

Assessment Information for Candidates



The Acupuncture NZ Assessment is done in two parts.

- Part One: Code of Professional Ethics, Clinical Procedures and Safe Clinical Practice and Point Location.
- Part Two: Clinic Check and Practical Clinical Assessment.

Part one must be satisfactorily completed before Part two is undertaken.

Appeals and Re-assessment

Candidates may speak up at any time throughout the process if any part appears unfair or if further explanation is required. Once the assessment has been completed and deemed unsatisfactory, candidates may appeal to Acupuncture NZ for re-assessment.

Candidates may be re-assessed a maximum of 2 times. The applicant will be required to pay for the reassessments.

A Witness may be present during Part Two - the Practical Assessment - to ensure that the assessment is fair. The Candidate is encouraged to provide their own Witness, but Acupuncture NZ can supply a Witness if the Candidate requests one.

Acupuncture NZ also has the right to include a second Witness if it is considered necessary for any reason.

Assessment — Part One

Written Assessment

The written papers, Code of Professional Ethics and Clinical Procedures and Safe Practice are based on the following Acupuncture NZ documents:

- Acupuncture NZ Code of Professional Ethics
- Acupuncture NZ Clinical Procedures and Safe Practice

The Candidate is required to have a thorough knowledge of these documents. The assessments are in English. One and a half hours is allowed in total for the written papers. No texts or dictionaries are to be used during the assessment. The pass mark for these two papers is 70%.

Point Location

The Point location is in English and specialised Acupuncture terminology will be written in Pin Yin and Chinese. Points accessed are those in common usage.

The Candidate is required to accurately locate 20 Acupuncture points within 30 minutes.

The Candidate is required to achieve a minimum of 80% accuracy.

The Candidate is required to provide a model (person) for the points to be located on at the assessment.

Acupuncture NZ may be able to help if this is not possible

Assessment — Part Two Clinical

Check

Candidates should use the Practitioner Clinic Checklist sheet to ensure all requirements are met. This Checklist is part of the Pre-assessment pack.

The Assessor will inspect the clinic and if any requirements are not met, the points in question will need to be rectified before the Candidate is able to practice.

The practical assessment may be completed in the clinic of another Acupuncture NZ member but the Candidate is required to notify Acupuncture NZ when they move to their own clinic so that the clinic Check may be completed.

Practical Assessment

The Assessment will be completed in the Candidates own clinic or in the clinic of another Acupuncture NZ member.

The Candidate is required to diagnose and treat three patients and must supply any materials (such as needles, swabs etc.) required in order to treat.

A maximum of two hours is allowed for the completion of the assessment.

Paper will be provided for patient notes and these notes are kept by Acupuncture NZ as part of the assessment.

Before the assessment, permission must be obtained from the patients for the notes (without the patient's name on) to be kept by Acupuncture NZ.

The Candidate is required to work in their normal manner in clinic, within the requirements of Acupuncture NZ and the New Zealand Government regarding hygiene, safety and legal considerations. The treatment procedure must be rational and logical and not cause harm to the patient. The Candidate must explain what they are doing and why during the assessment.

The Assessor may ask the Candidate questions at any time in order to better understand the Candidates reasoning and actions. The full procedure will be documented by the Assessor for future reference.

It is a legal requirement that **patients** give their permission to be treated: they must be informed about the treatment they are about to receive and they have the right to decline any or all aspects of treatment at any time. Patients are to be treated with respect.

They are to be given the privacy they require to feel comfortable when changing into or out of their clothing. Physical touch by the practitioner needs to be appropriate and patients should feel safe and comfortable at all times.

For each patient, the candidate is required to:

1) Ascertain the main complaint What has the patient come in for? Is this a first treatment with the patient or a follow-up visit?

2) Make an acupuncture differential diagnosis

The Assessor will document the Candidate's interaction with the patient and how the diagnosis

is arrived at, noting such things as:

- Questioning technique
- Listening to the patient
- Palpation techniques
- Pulse taking
- Tongue observations
- Range of Motion assessment

It is suggested that patients with differing presentations are selected in order to demonstrate the full range of diagnostic techniques.

3) What is the diagnosis and treatment principle?

What is the aim of the treatment?

Is this consistent with the information gathered?

4) Treatment

What treatment is done and how is it done?

Is it consistent with the diagnosis and treatment principle?

Treatment must be within the following hygienic practices **Acupuncture**

NZ Workplace Assessment Clean Needle Technique

Step 1: Clean Hands

- Nails are clean and short
- Hands are either washed thoroughly with soap and water
- Or alcohol hand cleaner is used
- If washed, hands are dried on a clean disposable towel
- Candidate refrains from touching contaminated items or surfaces once hands are clean

Step 2: If using alcohol swabs — Swabbing with alcohol is optional but if used must follow accepted protocol as follows:

- After locating the point, it is swabbed with alcohol
- Swab can be used on more than one site as long as it is not dry
- Alcohol is allowed to dry before insertion of needle

Step 4: Needling

- The needle is inserted without contamination of the shaft
- If the shaft of the needle requires support during insertion, an appropriate swab may be used
- If a needle is contaminated or damaged it is disposed of in a sharps container
- The needle is inserted with appropriate depth, angle and technique
- Used needles are immediately disposed of in sharps container

Results of Assessment

The Assessor will give feedback on progress between patients and at the end of the Assessment. If there are minor issues with clinical procedure or hygiene the Candidate will be allowed the opportunity to change these during the Assessment.

If treatment is deemed to be unsafe due to unhygienic practice, unsafe methods or irrational treatment the Assessor will stop the Assessment and clearly explain the issues. The Candidate will be required to repeat the assessment once the issues have been overcome.