



Te Kaunihera  
Rata o  
Aotearoa

**Medical  
Council of  
New Zealand**

PO Box 10509  
The Terrace  
Wellington 6143  
New Zealand

+64 4384 7635  
0800 286 801  
[registration@mcnz.org.nz](mailto:registration@mcnz.org.nz)  
[www.mcnz.org.nz](http://www.mcnz.org.nz)

## Checklist 13: Special purpose locum tenens (online applications only)

- You must make your special purpose locum tenens registration application online via Council's [myMCNZ](#) portal. Click [here](#) to check the eligibility criteria of the locum tenens pathway.
- At the time of application, you must have confirmed employment in New Zealand. Your employer or recruitment agent will need to assist you to complete the relevant employment and supervision sections of the application.
- You will be required to upload the following information during the online application:

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### 1. Documents to be uploaded by the applicant

- Copy of identity detail page from your passport(s)
- IELTS or OET (only if required to meet [English language requirements](#))
- Current curriculum vitae (CV)
  - provide employment information since completion of your primary medical degree in chronological order by month and year
  - clearly identify any periods where you worked less than 30 hours per week, as part-time
  - explain any employment gaps of 3 months or more
- Your EPIC ID details.
  - Before you start your application, you must submit your required documents to EPIC for primary source verification ([see this link for what documents must be verified](#)). As you upload each document to EPIC, please ensure you select the Medical Council of New Zealand to receive a notification that the document has been submitted for verification. If you have already had your documents verified by EPIC, please make the report available to the Medical Council of New Zealand.
- Evidence of satisfactory participation in any recertification programmes required by the medical regulatory authority under whose jurisdiction you have been working for at least six months in the 12 months preceding your application for registration. Where no such requirements have been set by that medical authority, you must provide evidence of ongoing professional development for at least 6 months of the 12 months preceding your application.
- Evidence of name change(s) (if applicable) – for example marriage certificate, deed poll, affidavit or statutory declaration

### Health, conduct and competence disclosures

You will be asked the following questions in the application form regarding health, conduct and competence:

## Health

1. Have you ever been diagnosed with, or assessed as having a mental or physical condition with the capacity to affect your ability to perform the functions required for the practice of medicine? These include neurological, psychiatric or addictive (drug or alcohol) conditions, including physical deterioration due to injury, disease or degeneration.

## Conduct and competence

### Convictions or investigations

1. Have you *ever* been the subject of a police investigation, and/or a criminal charge being laid by the police and/or guilty finding in a criminal proceeding including traffic offences involving alcohol or other substances (whether illegal or not)? Disclosure is required even if the criminal proceedings resulted in discharge without conviction or a similar finding.

### Professional conduct

1. Did you, for *any* reason, have any time when you were not participating in your primary medical degree programme for more than two months?
2. Are you now, or have you ever been, the subject of university disciplinary proceedings?
3. Are you currently, or have you *ever* been, the subject of an investigation, in New Zealand or in another country, in respect of any matter that may be the subject of professional disciplinary proceedings?
4. Are you currently, or have you ever been, the subject of civil proceedings related to competence or negligence issues?
5. Have you *ever* been refused medical indemnity insurance cover or had your premiums raised because of professional conduct, competence or negligence related claims?
6. Have you *ever* breached any code of ethics relating to boundary issues regarding patient relationships?
7. Are you currently, or have you ever been, the subject of an order of any of the following (relating to conduct):
  - New Zealand Health Practitioners Disciplinary Tribunal?
  - Overseas medical disciplinary tribunal or similar tribunal?
  - Medical Council of New Zealand or similar registration authority overseas?

### Professional competence

1. Are you currently, or have you *ever* been, the subject of a competence inquiry with a registration authority or employer?
2. Have you ever had your employment as a doctor terminated on the grounds of poor performance or had your practising privileges restricted?

3. Have you ever had your medical licence, certificate of registration or permit to practise medicine suspended, restricted or revoked?
4. Have you ever voluntarily surrendered your medical licence, certificate of registration or permit to practise medicine for any reason other than avoidance of a renewal fee?
5. Have you ever had conditions imposed on your registration?
6. Have you ever had conditions imposed on your licence/practising certificate or equivalent?
7. Have you ever had an application for registration declined, or been refused a licence/practising certificate or equivalent?

**If you make any disclosures in regard to health, conduct or competence, you will need to provide the following information:**

### **Health:**

- Relevant medical reports
- We need to have a clear understanding of any condition you have disclosed, and how this affected your practice, or could affect your practice, or could affect it in the future. Please provide the diagnosis you have been given for each condition, with an outline covering:
  - A brief history, including treatment and its efficacy, and relevant management, including what is in place to assist recovery, or to manage any chronic progressive, or relapsing and remitting conditions
  - If there are future potential impacts, any plans to manage these would be relevant
  - Any professional advice you have had on your fitness to practise

You may ask your treating doctor(s) to provide a report to cover these points

### **Convictions or investigations**

- Give the following details:
  - the outcome of the police investigation, for example whether you were charged, received a caution, were convicted, or discharged without conviction
  - the outcome date
  - the offence the investigation/charge/caution/conviction was for
  - details of any referral to a medical regulator.

If the investigation or proceedings are ongoing, give details of any action taken so far.

You will need to upload the following:

- Official documents relating to the police investigation, charge, or conviction
- Official documents relating to the medical regulator's consideration of your fitness to practice in relation to the investigation, proceeding or conviction.

- If the investigation or conviction took place after you became a registered/licensed medical practitioner, arrange for a certificate of professional status to be sent from the relevant medical regulator to the Council directly.

### **Competence or conduct matters:**

- certificates of professional status (good standing) from any jurisdiction(s) where the investigation(s) or proceedings occurred (even if this was more than 5 years ago)
- a description of event(s) (include claimant's name, date of incident, place of incident, date of claim and incident summary, outcome and date of outcome)
- any documentation available (court documents, legal correspondence, correspondence from your insurance company, correspondence from the university or regulatory authority(ies))

## **2. Documents to be uploaded by the employer**

- Signed** letter of appointment
- REG4 form – approval of position and supervisor
- Signed** supervision, orientation and induction plan
- Position description**
- Three recent verified references that meet Council's reference requirements
  - references must be completed using Council's reference form (RP6 form)