

**Application Form**  
**Replace Responsible Person**  
**for a Protected Quality Assurance Activity Notice under the**  
**Health Practitioners Competence Assurance Act 2003**

Section 57 of the Health Practitioners Competence Assurance Act 2003 states, in summary, that if a vacancy in the position of responsible person is not filled within 31 working days of the vacancy occurring, the quality assurance activity ceases to be protected.

A replacement responsible person can be appointed by the Minister of Health on the nomination of the sponsor of the quality assurance activity.

To nominate a replacement responsible person, please complete this form and declaration, and send it to:

Clinical Leadership, Protection and Regulation  
Ministry of Health  
PO Box 5013  
Wellington 6145  
[qaa@health.govt.nz](mailto:qaa@health.govt.nz)

**1 QAA Title**

Health Practitioners (Quality Assurance Activity: \_\_\_\_\_ ) Notice  
200\_\_

**2 Responsible Person Leaving**

Name: \_\_\_\_\_

Leaving date: \_\_\_\_\_

**3 What is the name and position of the responsible person for this QAA? Does the responsible person have any association with the health practitioners whose performance is being assessed; if so, what?**

*To be appointed as a responsible person, the person must be a natural person and, in the Minister's opinion, sufficiently independent of the health practitioners whose services are to be assessed or evaluated through the QAA. In essence, the person needs to be able to take responsibility for the integrity and maintenance of the QAA's methodology and to provide independent or objective commentary or overview to meet the reporting requirements. They need not be external to your organisation, but should have a sufficient knowledge of the subject-matter of the QAA, and QAAs generally, to enable them to adequately carry out the purpose and functions of the role. While clinical knowledge may be useful, for some QAAs, particularly multi-disciplinary QAAs, a senior quality manager may be more appropriate for this role.*

*There is a formal requirement that the responsible person must not have been convicted in any Court in New Zealand or elsewhere of any offence punishable by imprisonment for a term of 3 months or more or been adjudged bankrupt under the Insolvency Act 1967 or any other relevant insolvency legislation.*

*The responsible person must give in writing the undertakings and declaration set out below this application form.*

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**Signature of Sponsor**

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**Date**

## Undertakings and Declaration by the Responsible Person

### Undertaking 1

I undertake to inform the Minister of Health of any change to the purposes of the QAA as soon as practicable after the change occurs.

### Undertaking 2

I undertake to inform the Minister of Health of any significant change to the composition or purposes of the group of the participating health practitioners, if it is likely to affect the QAA, as soon as practicable after the change occurs.

### Undertaking 3

I undertake to meet the obligations set out in section 58 of the Health Practitioners Competence Assurance Act 2003 relating to reporting to the relevant providers of health services and to the Minister of Health.

### Declaration

I declare that I have not:

- been convicted in any Court in New Zealand or elsewhere of any offence punishable by imprisonment for a term of three months or more; or
- been adjudged bankrupt under the Insolvency Act 1967 or any other relevant insolvency legislation.

*(N.B.: At the Minister of Health's discretion, this declaration may be required to be given as a Statutory Declaration).*

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**Signature of Responsible Person**

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**Date**

Completed applications, and any reports or notifications given pursuant to the undertakings given by responsible persons, should be sent to:

Clinical Leadership, Protection and Regulation  
Ministry of Health  
PO Box 5013  
Wellington 6145  
[qaa@health.govt.nz](mailto:qaa@health.govt.nz)

### **Responsible Persons' Reporting Requirements**

*Section 58(1) and (3) of the Health Practitioners Competence Assurance Act 2003 reads as follows:*

#### **58 Reporting requirements:**

- (1) Within two months after the expiry of each period of six months (the reporting period) that follows the date of a notice under section 52 declaring a QAA to be protected, the person for the time being appointed to be responsible for the activity must give each provider of health services (the provider) who has, or whose employees or agents have, been assessed in the reporting period through the activity a report relating to the reporting period that sets out information on the following matters:
  - (a) any problems or issues concerning the operations of the provider that have been identified in the course of the activity;

- (b) any action that has been taken, as a result of the activity, to resolve or address the problems or issues stated under paragraph (a);
- (c) any recommendations that have been, or are to be, made to the provider as a result of the activity;
- (d) the manner in which the implementation of the recommendations stated under paragraph (c) is to be monitored; and
- (e) the manner in which improvements in the competence or practice of the provider or any of the agents or employees of the provider are to be monitored.

...

(3) A report given under [this section] may not identify, either expressly or by implication, a particular individual.