



New Zealand Charter of
Health Practitioners Inc.

Full Member Joining Pack

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Registration as a Chartered Health Practitioner

Thank you for your enquiry about registration as a Chartered Health Practitioner.

Background to the Charter:

The Charter was formed in 1993 to raise the standards and profile of natural health practitioners throughout New Zealand. We work with professional associations who set the standards for the practitioners in the various fields or modalities of natural healthcare. Over seventy professional associations, known as Affiliate Signatories, are signatories to the Charter and these represent practically all fields of natural health care.

We have included a document with the benefits of being registered as a Chartered Health Practitioner.

To apply for registration as a Chartered Health Practitioner you need to follow the **“Five Steps to Register as a Chartered Health Practitioner”** set out on the sheet enclosed.

Becoming registered as a Chartered Health Practitioner brings with it a responsibility to comply with the Code of Ethics and Practice of the Charter and the Code of Rights published by the Health and Disability Commissioner. In addition to this you are expected to comply with legislation applying to practitioners in New Zealand and will become subject to Charter Complaint & Disciplinary Regulations.

The Charter is committed to maintaining and promoting high standards of competency, education, professional qualifications and accountability in natural health care and we look forward to welcoming you as a registered Chartered Health Practitioner.

Yours in Health

Gail Panther
Office Manager

The Five Steps to Registering as a Chartered Health Practitioner

Step 1



Call us on
(09) 414 5501
or email us at
email@healthcharter.org.nz



The Charter office can supply you with information on how to start the application process. If you are not a member of an Affiliate group to the Charter we can supply you with the contact details for the Affiliate groups that fit in with your chosen modality/ies. Information on which groups are affiliated to the Charter is available on our website – www.healthcharter.org.nz

Step 2

Section A and B of the **Official Charter Membership Application Form, must be completed. Please contact the Affiliate Secretary you are applying through to receive a "Green Application Form"**. Photocopies of this Green form are not acceptable. If you are unable to obtain the Green Form from the Affiliate Secretary, the Green Application forms are available from the Charter Office.



The Affiliate Signatory will present the appropriate documentation for the consideration of the Registration Board authorised to issue a '**Certificate of Charter**' in respect of each of the disciplines of the Natural Medicine Profession; the Natural Therapies Profession; Traditional Chinese Medicine Profession or the Traditional Maori Medicine Profession.

Once you have completed the Green Application Form return all relevant Documentation as listed below to your Affiliate Secretary.

Step 3

The 'Secretary' of the Affiliate Signatory declaring your application **signs** your completed *Official Charter Membership Application Form* and checks the following.....

- a) Completed and signed original *Official Charter Membership Application Form*.

- b) A photocopy of your current Accreditation Certificate(s) issued to you by the Secretary of the Affiliate Signatory or if you do not have a copy, the Secretary can attach a copy to your Application once they receive it. This document provides evidence of your financial membership, and details of the modalities in which you are qualified.
- c) Photocopies of your professional qualifications, diplomas or certificates.
- d) A cheque for payment of the full cost of registration. **For registration as a Chartered Health Practitioner the cost is \$500.00. This payment comprises an annual registration charge of \$450.00 and a "one off" \$50 administration charge. (All GST inclusive)** The Secretary of the Affiliate Signatory will then check the documents, complete, and sign Section C of the Official Charter Membership Application Form and forward all documents to the Charter office.



New Applications for Membership. Pro-rata
New Applications approved by your Affiliate Secretary, signed and dated
between 1ST OCTOBER and 31ST MARCH pay \$281.25.

Step 4

Upon receipt of all the relevant documentation to the 'Charter office' from the Affiliate Signatory, your application will be presented to the Registration Board for approval.

The "Registration Board" meets four times a year.



Step 5

Following approval applicants will be issued with a "***Certificate of Charter***" and a Practicing Certificate certifying the modalities approved by the Registration Board of The New Zealand Charter of Health Practitioners.



The benefits of being a Professional Practitioner Member of The New Zealand Charter of Health Practitioners Inc:

- The Charter is Currently Administered by Six Dedicated Executive Board Members whose role is to grow the "Charter" organisation as a leading voice in the Health Sector, to increase "Charter" Membership, and are committed to promote the "Charter" and our members nationwide to the Public.
- **The following are some of the reasons why our Professional Members continue to join the Charter.**
- **They belong to a unique Body of Health Professionals that understands the ongoing changes and constant reviewing that is happening in the Natural Health Industry.**
- **Keeps you in touch that you can make informed choices to avoid past mistakes which can have a huge affect on your lively hood and you personally as a Chartered Professional Health Practitioner.**
- We understand this area well and have negotiated the best 'Professional Liability Insurance Protection Cover' for our 'Chartered Practitioners'.
- The Executive Board over the last two years has been steadily ongoing working with our Website designers to bring to our members and the public a brilliant state of the art website that will take us into the 20th century offering features that will be continually Promoting your Affiliates and especially Chartered Practitioner to assist in growing your business.
- Our Charter Ezine has been an outstanding success keeping our members and the public well informed of what's currently happening in our Industry.
- Promotion of our Annual Practitioner Directory, promoting you the "Chartered Practitioner" and the Natural HealthCare Profession.
- The Executive Board are continually looking at ways of streamlining, improving and implementing efficiencies to the "Charter" Operations to keep costs at a minimum as shown by minimum increases to our annual fees.
- The Executive Board is implementing a visionary strategy embracing the next ten years focusing on its core role in the natural health industry.
- A significant part of our vision for the future is to ensure that the New Zealand Charter of Health Practitioners and our members become a household name.
- With your support, as a **highly valued** individual Chartered Practitioner Member, encouraging other members from your Affiliate Organisation to join the Charter, we will together, strengthen and advance our Profession.

On your behalf and ongoing- the Charter has made.

- Submissions and representation to Government Bodies on behalf of all members regarding the Health Practitioners Competence Assurance Bill (HPCA), Proposed Regulations to Create

a New Zealand Register of Medical Devices, Inquiry into the proposal to establish a Trans-Tasman agency to regulate therapeutic products. Representation to the Health Select Committee, Representation to meetings of the Codex Alimentarius Commission.

- The above Represents many thousands of hours involving voluntary work on behalf of “Charter” members in making sure the “Charter” is a voice to be heard and listened to.
- Ensuring reviews, policy changes, and compliance with legislation involving practitioners within the health and disability sector are published to our members. The ‘Charter’ maintains a close working relationship with the ‘Health and Disability Commissioner’ and professional bodies.
- Networking and interacting with related ‘health professionals’

Frequently asked questions for all membership categories

Q. *Do Chartered Practitioners need to take out the cover?*

A. If you are a Chartered Practitioner you are automatically covered for any chartered modalities as part of your Charter registration. As long as you have paid your subscription for the current year you do not need to do anything else.

Q. *I am a Student or Associate Member/ How do I obtain cover?*

A. **Student Member:** you need to be training with a “recognised training establishment” or Affiliate Signatory of the Charter. Complete a “Provisional/Student Member” Insurance Application form obtained from the Charter Office or your Affiliate Secretary. Return the Application form to the Charter Office with your cheque. Confirmation of the cover and a tax invoice will be sent to you.

Associate Member: Firstly you need to be a current member of an Affiliate Signatory to the Charter for any modalities for which you require insurance. (A current list is available from the Charter Office). Then you need to complete an Associate Application Form which can be obtained from your Affiliate Secretary or the Charter office. Return the Application form to the Charter Office with your cheque. Confirmation of the cover and a tax invoice will be sent to you.

Q. *What business activities am I covered for?*

A. The cover is for your practice of natural healthcare and training you may provide to others as part of this practice. If you provide training as a main part of your business or you are involved in selling products (other than as an incidental to your practice) you may need additional cover.

Q. *I practice in more than one modality. Am I still covered?*

A. As long as you are a current member of an Affiliate Signatory that recognises your modality/ies and have paid the required premium you are covered for all of those modalities.

Q. *How much cover is provided?*

A. The amount of cover provided under each section of the policy is shown on the specimen Certificate of Insurance. This should be more than adequate for the likely cost of claims in New Zealand although lease agreements or other contractual arrangements may require a higher Public Liability limit.

Q. *What if I require a higher Public Liability limit?*

A. Unfortunately this cannot be provided by the Charter. You will need to discuss this with your own insurance agent or broker or directly with your insurance company.

Q. *When does cover start?*

A. Cover starts as soon as the Charter Office receives your cheque.

Q. *How long does the cover run?*

A. The cover runs to 1 April each year which is the renewal date of the Charter insurance programme.

Q. *If my cover runs for less than a year is the cost reduced?*

A. No. This is because the insurance protects you for all work you have done in the past (provided you are not already aware of a problem) not just for work done after the insurance commences.

Q. *Do I have to pay anything towards the cost of a claim?*

A. Yes. You have to pay the first \$1,000 of any claim or costs incurred which is called the Excess.

Q. *Do I get a policy document?*

A. No. To reduce administration, which can be a large part of the insurance cost, you will only be given a Certificate of Insurance. A copy of the full policy is available for inspection at the offices of the Charter.

Q. *I sometimes go to overseas to lecture or provide tuition. Am I still covered?*

A. The policy provides cover for you for temporary visits overseas anywhere other than the USA and Canada provided any claim is brought against you in the New Zealand or Australian Court. If you travel to North America, go overseas for longer than temporary visits or need cover for claims brought in countries in other than New Zealand and Australia you will need additional cover.

Q. *Who is the insurer?*

A. The insurance is provided by Lumley General Insurance Company Ltd "Lumley" and is arranged by "TG Larkin & Associates" the insurance adviser to the NZ Charter of Health Practitioners Inc. Both the underwriter at Lumley and Marsh Ltd have considerable experience in arranging covers of this type and have access to a panel of specialist legal advisers to assist you with claims.

Q. *What do I do in the event of a claim or complaint?*

A. It is important that insurers are notified promptly, you do not admit responsibility, and you do not incur any costs without the insurer's agreement. As a first step you should contact the NZ Charter of Health Practitioners. They will assist you with the procedures to follow and the formal notification to insurers.

Code of Ethics

All Chartered Practitioners are bound by the following principles of Ethical Behaviour and Codes of Practice.

Principal 1: At all times consider as one of your primary and first duties and your first priority the health and well-being of your patients.

Principal 2: To place integrity and professional ability amongst your primary duties and concerns.

Principal 3: To recognise your own limitations as well as the specific skills of others in the prevention and treatment of ill-health and disease.

Principal 4: To honour and respect your professional colleagues and uphold your Profession and its ongoing traditions.

Principal 5: To improve your professional knowledge and skills so that the best possible advice and available treatment can be afforded to your patients.

Principal 6: Unless a legal duty of disclosure operates to remove confidentiality in a particular case, endeavour to protect the patients' confidentiality at all times.