

GUIDELINES FOR ACCREDITATION

Applications will only be considered if the applicant had been registered and practised for a minimum period of at least three years.

Applications for accreditation should reach the Secretariat of the Board by no later than 31 March of the previous year.

The supervising biokineticist must have three (3) years' post registration experience. A supervising biokineticist may only act in that capacity at one practice. If accreditation for more than one practice is required separate supervisors should be available for the respective practices.

Applications must be submitted by the applicant in his or her own name.

In terms of the ethical rules the following rules apply pertaining to the Naming of a practice:

5. (1) A practitioner shall use his or her own name or the name of a registered practitioner or practitioners with whom he or she is in partnership or with whom he or she practises as a juristic person, as a name for his or her private practice.
- (2) A practitioner referred to in subrule (1) may retain the name of such private practice even if another practitioner, partner of such partnership or member of such juristic person is no longer part of such private practice: Provided that the express consent of the past practitioner or, in the case of a deceased practitioner the consent of the executor of his or her estate or his or her next-of-kin, has been obtained.
- (3) A practitioner shall not use, in the name of his or her private practice, the expression "hospital", "clinic" or "institute" or any other expression which may give the impression that such private practice forms part of, or is in association with, a hospital, clinic or institute.

It should further be noted that the term Biokineticist could be used together with the name/s of practitioners as indicated above. The use of the term "biokinetics", "biokinetics centre" or any other term not provided for above is not permissible.

Accreditation will only be valid for a period of five years. Applicants must apply for re-evaluation within the final year (year 5) of accreditation.

The duly completed contract (or draft contract) (excluding confidential information) between the Intern and Biokineticist based on South African Labour legislation and confirming the following must be provided to the evaluator during the evaluation visit:

- a minimum monthly salary of R3 000-00
- working hours of ± 40 hours per week
- provision for annual leave and sick leave

The following should further be submitted to the Board as part of the evaluation report prepared by the evaluator:

- A written mentorship programme for the duration of the internship
- Evidence of supervisory arrangements as follows:
 - A ratio of at least 1 supervisor per 2 interns
 - At least 50% direct supervision during the first six months
 - At least 30% direct supervision during the second six months
 - Names of supervising biokineticists at multiple practices
- Evidence of ethical practices relating to naming of practice, letterheads and business cards e.g. correct letterhead captions (attach copy of letterhead)
- An emergency plan reflecting the following information:
 - Standard/status of CPR/ACD training of practitioners in the practice

- Immediate on site emergency treatment provided by biokineticist (to assist, rescue or resuscitate patient)
- Emergency equipment available such as defibrillators, etc.
- Emergency telephone numbers
- Response time
- Proximity of nearest hospital/clinic/doctor
- Availability of fire extinguishers
- How often are mock exercises conducted?
- Clinical and evacuation plan specified

Please ensure that the required documents are provided with the evaluation report to be submitted by the evaluator. Outstanding documents would delay the application.

If the applicant complies with the minimum requirements of the Board, an evaluator will be appointed to evaluate the practice. The commitments of the evaluator could delay the processing of the application. Applications for accreditation for the following year should, therefore, reach the Secretariat of the Board by no later than 31 March of the previous year.

Applicants planning to move premises should apply to the Board well in advance and notify the Board within one month. The same procedure as with the initial application will be followed.

Contact details/Enquiries

Duly compiled applications or written enquiries may be sent or delivered to:

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

OR
553 Vermeulen Street
Arcadia
PRETORIA

Enquiries could be directed to –

The Board Manager
Professional Board for Physiotherapy, Podiatry and Biokinetics
P O Box 205
PRETORIA
0001

Tel /Fax 012 338 9325

Accreditation Fees

Please note that with effect from 1 January 2010 a fee will be payable by institutions applying for accreditation for the training of intern biokineticists. The fee to be charged will be calculated on a cost recovery basis.