

PROFESSIONAL BOARD FOR PHYSIOTHERAPY, PODIATRY AND BIKINETICS

**GUIDELINES FOR THE RESTORATION OF NAMES OF PRACTITIONERS
TO THE REGISTER AFTER A PERIOD OF ERASURE OF MORE THAN TWO YEARS**

In the case of a practitioner whose name has been erased from the register for a period of more than two years his or her name will be restored once the duly completed application for the restoration of name together with the relevant fees had been received. (See Form 18 PPB - Application for Restoration)

1. The HPCSA in November 2006 resolved that the proposed generic policy guidelines and principles to be complied with by erased practitioners prior to the restoration of their names to the relevant register after erasure of their names in terms of Section 19 (1) of the Health Professions Act be approved and circulated to all Professional Boards.
2. Names of practitioners who **had been practising** their profession during the period of erasure would be restored to the register subject to receipt of documentary evidence pertaining to professional and CPD activities as well as (in the case of practitioners who had been practising elsewhere) a Certificate of Status issued by the registration authority in that country. This would be an administrative action performed by the Registration Division.
3. Practitioners applying for the restoration of their names to the register will be advised during their initial contact regarding restoration information required by the Board for consideration of their applications, including information regarding professional and CPD activities.
4. In the case of an applicant whose name had been removed from the register and **had not been practising** during the period of erasure for a period of **more than two years** his or her name would, subject to receipt of a duly compiled application, the documentation as outlined above and payment of the applicable restoration and other fees, be restored to the register in the category Supervised Practice for a period of at least six months subject thereto that –
 - a. a registered practitioner in the relevant profession had to supervise him or her during this period and report to the Board regarding his or her competence upon completion of the period of supervised practice by submitting a portfolio in respect of his or her activities during the period of supervised practice. The report should include an indication whether a further period of supervision was required. In the case of a negative report the Executive Committee of the Board would deal with the matter;
 - b. the supervisor had to be registered with the Council and practising in South Africa for a minimum period of at least two years. The applicant is not required to apply to the Board for approval of the supervisor.
5. During the period of supervised practice the applicant is not entitled to practice without supervision. This would, however, enable the practitioner to legally practise the profession and improve his or her clinical skills in preparation for the assessment to be undertaken by the supervisor.
6. “Supervised practice” further implies that the applicant is not allowed to practice independently or privately in his or her own practice.
7. Upon receipt of a positive report by the supervisor to the satisfaction of the Board his or her name will be restored to the category of registration that applied prior to the erasure of his or her name from the register.

8. The **portfolio** to be submitted by the supervisor upon completion of supervised practice over a period of six months (Form 18 PPB Portfolio) should amongst others reflect the number and summary of cases and conditions to which they had been exposed, treatment modalities used as well as CPD activities performed during the period of supervised practice

Important information regarding the format of the portfolio:

The portfolio should not only list the conditions to which the applicant had been exposed, it should also reflect clearly whether the applicant had indeed complied with the requirements pertaining to clinical competence.

To assist the Board in determining whether the applicant could be regarded as clinically competent, the clinical portfolio should ensure that cases dealt with during the period are properly documented, that additional reading/studies had been undertaken as part of the development and learning of the clinician about the condition, the reflective practices, etc.

Although some of conditions are seen in practice, emphasis should be placed on the extent to which procedures were completed or exposure gained by the applicant. The portfolio should not only include diagnostic tools, but also provide more detail on specific cases and in-depth information relating to treatment modalities used and outcomes.

Information on a number of documented cases should be provided as part of the portfolio.

In addition, specific information should be provided relating to CPD activities completed by the applicant with some detail relating to exposure and content of such activities.

Information such as “a few weeks stint in a provincial hospital setting to expose the applicant to other pathology or more chronic conditions, etc.” could clearly indicate to the Board that an applicant had made an effort to improve skills and experience. Additional exposure to the current National Health system could also be important as part of the process.

9. Assistants and/or technicians applying for the restoration of their names to the register will be restored to the category supervised practice without further requirements since they are only entitled to work under supervision. Such applicants should, however, note that they are required to accumulate CEU's as required in terms of the CPD guidelines.
10. Persons performing supervised practice over a period of six months should be remunerated and should further be covered by indemnity insurance to be provided by the employer.

An applicant should first apply for the restoration of name to the register since practising without being registered would constitute a criminal offence.

Activities performed on a non-full time basis should be equivalent to full time employment for a period of six months and exposure to the full scope of activities normally performed by a practitioner.

In terms of the CPD guidelines of Council, the Board would require the applicant to submit evidence of completion of a minimum of 30 CEU's after a period of 12 months since restoration of his or her name to the register had elapsed. For this purpose, the name of the practitioner would be included in the next CPD audit to ensure that this requirement is adhered to.

This information should be read in conjunction with Form 18 PPB - Application for Restoration and Form 18 PPB – Portfolio following completion of period of supervised practice