated quality systems particularly those for funded services.

Further information can be found on our website at:

<https://www.podnz.org/clinical-excellence>

Registration Board CPD Requirements

The Podiatrists Board currently requires that practitioners who wish to hold an Annual Practising Certificate, undertake the Board's continuing professional development (CPD) Recertification programme.

The new CPD requirements, (introduced 1 January 2018), are based on a 2-yearly cycle. All practitioners need to read and be familiar with the Board's CPD Recertification Policy and its requirements, as well as the associated documentation providing further information on undertaking CPD activity and related Policies.

Further information can be found on the official website below:

<https://podiatristsboard.org.nz/practitioners/cpd-requirements/>

Resources

Conditions Facts Sheets

PodiatryNZ has a public website that contains a range of fact sheets about common issues. These sheets can be downloaded and may be given to patients. They are in plain English and promote to the public the need to seek expert advice from a podiatrist.

<https://www.podiatrynz.com/footconditions>

Jobs

We promote jobs currently available all-over New Zealand.

<https://www.podnz.org/jobs>

Resources

From time to time PodiatryNZ provides updates on clinical and topical issues. This link takes you our up to date resources.

<https://www.podnz.org/advisories>

Covid-19

Links to the most up to date and relevant information pertaining to Covid-19

<https://www.podnz.org/coronavirus>

Newsletters

Our newsletters can be found on our website at:

<https://www.podnz.org/news-letters>

Quick Links

Here you will find links to resources and other organisations::

<https://www.podnz.org/advisories>

About Us

Podiatry New Zealand Incorporated (PodiatryNZ) is a membership based, not for profit association registered under the Incorporated Societies Act. Dedicated to better patient outcomes through enhancing the profession of podiatry and increasing awareness among New Zealanders about the importance of good foot health care. Founded in 1946, PodiatryNZ is the national voice of podiatrists.

Our Vision

To advance the quality of and access to podiatry
Hei whakapiki i te kounga me te whai wāhi ki te haumanu waewae

Our Values

- Integrity
We act with integrity and respect in all we do. We are each personally accountable for the highest standards of behaviour, including honesty, transparency and fairness in all aspects of our work.
- Leadership
We aim to support the profession of podiatry leading by example with vision, acting in the best interests of those receiving podiatric care.
- Excellence
We are committed to robust governance, continuous quality development, and application of best practice principles in all that we do.
- Collegiality
We aim to actively engage with members and stakeholders, working together to enhance and advance the quality of and access to podiatry for the communities we serve.

Our Strategic Goals

- Facilitating Collegiality
Our goal is to facilitate a collegial network of podiatrists and stakeholders based on mutual respect and understanding. These cooperative relationships to be achieved through the engagement of podiatrists at the national and regional levels. PodiatryNZ aims to deliver quality communication and training to enhance relationships for and between members, students and stakeholders.
- Expanding Careers
Our goal is to assist members to maximise career potential, improve patient outcomes and maintain job satisfaction. Professional development and career specialisations will continue to be a focus. PodiatryNZ will work collaboratively with others to achieve prescribing rights, deliver high risk foot and sports training and to further quality clinic training with the implementation of a 3rd party audit process.
- Sustainability
Our goal is to ensure the continued relevance of PodiatryNZ by safeguarding sound organisational practices through best practice governance practices. This will involve the implementation of best practice procedures for: transitioning key personnel, Board succession plans and an investment in appropriate induction and governance procedures.

Policy Documents

Rules

PodiatryNZ is incorporated under the Incorporated Societies Act. Incorporation requires that the organisation has Rules that set down how the organisation is governed. These Rules were adopted 2020.

https://www.podnz.org/files/ugd/fed9d3_c4c5461c7f234adf963a55c60bf4da32.pdf

Code of Professional and Ethical Conduct

All members of PodiatryNZ are expected to abide by this Code of Professional and Ethical Conduct as well as complying with all applicable laws, regulations and rules.

This Code was updated 2017.

https://www.podnz.org/files/ugd/fed9d3_b62dc8d24f6b4f85b71bcc17990f1213.pdf

Complaints Policy and Procedure

The complaints policy and procedure applies when a complainant expresses a concern or complains about the service delivery of a member, or a member is alleged to have breached the Code of Conduct.

This policy was updated October 2017

https://www.podnz.org/files/ugd/fed9d3_a9a58f15424d4f8bb08d85173df4fc06.pdf

Social Media Guidelines

PodiatryNZ uses a variety of media to communicate with and between members. All members of PodiatryNZ are expected to abide by these Guidelines when using social media utilities.

https://7164d183-f40e-4b8f-9ff4-21f00b93b582.filesusr.com/ugd/fed9d3_5256ed539b87431eadce40c7a3365a39.pdf