

Dietitians Board of New Zealand



HANDBOOK

of

Information on Registration Procedures for Overseas Trained Dietitians Intending to Practise Dietetics in New Zealand

**Dietitians Board
P.O. Box 10-140
Wellington 6143
NEW ZEALAND**

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DIETITIANS BOARD OF NEW ZEALAND

HANDBOOK

INFORMATION ON REGISTRATION PROCEDURES FOR OVERSEAS DIETITIANS INTENDING TO PRACTISE DIETETICS IN NEW ZEALAND

1 INTRODUCTION

This handbook provides information to those dietitians who wish to work as a dietitian in New Zealand and who hold education and training qualifications from countries other than New Zealand (NZ), Australia or the United Kingdom (UK).

Australian fully accredited practising dietitians (APDs) go to SECTION 6.1

United Kingdom Registered Dietitians go to SECTIONS 6.2, and 7.1

Dietitians must be registered with the Dietitians Board and hold a current practising certificate, to practise legally as a dietitian in New Zealand, or to be known as a dietitian.

2 REQUIREMENTS

2.1 NEW ZEALAND DIETETIC EDUCATION AND TRAINING

New Zealand trained dietitians are required to have successfully completed a three year undergraduate science degree containing prescribed pre-requisite papers in Human Nutrition and Foodservice Management followed by a fifteen month Postgraduate Diploma in Dietetics (PG Dip Diet). Admission to the PG Dip Diet is only available through the Dietetic Training Programme, Department of Human Nutrition, University of Otago, Dunedin.

The Dietitians Board assesses the equivalency of overseas applicants' qualifications. Only those applicants whose education and training is deemed to be equivalent or substantially equivalent to the New Zealand education and training are eligible to take an Overseas Candidates Registration Examination (OCRE).

2.2 NEW ZEALAND DIETETIC COMPETENCY

The Health Practitioners Competence Assurance Act 2003 (HPCA Act) legislation requires applicants for registration to be 'competent' to practise.

All dietitians must meet the standards prescribed in the Board's 'Statement of Registration Competency Requirements' (which is on the Board's website). This describes the registration competency requirements for the Scope of Practice and for an acceptable minimum level of knowledge, skill and understanding in the full range of competencies. This is the level attained by New Zealand graduate dietitians.

The Board's Registration Competency Requirements (RCRs) document is available on the Dietitians Board website www.dietitiansboard.org.nz.

2.3 NEW ZEALAND FITNESS TO PRACTISE DIETETICS

The legislation requires applicants for registration to be 'fit' for registration. The HPCA Act 2003 specifies criteria for fitness, namely:

1. Ability to communicate effectively for practising within the Scope of Practice
2. Ability to communicate in and comprehend English sufficiently to protect the health and safety of the public
3. Not been convicted of an offence punishable by imprisonment of 3 months or longer unless the Board is satisfied that it does not reflect adversely on the applicant's fitness to practise
4. Not impaired from practising by some mental or physical condition
5. Not subject of, or under investigation for, professional disciplinary proceedings unless the Board is satisfied that it does not reflect adversely on the applicant's fitness to practise
6. Not subject to an order of a professional disciplinary tribunal or accredited educational institution unless the Board is satisfied that it does not reflect adversely on the applicant's fitness to practise
7. Not liable to endanger the health and safety of members of the public.

Applicants are asked to make declarations about these matters in the application form for equivalency assessment. Persons providing character references are asked to comment specifically on the above.

3 POLICY AND PROCEDURES FOR OVERSEAS TRAINED DIETITIANS APPLYING TO PRACTISE IN NEW ZEALAND

Before an Overseas Trained Dietitian (OTD) may practise as a dietitian in New Zealand, he/she must be registered under the Health Practitioners Competence Assurance Act 2003 (HPCA Act) for the Scope of Practice prescribed by the Dietitians Board, and hold a current Practising Certificate.

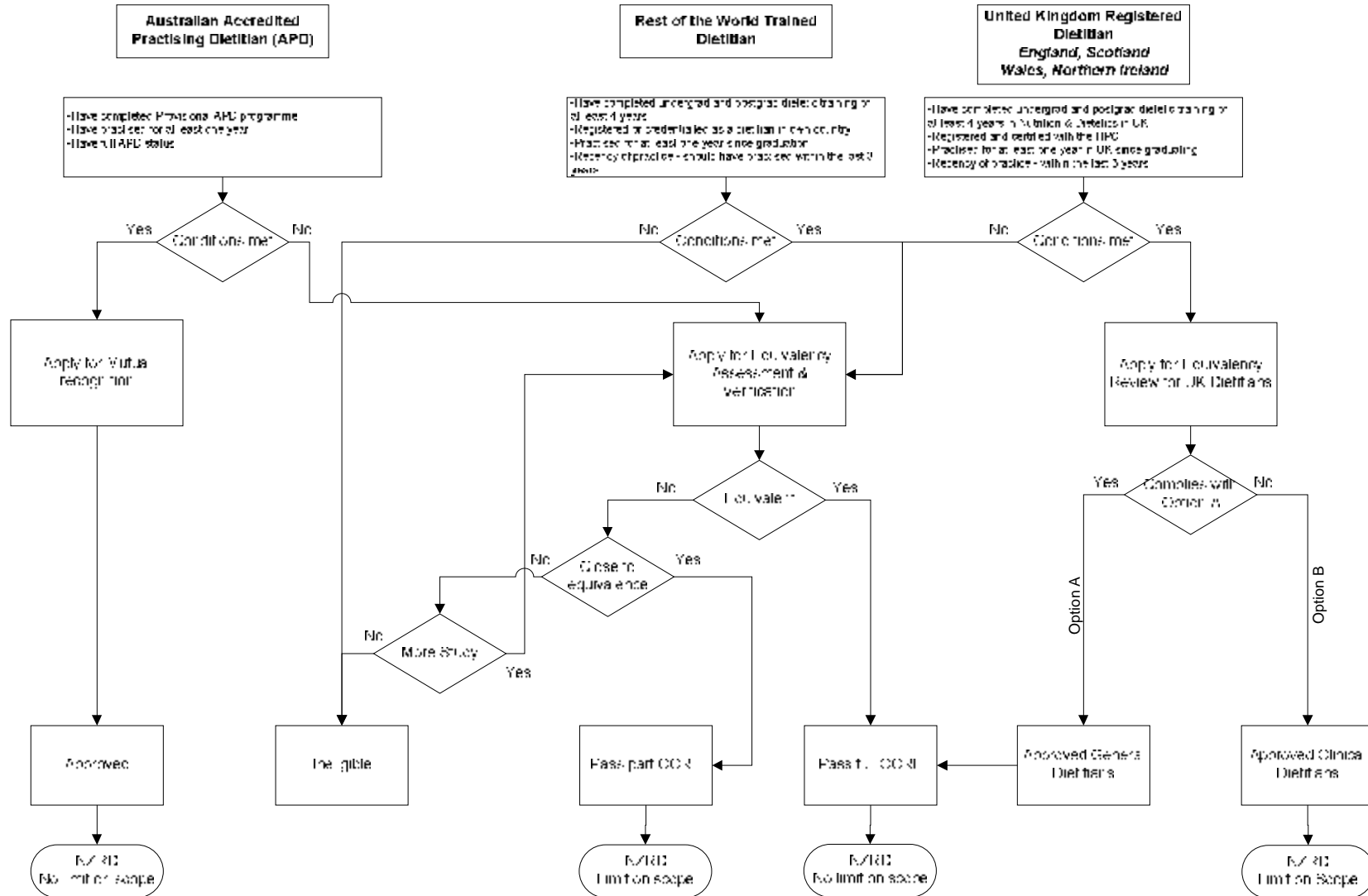
In New Zealand the Scope of Practice for Dietitians is:

Dietitians apply scientific knowledge about food and nutrition to individuals and groups in states of health and disease to promote optimal health outcomes within the social, economic, and cultural context of the New Zealand population.

To register as a dietitian in New Zealand, with no conditions on the scope of practice, an applicant must hold a qualification equivalent to the University of Otago Postgraduate Diploma in Dietetics and pass a Dietitians Board examination (Overseas Candidates Registration Examination – OCRE).

The flow chart overleaf outlines the process for dietitians from Australia, United Kingdom and the rest of the world.

Flow chart for registration of overseas trained dietitians in New Zealand



4 STEPS IN THE PROCESSES FOR PRACTISING AS A DIETITIAN IN NEW ZEALAND

The following process is for dietitians trained overseas, who do **not** meet the criteria for either Australia/New Zealand dietitians eligible for Mutual Recognition, or not fully trained (undergraduate nutrition and postgraduate dietetics) in the United Kingdom.

4.1 EQUIVALENCY ASSESSMENT

Applicants for registration in New Zealand must first have his/her qualifications assessed by the Board. The purpose of the assessment is to establish the equivalency or otherwise of the applicant's qualifications with the New Zealand Postgraduate Diploma in Dietetics (PG Dip Diet). Practice experience is assessed for applicants who have been practising for five or more years as a dietitian.

Depending on the outcome of these assessments, the Board will determine the applicant's eligibility to proceed to registration.

- Complete application form for 'Equivalency Assessment of Education and Training', send documentation to the Board and pay the non-refundable fee of \$NZ400.
- It is important that you send in all the information that the Board has requested, including clarification of the lecture/practical/tutorial and other relevant hours for every subject if possible. Failure to do so may delay your application.
- Once the equivalency assessment process is complete, the Board will advise the applicant of the outcome. See Section 7.

Important notes:

- i) **Steps 4.2-4.6** apply to those applicants who are informed by the Board that they are 'equivalent or close to equivalent' to NZ education and training.
- ii) The Overseas Candidates Registration Examination (OCRE) may be taken before or after the application and granting of registration and a practising certificate, and therefore the order of the following steps may change.
- iii) Some overseas trained dietitians who are 'equivalent or close to equivalent' may be invited by the Board to apply to start working as a dietitian in New Zealand, while preparing to sit the OCRE, hence the order noted for steps 4.2 and 4.3 below.

4.2 REGISTRATION APPLICATION

Complete application form for registration and pay the fee of \$NZ250.

Once assessed as equivalent or close to equivalent to the New Zealand standard, the applicant sends to the Dietitians Board:

- the 'Overseas Applicants - Application for Registration' form,
- the Registration fee,
- the 'Fees Payment' form,

- a copy of the job offer/job description when this is available¹.

4.3 INTERIM PRACTISING CERTIFICATE (IPC)

Complete application form for a practising certificate and pay the fee of \$NZ450.

The applicant is registered under the Scope of Practice: Dietitian, by the Board with specified conditions. This is to allow an applicant, who has been assessed as eligible for registration, to take up employment as a dietitian in a specified area of practice, pending his/her success in sitting the full/part OCRE. The applicant is issued with an Interim Practising Certificate (IPC), prescribing conditions.

Conditions on the IPC will include:

- being limited to working in the specific domain(s) of practice approved by the Board
- being limited to the Board approved position
- supervision
- developing an awareness of the 'Treaty of Waitangi', which is best done by undertaking a course on the Treaty of Waitangi and including the Board's on-line cultural competency course and test.
- developing awareness of Cultural Competency
- ensuring familiarity with relevant New Zealand food safety legislation
- familiarisation with appropriate reading materials
- participating in the Board's Continuing Competency Programme (information would be sent)
- doing self study in areas identified by the Board as gaps in his/her training
- may include a requirement for the applicant to enrol in distance learning papers from the University of Otago to prepare for the OCRE
- overseas trained dietitians holding an Interim Practising Certificate with conditions may not supervise registered dietitians, but may supervise student dietitians in entry level practice skills only.

The IPC is valid for up to one year from the time the person starts working in the dietetic position.

¹ The Board must receive a copy of the job offer/job description and the name of the workplace supervisor, before the applicant is able to be granted an Interim Practising Certificate, to be able to start practising dietetics in New Zealand. The job offer/job description is to ensure the applicant's competencies meet the requirements of the job offer/job description.

4.4 SIT OVERSEAS CANDIDATES REGISTRATION EXAMINATION² (OCRE)

Complete application form provided by the Registrar and pay the examination fee of up to \$NZ750.

The applicant prepares for the full/part OCRE as recommended by the Board.

4.5 ANNUAL PRACTISING CERTIFICATE

Complete application form for a practising certificate and, if appropriate, pay the fee of \$NZ450.

On successful completion of the full/part OCRE, the Dietitians Board will issue an Annual Practising Certificate (APC) appropriately endorsed:

4.5.1 Scope of Practice: Dietitian, (with no conditions limiting the domain of practice)

When the applicant successfully completes the full OCRE, the APC will have no limiting conditions to practise. Supervision may still be required.

4.5.2 Scope of Practice: Dietitian (with conditions limiting the domain of practice to clinical, or food service management/service management, as appropriate)

When the applicant successfully completes either the clinical, or foodservice management/service management part of OCRE, the APC will be endorsed, limiting the dietitian's area of practice. Supervision may still be required

In this case, if the overseas trained dietitian wishes to practise beyond his/her authorised area of practice, he/she must meet the requirements of the full OCRE before undertaking work in the new area of practice.

4.6 RENEWAL OF AN APC:

Complete application form for an APC and pay the annual fee.

APCs expire on 31 March annually. An APC renewal package is sent out in early February to all APC holders. Applicants must prove participation in the Continuing Competency Programme, and sign a declaration to be eligible for renewal of the APC.

5 OTHER REQUIREMENTS

5.1 ENGLISH LANGUAGE: APPROVED ENGLISH LANGUAGE EXAMINATIONS

If English is not your first language, you must supply results from an approved English language examination. The approved examination is:

² See Section 8 for information about OCRE.

The Academic Module of the International English Language Testing System (IELTS) with an overall band of 7.5 or above **and** a minimum of 7.0 in each of the individual components.

These scores must have been achieved within 12 months of applying for assessment of eligibility. It is recommended that you sit one or other of these tests in your own country and submit the results to the Dietitians Board with your application for eligibility assessment. The tests are also available in most main centres of New Zealand (please see the link on the Board's website).

Applications for 'Equivalency Assessment of Education and Training' are accepted once you have provided evidence of a successful IELTS pass (if English is your second language).

5.2 RESIDENCY STATUS

The Dietitians Board does not control whether or not you are permitted to enter, live and work in New Zealand. This is a responsibility of the New Zealand Immigration Service, with which you should be in contact with separately to this application if you do not hold such permission.

The New Zealand Immigration Service website address is www.immigration.govt.nz.

5.3 ASSESSMENT OF QUALIFICATIONS BY THE NEW ZEALAND QUALIFICATIONS AUTHORITY

If your qualifications are assessed by the New Zealand Qualifications Authority (NZQA) for immigration purposes, please be aware that this assessment is not for registration purposes and is not binding on the Dietitians Board. The Board needs to be assured that you meet the Registration Competency Requirements, (RCRs) for all dietitians registered in New Zealand, whether trained overseas or in New Zealand.

The Dietitians Board, in considering your application for registration, will however wish to know why you are coming to New Zealand.

For information regarding immigration requirements, contact the nearest New Zealand Embassy or High Commission.

6 ELIGIBILITY ASSESSMENT

6.1 AUSTRALIAN ACCREDITED PRACTISING DIETITIANS

The Dietitians Association of Australia and the New Zealand Dietitians Board have entered into a 'Mutual Recognition Voluntary Relationship Charter'³ to mutually recognise dietitians who are credentialed or registered in Australia and New Zealand. The Charter only applies to Australian dietitians with full Accredited Practising Dietitians (APD) status, or NZ Registered Dietitians who hold an annual practising certificate (APC) and who have practised for more than one year without conditions on their scope of practice.

6.1.1 Procedure for Australian Dietitians seeking registration in New Zealand

³ Information about the Charter is on the Dietitians Board website

1. Dietitian submits Mutual Recognition registration application form and pays the registration fee (Forms are downloadable on the Dietitians Board website).
2. Dietitian reads information on the “Best Health Outcomes for Maori: Practice Implications”, and shows that he/she has passed the Cultural Competency on-line test based on this reading.
3. New Zealand Dietitians Board checks status of applicant’s credentialing and good standing.
4. Once all steps are completed, and the dietitian agrees to undertake ongoing Continuing Competency Programme requirements and abide by the Board’s ‘Code of Ethics’, he/she is granted NZ Dietitians Board registration and, upon application and payment, is issued with an Annual Practising Certificate.

6.2 UNITED KINGDOM TRAINED AND REGISTERED DIETITIANS

United Kingdom (UK) dietitians who:

- a. Have completed both undergraduate nutrition and postgraduate dietetic training in the UK (i.e. England, Scotland, Wales and Northern Ireland)
- b. Are currently registered and certified with the Health Professions Council (HPC) in the UK
- c. Have completed a training course of at least four years in Nutrition and Dietetics
- d. Have practised as a dietitian for a minimum of one year in the UK.
- e. Have practised as a dietitian in the UK within the last 3 years

may apply for registration as a dietitian in New Zealand under one of two options. Applications will be considered on a case-by-case basis.

6.2.1 Option A: Registration as a Dietitian in New Zealand (with no conditions limiting the domain of practice)

A UK trained and registered Dietitian may, after a review of both his/her undergraduate nutrition and postgraduate dietetic training, be invited by the Board to sit the Overseas Candidates Registration Examination (OCRE – see page 16) in order to gain an annual practising certificate (APC) with no conditions limiting his/her domain of practice.

Advantages of this option

- A pass in OCRE will provide you with an APC with no conditions
- You will be able to work in any area of dietetics in New Zealand
- You will be eligible for credentialing in Australia under the ‘Mutual Recognition Voluntary Relationship Charter’, which has been established by the Dietitians Board and the Dietitians Association of Australia (DAA)

6.2.2 Option B: Registration as Dietitian in New Zealand (limiting domain of practice to Clinical Dietetics only)

A UK trained and registered Dietitian may, after a review of both his/her undergraduate nutrition and postgraduate training, practise as a dietitian in NZ in the domain of Clinical dietetics only (i.e. not in foodservice management/service management). This provides the opportunity to work in hospitals, private institutions and clinics, and be known as a dietitian.

6.3 ALL OTHER OVERSEAS TRAINED DIETITIANS

1. All overseas trained applicants for equivalency assessment with the Board are required to have worked in dietetics for at least one year prior to registration and a practising certificate being able to be granted. If not, the applicant will be required to pass the Board's OCRE prior to being granted registration and a practising certificate.
2. New graduates with less than one year postgraduate dietetic experience may not be accepted for equivalency assessment
3. The Board accepts overseas trained dietitians for equivalency assessment only if they have worked in dietetics in the previous three years, and can show proof of recency of practice. Applicants who have not worked during the past three years **may** be considered on a case-by-case basis. Please contact the Registrar.
4. Applicants' education and training (and work experience if the applicant has been practising for five or more years as a dietitian) background will be assessed by the Dietitians Board to determine equivalence with the New Zealand standards.
5. Applicants must provide detailed course information and evidence (academic transcripts) of the content and completion of a tertiary level programme of dietetic education and training of at least four years duration, including a practical component.
6. If other degrees / courses relevant to this application have also been awarded, please include the academic transcripts and information.
7. Applicants **must** provide evidence of their being or having been registered, licensed or otherwise officially recognised as a Dietitian in the country in which they were trained. If you cannot provide this information, please contact the Registrar before you gather the documentation for assessment.
8. **All decisions relating to Eligibility Assessments rest with the Dietitians Board**

7 APPLICATION FOR EQUIVALENCY ASSESSMENT PROCEDURE

Applicants should obtain the Overseas Trained Dietitians 'Application for Equivalency Assessment of Education and Training' form, either from the Board's website www.dietitiansboard.org.nz (in the 'Registration-Qualified Outside NZ' section),

OR by emailing the Registrar: dietitians@dietitiansboard.org.nz

OR by writing to: The Registrar
Dietitians Board
PO Box 10-140
WELLINGTON, New Zealand

7.1 UK TRAINED AND REGISTERED DIETITIANS

7.1.1 Procedures for Option A

- Apply for Equivalency Assessment and pay \$NZ400.00, using 'Application for Equivalency Assessment of Education and Training' and 'Fees Payment' forms.

- Send to the Board:
 - Two copies of your Curriculum Vitae (CV)
 - Names and work contact details of two work-related/dietetic referees, and organise for a written reference from a dietetic colleague (preferably a manager) to be sent to the Board.
 - Two copies of your Dietetic Training Course information
 - Two correctly certified copies⁴ each of;
 - § Birth certificate (and marriage certificate if applicable)
 - § Academic transcripts
 - § Qualifications (degree/diplomas)
 - § Certificate of professional status/good standing from the HPC
 - § Practising certificate from the HPC
 - § Membership of the British Dietetic Association (BDA) if applicable
 - § Food safety certificate (if available).
- Once the NZ Dietitians Board informs you that your application has been assessed as sufficiently equivalent, apply for registration, using the 'Overseas Applicants: Application for Registration' form and pay your registration fee of \$NZ250.00
- Apply for a practising certificate (complete the 'Application for a Practising Certificate/ form and pay the fee of \$NZ 450.00 for up to one year).
- Provide a job offer/job description with the name of your supervisor as well as the signed section 1 of the Supervision Agreement
- Pass the on-line Cultural Competency Assessment set by the Board
- Attend new migrant orientation programmes, e.g. Marae visits and a Treaty of Waitangi workshop. Contact your nearest New Migrant Service
- Complete a Basic Food Safety Course if you have not already done so and provided evidence. You will be advised if you are required to do this.
- You may be issued with an Interim Practising Certificate (IPC) enabling you to practise dietetics while preparing to sit OCRE.
- The Board requires you to be supervised until you have gained a pass in the OCRE, and have worked for at least one year as a registered dietitian in New Zealand.
- You are required to participate in the Boards' Continuing Competency Programme when your APC is granted. Your supervisor will help you with this.
- Familiarise yourself with the NZ Dietetic Association Clinical Handbook (available from the NZDA: email nzda@dietitians.org.nz, Tel: 04 473 3061, www.dietitians.org.nz)

⁴ Correctly Certified: - A certified copy is a direct copy (photocopy) of an original document certified by an official with the necessary legal power, such as a Justice of the Peace, solicitor or Notary Public (not the Police or Post Office). The official must sign with his/her name, position and an official seal or stamp, clearly visible beneath the signature.

- Familiarise yourself with NZ Public Health Nutrition issues and programmes
- You will be required to abide by the NZ Dietitians Board Code of Ethics.

7.1.2 Procedures for Option B

- Apply for Equivalency Assessment and pay the fee, using 'Application for Equivalency Assessment of Education and Training' and 'Fees Payment' forms.
- Send to the Board:
 - Two copies of your Curriculum Vitae (CV)
 - Names and work contact details of two work-related/dietetic referees and organise for a written reference from a dietetic colleague (preferably a manager) to be sent to the Board.
 - Two copies of your Dietetic Training Course information
 - Two correctly certified³ copies each of:
 - § Birth certificate (and marriage certificate if applicable)
 - § Academic transcripts
 - § Qualifications (degree/diplomas)
 - § Certificate of professional status/good standing from the HPC
 - § Practising certificate from the HPC
 - § Membership of the British Dietetic Association (BDA) if applicable
 - § Food safety certificate (if available).
- Once the NZ Dietitians Board informs you that your application has been assessed as sufficiently equivalent, apply for registration, using the 'Overseas Applicants: Application for registration' form and pay your registration fee of \$NZ250.00
- Apply for a practising certificate (complete the 'Application for a Practising Certificate/ form and pay the fee). The APC year runs from April 1-March 31, and costs \$NZ450.00. Payment for an APC for working between 1 December and 31 March costs \$NZ240.00.
- Provide a job offer/job description with the name of your supervisor as well as the signed section 1 of the Supervision Agreement
- Pass the on-line Cultural Competency Assessment set by the Board
- Attend new migrant orientation programmes, e.g. Marae visits and a Treaty of Waitangi workshop. Contact your nearest New Migrant Service
- Complete a Basic Food Safety Course if you have not already done so and provide evidence. You will be advised if you are required to do this.
- The Board will place a minimum of one year of supervision on your APC.
- You are required to participate in the Boards' Continuing Competency Programme when your APC is granted. Your Supervisor will help you with this.
- Familiarise yourself with the NZ Dietetic Association Clinical Handbook (available from the NZDA: email nzda@dietitians.org.nz, Tel: 04 473 3061, www.dietitians.org.nz)
- Familiarise yourself with NZ Public Health Nutrition issues and programmes

- You will be required to abide by the NZ Dietitians Board Code of Ethics.

Under Option B, work in NZ can begin only when you have completed these requirements and have an annual practising certificate limiting you to a 'clinical' domain of practice.

7.2 ALL OTHER OVERSEAS TRAINED DIETITIANS

- Apply for Equivalency Assessment and pay the fee, using 'Application for Equivalency Assessment of Education and Training' and 'Fees Payment' forms.
- Complete the form and supply all the documentation as required:
 - all academic transcripts and relevant information for your application to proceed.
 - This step may take some time, as educational institutions do not always respond promptly to requests for course documentation.
- The Board requires detailed information on each subject in all relevant degrees / diplomas / certificates including:
 - a statement/description of course content,
 - numbers of hours (lectures, practical or laboratory, tutorials, seminars and workshops)
 - details about internship or practical placements.
- Two copies of all the documents should be sent to the Board in an easy to photocopy format - (not stapled, bound or in a folder)
 - Keep your own copies of documents for future use.
 - Refer to the Checklist on page 9 in the application form for 'Equivalency Assessment of Education and Training' for all the documentation to be provided.
- Please send correctly certified³ documentation, rather than original documents.
- **Note:** Universities, their websites and their libraries (which should have a calendar relating to the year) are usually able to provide course/subject details. Or one of your fellow students may be able to provide you with a copy of the course curriculum/syllabus.
- The Board may also take into account the relevant work experience of an individual, who has been working for five or more years
- Submit the completed application, including the payment, by airmail to the NZ Dietitians Board. If you wish to send it by courier please refer to the physical address on page 25.
- The Board will acknowledge receipt of an application and commence the equivalency assessment process.
 - **Please note** that this equivalency assessment process can only start from the time that all documentation, including both references and the 'Certificate of Professional Status' or 'Letter of Good Standing', is received at the Board's office. Please do not send your application until you can provide everything on the checklist, and your references have been sent/are about to be sent to the Board.
 - The process usually takes eight to twelve weeks.

- If the information is incomplete and the Board needs to request and receive the missing information, delays may be expected.
- Applicants with an education and training background assessed to be equivalent, or near equivalent, will be invited to take an Overseas Candidates Registration Examination (OCRE). Please read the 'Steps in the processes for practising as a Dietitian in New Zealand' - Section 4 of this Handbook.
- The Board will recommend one of the following:

Determinations of Assessment for Equivalence

| Determination | Next step |
|---|---|
| a. Meets NZ Equivalence in education and training | <ul style="list-style-type: none"> • Sit and pass full OCRE⁵ (preferred option). Granted registration and APC with no limiting conditions. Eligible to apply for NZ-Australian Mutual Recognition⁶ • Sit and pass part OCRE (Clinical). Granted registration and APC with limited scope of practice. Ineligible to apply for NZ-Australian Mutual Recognition |
| b. Near NZ Equivalence in education and training | <ul style="list-style-type: none"> • Sit and pass part OCRE (Clinical). Granted registration and APC with limited scope of practice. Ineligible to apply for NZ-Australian Mutual Recognition or • Sit and pass part OCRE (Foodservice and Service Management). Granted registration and APC with limited scope of practice. Ineligible to apply for NZ-Australian Mutual Recognition |
| c. Near NZ equivalence but with significant gaps in education and training. | <ul style="list-style-type: none"> • Applicant may be required to undertake further studies to address the identified gaps, and then sit and pass full or part OCRE. Granted registration and APC with or without limitations on scope of practice. |
| d. Non-equivalence with NZ education and training | <ul style="list-style-type: none"> • Ineligible to proceed for registration to practise dietetics in New Zealand |

Important notes

The Dietitians Board reserves the right to determine any study required to be undertaken by the candidate and the date the candidate will sit OCRE, on a case-by-case basis.

The Dietitians Board considers each application on a case-by-case basis, and takes all relevant matters into consideration.

⁵ See Section 8 for information about OCRE.

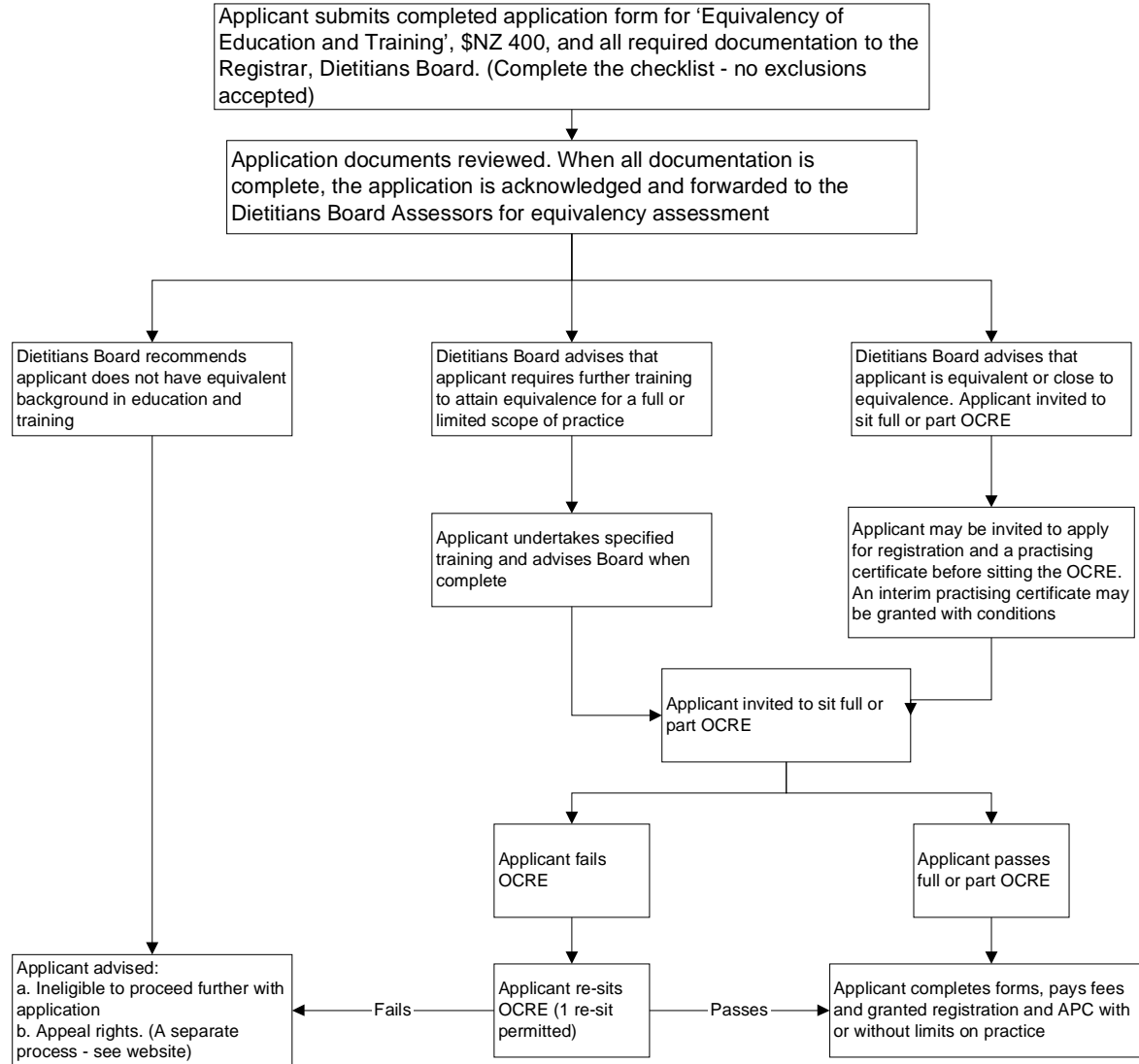
⁶ The 'Mutual Recognition Voluntary Relationship Charter' only applies to registered dietitians who hold a current Annual Practising Certificate (New Zealand), and who have practised with no limiting conditions for more than one year in New Zealand, or to dietitians with full Accredited Practising Dietitian (APD) status (Australia)

An applicant for OCRE who has been assessed as eligible for registration may be able to apply for an interim practising certificate under the conditions in Section 4.3 of this Handbook.

- **Please note:** New Zealand Registration Competency Requirements contain a significant Management and Foodservice Management component. This may have implications for dietitians trained in countries whose registration competency requirements are predominantly in therapeutic/clinical nutrition.
 - Applicants applying for registration, who may have less training and education in the areas of Foodservice Management/Service Management, may be offered the option by the Board, of limiting their area of practice to working in a clinical domain of dietetics only, in New Zealand.
- Should you be required to undertake additional university courses, candidates without residency status will be charged overseas university students' fees.

The application process is outlined in the following diagram.

Application Process for Registration of Overseas Trained Dietitians



8 EXAMINATION STUDY GUIDE

8.1 THE OVERSEAS CANDIDATES REGISTRATION EXAMINATION

The Overseas Candidates Registration Examination (OCRE) is designed to examine professional practice, knowledge and skills to ensure 'safe practice'.

Please read the full 'Statement of Registration Competency Requirements' on the Dietitians Board website: www.dietitiansboard.org.nz. This document will be sent to you after registration.

Prior to taking the exam, applicants are strongly encouraged to undertake the recommended self study to update their knowledge in the New Zealand context and to become familiar with NZ Public Health Nutrition related issues and programmes, develop an understanding of the Treaty of Waitangi in respect to dietitians practising in NZ (best achieved by attending a Treaty of Waitangi course) and review information on the latest information and legislation on food safety.

The New Zealand Dietetic Association's "Clinical Handbook" may be purchased from the New Zealand Dietetic Association (NZDA), PO Box 5065, Wellington, New Zealand.

8.1.1 Timetable

Examinations are held early in July and December each year.

8.1.2 Venues

The examination is offered in five cities in New Zealand subject to sufficient numbers of candidates in each centre:

- Auckland
- Hamilton
- Wellington
- Christchurch
- Dunedin.

The Board reserves the right to determine the examination centres and time of the examination.

8.1.3 Information on the OCRE

The Registrar of the Dietitians Board will contact you approximately two months before the examination

- to advise the date and venue of the examination,
- to give you the appropriate OCRE application form for the examination
- to ascertain whether you have fulfilled Board requirements.

The application form to sit the OCRE and the appropriate payment must be received by the Board no less than one calendar month before the examination date.

Further information appropriate to the examination will be sent nearer the time of the OCRE with further details of the venue and time, any other information regarding the format of the examination, the examination rules, sample examination questions/marking schedules and other relevant information.

8.1.4 Format of the OCRE Examination

The full OCRE examination consists of a 3 hour written paper and a 1 hour oral, case study style examination.

The written paper for the full OCRE contains six compulsory questions, of thirty minutes each, that examine the major areas of the Board's Registration Competency requirements. Each question in the written paper must be answered in a separate answer booklet.

- Written questions cover:
 - Clinical Dietetics (2 questions)
 - Community and Public Health (1 question)
 - Applied Dietetics (1 question)
 - Foodservice Management (1 question)
 - Service Management (1 question)
- Cultural competence as stated in the 'Statement of Registration Competence Requirements' will be included in the examination.
- The oral examination contains two compulsory questions:
 - Clinical dietetics (1 question)
 - Foodservice management (1 question).

Candidates record their answers to the oral examination onto audio-tape. These are not face-to-face examinations.

To pass the Overseas Candidates Registration Examination, you must gain a mark of at least 50% for each and every question within both the oral and written examinations.

NB: If you have been enrolled fully in the University of Otago PG Dip Diet 'Food Service Management' (HUNX 473) and/or the 'Service Management' (HUNX 474) distance learning paper, and you successfully complete the paper, you are deemed to have already passed that question.

The part OCRE examination may be used in appropriate situations as determined by the Board. All questions are compulsory, and a mark of **at least 50%** for each and every question within both the oral and written examinations must be attained.

Clinical

- Written questions cover:
 - Clinical Dietetics (2 questions)
 - Community and Public Health (1 question)
 - Applied Dietetics (1 question)
- The oral examination contains one compulsory question:
 - Clinical dietetics (1 question)

Foodservice Management/Service Management

- Written questions cover:
 - Foodservice Management (1 question)
 - Service Management (1 question)
- The oral examination contains one compulsory questions:
 - Foodservice management (1 question).

8.1.5 Conduct of the examination

Examination rules will be sent to candidates prior to the examination.

- No material may be taken into the examination centre by candidates.
- All examination material will be supplied.
- No examination material may be taken from the centre at the conclusion of the examination.
- Failure to comply with any of these basic regulations may result in immediate cancellation of the application.

8.1.6 Notification of results

Results will be sent by airmail to the postal address specified on the application form, approximately six weeks after the examination.

8.1.7 Re-sitting the examination

A candidate who has failed the examination may apply to re-sit the examination at a later date. The current fees are listed on the payment form. A candidate may re-sit the full/part examination once only.

9 EXAMINATION QUESTIONS STUDY GUIDE

The examination questions are based those taken by New Zealand Postgraduate Diploma in Dietetics (PG Dip Diet) students and cover the following five areas:

9.1 CLINICAL DIETETICS (2 QUESTIONS)

The pathophysiology and management of nutrition-related disorders. Disorders include: cardiovascular disease, endocrine, gastrointestinal, immunological, neurological disorders, obesity, paediatric, renal and respiratory disease. Conduct of nutritional assessments, preparation of nutrition care plans, implementation, monitoring and evaluation of these plans.

Nutritional management of individuals across a continuum of care settings. Management of nutritional support for individuals with cancer, malnutrition, starvation, dysphagia and requiring palliative care. Use of nutrition support technology including enteral feeding. Understanding of drug nutrient interactions and peri-operative care issues.

9.2 COMMUNITY AND PUBLIC HEALTH DIETETICS

The theory, application and evaluation of nutrition and the social environment, community demographics and needs, preventive nutrition and community health promotion, nutrition policy, food legislation, food standards and quality. Public health promotion and prevention programme planning and evaluation. Public health nutrition communication.

Nutritional assessment and management of individuals and groups living in the community. Consideration of the needs of different population groups based on age, culture, geographical location, ethnicity; and available health service resources.

9.3 APPLIED DIETETICS

The knowledge and application of skills for communication, counselling and learning facilitation required to carry out effective dietetic intervention. A developing understanding of culturally appropriate practice, including a working knowledge of the principles of the Treaty of Waitangi and their application to dietetic practice.

Use of ethical decision making and reflective practice. An understanding of the limits of own professional competence.

9.4 FOODSERVICE MANAGEMENT

Advanced food service management theory and practice; menu planning and evaluation, food safety programmes; quality management, staffing management, evaluation of equipment and facilities, risk management. Planning, managing, evaluating food production and food distribution systems. Application to a range of health sector food services.

9.5 SERVICE MANAGEMENT

The principles and application of the key management functions for managing a small dietetic service in the New Zealand context; service marketing and communication, finance, personnel, resources and employment relations. Use of a needs based approach. Service planning and evaluation.

10 APPENDICES

10.1 RECOMMENDED READING LIST

This list highlights specifically NZ texts, and is not exclusive. Overseas trained dietitians are expected to have their own basic textbooks.

10.1.1 Cultural competence

- The Treaty of Waitangi
- Best Health Outcomes for Maori: Practice Implications (on the NZ Medical Council website) <http://www.mcnz.org.nz/Default.aspx?tabid=269>
- NZ Dietitians Board (website: www.dietitiansboard.org.nz and September 2006 newsletter). *Cultural Competency Guidelines*.
- Medical Council of New Zealand. (2006). *Statement on Cultural Competence*.
- Medical Council of New Zealand. (2006). *Statement on Best Practices when Providing Care to Maori Patients and Their Whanau*. Available on the Council's website: <http://www.mcnz.org.nz/Publications/Statements/tabid/81/Default.aspx/>
- Wepa Dianne (ed). *Cultural Safety in Aotearoa New Zealand*. NZ Pearson Education 2005
- Durie, M.H. (1989). The Treaty of Waitangi and health care. *New Zealand Medical Journal*, 102, 283-285.
- Ropiha, D. (1994). Kai Whai te Maramatanga, The effectiveness of health messages for Maori. Wellington: Ministry of Health.

10.1.2 Ministry of Health

The following recommended texts are produced by the **Ministry of Health**, and are available, with a wide range of other papers, on-line from <http://www.moh.govt.nz/publications/>:

- Ministry of Health. (2000). *New Zealand Health Strategy*. Wellington: Ministry of Health – available online from: <http://www.moh.govt.nz/publications/nzhs/>
- Ministry of Health. (2001) *New Zealand Disability Strategy*. Wellington: Ministry of Health – available online from: <http://www.odi.govt.nz/nzds/>
- Food and Health Monitoring Report 2006 (October 2006)
- He Korowai Oranga – Maori Health Strategy (November 2002)
- Whakatataka: Maori Health Action Plan 2002–2005 (November 2002)
- Improving Maori Health: A Guide for Primary Health Organisations (June 2004)
- Maori Public Health Action Plan (December 2003)
- Tupu Ola Moui: The Pacific Health Chart Book 2004 (September 2004)
- The Health of Pacific Islands People (June 1996)
- Healthy Eating – Healthy Action: Oranga Kai – Oranga Pumau -Implementation Plan: 2004–2010 (June 2004)
- Our Children's Health: Key findings on the health of New Zealand children (June 1998)

- Russell, D. G., Wilson, N., Parnell, W., Faed, J. Et al (1999). *NZ Food: NZ People. Key results of the 1997 National Nutrition Survey*. Wellington: Ministry of Health.
- Parnell, W.R., Reid, J., Wilson, N.C., McKenzie, J., Russell, D. G. (2001). Food security: is New Zealand a land of plenty? *New Zealand Medical Journal*, 114, 141-145.
- Parnell, W.R. Scragg, R., Wilson, N., Schaaf, D., Fitzgerald, E. Et al (2003). *NZ Food: NZ Children. Key results of the 2002 National Children's Nutrition Survey*. Wellington: Ministry of Health
- Pacific Health and Disability Action Plan

10.1.3 New Zealand Food Safety Authority

- New Zealand Food Safety Authority (www.nzfsa.govt.nz):
 - Australia New Zealand Food Standards Code
- New Zealand Food Safety Authority (FSANZ). (2003). *What does a Food Safety Programme look like?* Wellington: FSANZ – available online through the FSANZ web site at: <http://www.nzfsa.govt.nz>

10.1.4 Dietetics

General

- New Zealand Dietetic Association (2006). *2006 Clinical Handbook 8th Edition*. Wellington, New Zealand: New Zealand Dietetic Association.
- Mann J. Truswell S. (2007). *Essentials of Human Nutrition*. 3rd Edition Oxford: Oxford University Press.
- Australian Government Department of Health and Aging and New Zealand Ministry of Health. (2006). *Nutrient Reference Values for Australia and New Zealand Including Recommended Dietary Intakes*. Australia: – available from: <http://www.nhmrc.gov.au/publications/synopses/n35syn.htm> <http://www.moh.govt.nz>
- World Health Organization- The Ottawa Charter for Health Promotion
- New Zealand Dietitians Board. (2003). *Code of Ethics for Dietitians*. Wellington: New Zealand Dietitians Board.
- Health and Disability Commissioner. (n.d.). *Your Rights when Receiving a Health or Disability Service*.
- Health and Disability Commissioner. (n.d.). *Code of Health and Disability Services Consumers' Rights*.

Clinical Nutrition

- New Zealand Guidelines Group (2003). *Evidence-based Best Practice Guideline: The Assessment and Management of Cardiovascular Disease*. Wellington: New Zealand Guidelines Group.– available online at <http://www.nzgg.org.nz>
- New Zealand Guidelines Group (2003). *Evidence-based Best Practice Guideline: The Management of Type 2 Diabetes*. Wellington: New Zealand Guidelines Group. – available online at <http://www.nzgg.org.nz>

Community and Public Health Nutrition

- Waa, A., Holibar, F., and Spinola, E. (Eds.). (2000). *Programme Evaluation. An Introductory Guide for Health Promotion*. Auckland: Alcohol and Public Health Research Unit / Whariki Runanga Wananga, Hauora Me Te Paekaka.
- Hawe, P., Degeling, D., Hall, J. Brierley, A. (1990). *Evaluating Health Promotion: A Health Worker's Guide*. Sydney, Australia: MacLennan & Petty.

Applied Dietetics

- Bunce, J. (1991). *Microcounselling Attending Skills Workbook*. Dunedin: Dept of Education, University of Otago.

(To purchase a copy, email: lyn.tyrrell@stonebow.otago.ac.nz)

Service Management

- Van Looy, B., Gemmel, P., and Van Dierdonck, R. (Eds.). (2003). *Services Management. An Integrated Approach*. 2nd Ed. Great Britain: Prentice Hall.
- Sibbald, A. et al. (1994). *Managing New Zealand Organisations. Principles, practices and issues* 1st Edition. New Zealand: Longman Paul.
- Elkin, G. (1997). *Human Resource Management in Action. Contemporary New Zealand Cases – Volume I* Palmerston North, NZ: The Dunmore Press.
- Coulthard, M., Howell, A., Clark, G. (1996). *Business Planning: The Key to Success* Melbourne: MacMillan Education Pty Ltd.

Foodservice Management

- Duncan, P., and Fitchett, L. (2005). *Safe Food: A food hygiene course for the food worker*. 3rd Ed. New Zealand: Pearson Educational.
- Jensen, J., and Styles, M. (1996). *Quality Food and Nutrition Services: a Guide for Extended Care*. Wellington: New Zealand Dietetic Association (Inc).
- The Heart Foundation of New Zealand (2003). *The Heartbeat Catering Guidelines for Adolescents; The Heartbeat Catering Guidelines for Adults; The Heartbeat Catering Guidelines for Older People*. New Zealand: The Heart Foundation of New Zealand. – available online through the Public Access to Legislation Project at: <http://www.nhf.org.nz/>

10.1.5 NZDA Professional Journals

- Nutrition and Dietetics-Journal of the Dietitians Association of Australia, including the Journal of the New Zealand Dietetic Association (in particular evidence based practice guidelines),
- Journal of the New Zealand Dietetic Association (until 2005)

NB: Most Journals are available in the main medical libraries.

10.1.6 Relevant New Zealand Legislation

- The Food Act 1981 and Regulations
- Food Hygiene Regulations 1974/169
- Health Practitioners Competence Assurance Act 2003

- The Employment Relations Act 2000
- The Health and Safety in Employment Act 1992
- The Privacy Act 1993 and the Health Information Privacy Code 1994
- The Health and Disability Commissioner Act 1994

These may be viewed on-line at: www.legislation.govt.nz or
www.pco.parliament.govt.nz/legislation/retailoutlets.shtml

Also available from Bennetts Government Bookshops (in all main city centres) and at Bowen House, corner Bowen Street and Lambton Quay, Wellington, New Zealand.
 Phone: +64 4 499 3433, fax: +64 4 499 3375

10.2 COMMUNITY RESOURCE ORGANISATIONS

Auckland Regional Public Health Service

Health Promotion
 Health Protection
 Vaka Ola (Pacific Health)
 Private Bag 92 605, Symonds Street
 AUCKLAND
 phone: +64 9 623 4600
www.arphs.govt.nz
 e-mail: arphs@adhb.govt.nz

NZ Nutrition Foundation

PO Box 331 366
 Takapuna
 AUCKLAND
 phone: +64 9 489 3417
 fax: +64 9 489 3174
www.nutritionfoundation.org.nz
 e-mail: webenquiry@nutritionfoundation.org.nz

Diabetes New Zealand - National Office

PO Box 12 441, Thorndon
 WELLINGTON
 phone: +64 4 499 7145
 fax: +64 4 499 7146
www.diabetes.org.nz
 e-mail: diabetes@diabetes.org.nz

Cancer Society of New Zealand

National Office
 PO Box 12 700
 WELLINGTON
 phone: +64 4 494 7270
 fax: +64 4 494 7271
www.cancernz.org.nz

NZ Manufactured Food Database

Nutrition Services
 Auckland District Health Board
 Private Bag 92 024
 AUCKLAND
 phone: +64 9 307 4949
 fax: +64 9 309 7656
www.mfd.co.nz
 e-mail: mfd@adhb.govt.nz

National Heart Foundation of New Zealand

PO Box 17 160
 Greenlane
 AUCKLAND
 Phone: +64 9 571 9191
 fax: +64 9 571 9190
www.nhf.org.nz
 e-mail: info@nhf.org.nz

Coeliac Society of New Zealand Inc

PO Box 35 724
 Browns Bay
 North Shore City 0753
 AUCKLAND
 Phone: +64 9 8205157
 Fax: +64 9 4767251
 Email: coeliac@xtra.co.nz

Arthritis New Zealand

National Office
 PO Box 10 020
 WELLINGTON
 phone: +64 4 472 1427
 fax: +64 4 472 7066
www.arthritis.org.nz

Beef and Lamb Marketing Bureau

PO Box 33 648
TAKAPUNA
Auckland
phone: +64 9 489 7119
fax: +64 9 489 7164
www.nzbeeflamb.co.nz
e-mail: enquiries@beeflambnz.co.nz

Vegetables.co.nz

PO Box 10 232
WELLINGTON
phone: +64 4 472 3795
fax: +64 4 471 2861
www.vegetables.co.nz
e-mail: information@hortnz.co.nz

The New Zealand Food Safety Authority

PO Box 2385
WELLINGTON 8011
phone: +64 4 894 2500
fax: +64 4 8942501
www.nzfsa.govt.nz
email: nzfsa.info@nzfsa.govt.nz

Osteoporosis New Zealand

PO Box 688
WELLINGTON
phone: +64 4 499 4862
fax: +64 4 499 4863
www.bones.org.nz
e-mail: info@osteoporosis.org.nz

Parkinsons New Zealand

PO Box 11 067
WELLINGTON
phone: +64 4 472 2796
fax: +64 4 472 2162
www.parkinsons.org.nz
email: info@parkinsons.org.nz

Food Standards Australia New Zealand

PO Box 10 559
The Terrace
WELLINGTON 6038
phone: +64 4 978 5630
fax: +64 4 473 9855
www.foodstandards.govt.nz
email: info@foodstandards.govt.nz

10.3 USEFUL CONTACTS FOR OVERSEAS TRAINED DIETITIANS

10.3.1 New Zealand Dietetic Association (Inc)

The New Zealand Dietetic Association (NZDA) will be able to provide you with information on professional or employment issues and may be able to assist with mentoring.

The NZDA can be contacted:

PO Box 5065, Wellington, New Zealand,
Telephone: +64 4 473 3061,
E-mail: nzda@dietitians.org.nz
or visit the website at www.dietitians.org.nz

10.3.2 Continuing Competence Resource People

Please check the Board's website ('Practitioners Information: Continuing Competence Resource People') for the names and email addresses of selected dietitians around New Zealand who are able to assist with the Board's Continuing Competency Programme.

10.3.3 Other Useful Websites

| | |
|--|--|
| www.immigration.govt.nz | www.everybody.co.nz/ |
| www.moh.govt.nz | www.stuff.co.nz |
| http://newzealand.govt.nz/ | www.kiwicareers.govt.nz/ |
| www.legislation.govt.nz/ | www.nzhealthjobs.co.nz |
| www.pco.parliament.govt.nz/legislation/retailoutlets.shtml | www.jobs.co.nz |
| www.worksite.govt.nz | www.seek.co.nz |
| www.ielts.org | www.purenz.com |
| www.dietitians.org.nz | www.trademe.co.nz/Trade-me-jobs/index.htm |
| www.adhb.govt.nz/nwhealthinfo/healthlinks.htm | www.healthstaffspecialists.com |
| | www.medlink.co.nz/ |
| | www.clinicalone.co.nz |

10.4 FOR FURTHER INFORMATION

Please contact the Registrar of the Dietitians Board if you require further information:

| | |
|--|---|
| Dietitians Board PO Box 10-140 Wellington NEW ZEALAND | Phone: +64 4 474 0746 Fax: +64 4 474 0709 email: dietitians@dietitiansboard.org.nz website: www.dietitiansboard.org.nz |
| Or: Physical address for courier: Level 3 195-201 Willis Street Wellington NEW ZEALAND | |

11 EXTRACTS FROM HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

The following extracts are to assist you with your initial inquiries about registration in New Zealand. The extracts do not intend to cover the full extent of the Health Practitioners Competence Assurance Act 2003. An on-line version of the full Act may be viewed at http://www.legislation.govt.nz/browse_vw.asp?content-set=pal_statutes

7. Unqualified person must not claim to be health practitioner—

(1) A person may only use names, words, titles, initials, abbreviations, or descriptions stating or implying that the person is a health practitioner of a particular kind if the person is registered, and is qualified to be registered, as a health practitioner of that kind.

(2) No person may claim to be practising a profession as a health practitioner of a particular kind or state or do anything that is calculated to suggest that the person practises or is willing to practise a profession as a health practitioner of that kind unless the person—

- (a) is a health practitioner of that kind; and
- (b) holds a current practising certificate as a health practitioner of that kind.

(3) No person may make an express or implied statement about another person that the other person is prohibited by subsection (1) or subsection (2) from making about himself or herself.

(4) Subsection (2) does not prohibit a person from stating his or her willingness to practise a profession for the purposes of seeking employment if the person is, or would on obtaining that employment be, qualified to be registered as a health practitioner of that profession and to hold a current practising certificate as a health practitioner of that profession.

(5) Every person commits an offence punishable on summary conviction by a fine not exceeding \$10,000 who contravenes this section.

8. Health practitioners must not practise outside scope of practice—

(1) Every health practitioner who practises the profession in respect of which he or she is registered must have a current practising certificate issued by the responsible authority.

(2) No health practitioner may perform a health service that forms part of a scope of practice of the profession in respect of which he or she is registered unless he or she:

- (a) is permitted to perform that service by his or her scope of practice; and
- (b) performs that service in accordance with any conditions stated in his or her scope of practice.

(3) Nothing in subsection (1) or subsection (2) applies to a health practitioner who performs health services—

- (a) in an emergency; or
- (b) as part of a course of training or instruction; or
- (c) in the course of an examination, assessment, or competence review required or ordered by the responsible authority.

16. Fitness for registration-

No applicant for registration may be registered as a health practitioner of a health profession if—

- (a) he or she does not satisfy the responsible authority that he or she is able to communicate effectively for the purposes of practising within the scope of practice in respect of which the applicant seeks to be, or agrees to be, registered; or
- (b) he or she does not satisfy the responsible authority that his or her ability to communicate in and comprehend English is sufficient to protect the health and safety of the public; or
- (c) he or she has been convicted by any court in New Zealand or elsewhere of any offence punishable by imprisonment for a term of 3 months or longer, and he or she does not satisfy the responsible authority that, having regard to all the circumstances, including the time that has elapsed since the conviction, the offence does not reflect adversely on his or her fitness to practise as a health practitioner of that profession; or
- (d) the responsible authority is satisfied that the applicant is unable to perform the functions required for the practice of that profession because of some mental or physical condition; or
- (e) he or she is the subject of professional disciplinary proceedings in New Zealand or in another country, and the responsible authority believes on reasonable grounds that those proceedings reflect adversely on his or her fitness to practise as a health practitioner of that profession; or
- (f) he or she is under investigation, in New Zealand or in another country, in respect of any matter that may be the subject of professional disciplinary proceedings, and the responsible authority believes on reasonable grounds that that investigation reflects adversely on his or her fitness to practise as a health practitioner of that profession; or
- (g) he or she—
 - (i) is subject to an order of a professional disciplinary tribunal (whether in New Zealand or in another country) or to an order of an educational institution accredited under section 12(2)(a) or to an order of an authority or of a similar body in another country; and
 - (ii) does not satisfy the responsible authority that that order does not reflect adversely on his or her fitness to practise as a health practitioner of that profession; or
- (h) the responsible authority has reason to believe that the applicant may endanger the health or safety of members of the public.

26. Applications for annual practising certificate—

- (1) Every health practitioner who wishes to obtain an annual practising certificate must apply to the Registrar of the responsible authority in accordance with this section.
- (2) Every application for an annual practising certificate must—
 - (a) be in the form, and include the information, that is determined by the authority, including a statement specifying whether or not the applicant is, at the date of the application, practising the profession in respect of which the authority is appointed; and
 - (b) be accompanied by the fee (if any) set by the authority.
- (3) If, after receiving a duly completed application under this section, the Registrar considers that none of the cases stated in section 27(1) applies to the applicant, the Registrar must issue to the applicant an annual practising certificate.

- (4) Despite subsection (3), if any fine imposed on a health practitioner under section 101, or any costs payable under an order made under that section, or any costs or expenses payable under an order made under section 92(4), remains unpaid, the Registrar may advise that practitioner in writing that the Registrar will decline to issue a practising certificate to that practitioner until the fine or costs or expenses are paid.
- (5) If, under subsection (4), the Registrar declines to issue a practising certificate to a health practitioner, the practitioner may, by written application to the authority, request the authority to review the Registrar's decision, and, on any such application,—
 - (a) the authority must, as soon as practicable, review the Registrar's decision, and must either confirm or revoke that decision; and the Registrar's decision has effect, or ceases to have effect, accordingly.

27. Restrictions on issue of annual practising certificate

- (1). Subsection (2) applies to an application for an annual practising certificate to the authority concerned if the Registrar believes on reasonable grounds that—
 - (a) the applicant has, at any time, failed to maintain the required standard of competence; or
 - (b) the applicant has failed to fulfil, or has failed to comply with, a condition included in the applicant's scope of practice; or
 - (c) the applicant has not satisfactorily completed the requirements of any competence programme that he or she has been ordered by the authority to complete; or
 - (d) the applicant has not held an annual practising certificate of a kind sought by the application within the 3 years immediately preceding the date of the application; or
 - (e) the applicant is unable to perform the functions required for the applicant's profession because of some mental or physical condition; or
 - (f) the applicant has not, within the 3 years immediately preceding the date of application, lawfully practised the profession to which the application relates.
- (2) If this subsection applies to an application, the Registrar must promptly—
 - (a) ascertain whether the Registrar is able to consider and determine the application under a delegation given to the Registrar under clause 17 of Schedule 3; or
 - (b) if that is not the case, submit the application to the authority for its consideration.
- (3) The Registrar or the authority may decline to issue an annual practising certificate if satisfied that any information included in the application is false or misleading.
- (4). Before the Registrar or the authority decides to decline to issue an annual practising certificate under subsection (3), the Registrar or, as the case requires, the authority must—
 - a) inform the health practitioner concerned in writing why the Registrar or, as the case requires, the authority believes that the information is false or misleading; and
 - b) give the health practitioner a reasonable opportunity to make written submissions and to be heard on the question, either personally or by his or her representative.