



REGISTRATION REGULATIONS

Registration Regulations

The NZATS executive team are 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 will appear on 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 a 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 will take into consideration the guidelines stated by the College of Anaesthetists (ANZCA) PS8 document on Anaesthetic Assistance.

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

The Registration shall run from 1st April till the 31st March annually.

The NZATS executive team will determine whether to approve or decline an application for registration. In no case shall the NZATS executive team be required to give reasons for their decision except to the person applying for registration.

Anaesthetic Technicians with a qualification from outside New Zealand will need to apply, sending details of their qualifications and training, for assessment by the NZATS overseas registration committee and if need be the NZATS 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 executive team.

No person shall be accepted to the Register who has been removed from the register of UK HPCA or other similar bodies

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 of any false or fraudulent representation or declaration either orally or in writing.

No persons shall claim in any way to be registered that have 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.

If the qualification and experience are judged by the NZATS executive team to be equivalent to the New Zealand qualifications, such persons will be admitted to the Register.

The registrant will be removed from the current on line database if they have not renewed their registration within 3 months 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.

If a registrant should leave the profession for a period of more than 12 months then a new application for registration must be completed upon return to the profession.



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 their current practicing certificate must accompany any such 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 Practicing Certificate number.

Practicing Certificates

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

The Practicing Certificate 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 Certificates 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 Certificate shall remain the property of the NZATS. If the NZATS executive team requests its return as part of a disciplinary action it must be returned immediately.

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



Standards of Care

All NZATS registered Anaesthetic Technicians delivering specialised Anaesthetic clinical care within their health care facilities must adhere to NZATS Standards and Scopes of practice as documented on the NZATS website.

The Register

The Register shall contain the following information

1. Name of the person registered
2. Relevant qualifications held
3. Home postal address
4. The name of the hospital employing the applicant
5. Date of first registration
6. Date next registration fee is payable
7. Registration number (this shall be the same as the practicing certificate number)
8. 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 sending of a renewal letter or if the letter is returned to the Secretary as not delivered.

If the NZATS executive team has reason to believe a registered person has died 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 Certificate to any applicant whose application is being considered by the NZATS.

The Register which contains names and registration numbers only, shall be a public document and as such shall be open to inspection by any person who wishes.



Registration Types

There are three types of registration granted

1. Trainee Registration
2. Provisional Registration
3. Full Registration

Trainee Registration

Designed to accommodate all Anaesthetic Technicians currently undertaking the practical requirements of training for the qualification as an Anaesthetic Assistant in accordance with the Training Regulations of the NZATS.

The requirements for this registration are:

- Employment in an NZATS recognised Training Hospital
- Employment as a Trainee Anaesthetic Technician
- Appropriate completion of the theoretical components required by the NZATS for Trainee Anaesthetic Technicians
- Appropriate completion of the workbook documentation required by the NZATS for Trainee Anaesthetic Technicians
- Appropriate completion of up to 6240 hrs of practical experience

Full Registration

Designed for Anaesthetic Technicians who have completed the approved training.

The requirements for this registration are any of the following:

- A New Zealand qualified Anaesthetic Technician who has completed the Certificate of Proficiency under the Ministry of Health Training Scheme, e.g. Prior to 1987
- A New Zealand qualified Anaesthetic Technician who has completed the Certificate of Proficiency under the ATTB or ATB, e.g. Prior to 2000



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- A New Zealand qualified Anaesthetic Technician who has completed the theoretical Certificate of Anaesthetic Technology and the NZATS Certificate of Proficiency under the NZAATN Training Scheme
- A New Zealand qualified Anaesthetic Technician who has completed the theoretical Diploma In Applied Science (Anaesthetic Technology) and the NZATS Registration Examination under the NZATS training scheme
- ODA and/or ODP qualifications that are recognised by NZQA and NZATS as being equivalent, who are currently registered with the HPC UK and who can provide documented evidence of completion of no less than 4160 hours post graduation clinical anaesthetic experience

Provisional Registration

Designed for Anaesthetic Technicians 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.

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

The candidate, by the conclusion of their 1st year or 2080 clinical hours, **must** have sat the NZATS Registration Examination. This will enable each candidate to have 2 chances to sit the examination.

The NZATS Registration Examination consists of 2 parts, Part I and Part II, both parts must be achieved to be able to apply for full registration with the NZATS inc.

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 and 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.



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5. If the application does not fall within the registration criteria listed the NZATS 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 is acceptable the Registrar shall register the applicant and notify the applicant accordingly
8. If the NZATS executive team decides the application is 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

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 an Investigator 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 Chairperson.

Every complaint shall be in writing and will 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 Chairperson shall notify the NZATS executive team and a special meeting may be required. The NZATS executive team may ask an Independent Investigator 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 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 travelling 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 Chairperson 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



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- 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.