

UNITED KINGDOM (UK) TRAINED and REGISTERED DIETITIANS

POLICY and PROCEDURES

VERY IMPORTANT: Please note that dietitians must be registered with the Dietitians Board and hold a current practising certificate, to legally practise as a dietitian in New Zealand, or to be known as a dietitian in New Zealand.

Eligibility for Registration for UK Trained and Registered dietitians

The following policy and procedures are only relevant for UK trained dietitians who:

- a. Have completed both their undergraduate nutrition and postgraduate dietetic training in the United Kingdom, 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.

All UK applications will be considered on a case by case basis.

The Board reserves the right to require an applicant to undertake further study or to sit the examination if deemed necessary.

(If you do not fully meet the criteria listed above, please refer to the 'Handbook of Information on Registration Procedures for Overseas Trained Dietitians Intending to Practise Dietetics in New Zealand', and the information/'frequently asked' questions, both of which are on the 'Registration: Qualified Overseas?' pages of the website.)

Policy and Procedures for UK trained and registered dietitians

There are two options:

OPTION A:

To apply for Dietetic Registration in NZ (with no conditions limiting your area of practice)

A UK trained and registered dietitian **may, after assessment of both their undergraduate nutrition and postgraduate dietetic training, be invited by the Board** to take the option of sitting the Overseas Candidates Registration Examination (OCRE), in order to gain an Annual Practising Certificate (APC) with no conditions limiting his/her domain of practice. This will depend on your place of training and added qualifications. There are two advantages with this option:

1. A pass on all the questions in OCRE will provide you with an APC with no conditions, AND you would be able to work in any area of dietetics in New Zealand.
2. You will also be eligible for credentialing in Australia under the 'Mutual Recognition Voluntary Relationship Charter', which has been entered into by the Dietitians Board and the Dietitians Association of Australia (DAA).

NB: Only those dietitians who have worked in NZ as a registered dietitian with no conditions on his/her scope of practice for a minimum of one year, are eligible for credentialing under 'Mutual Recognition'.

Procedures for Option A:

1. Apply for Equivalency Assessment and pay **\$400.00**, ('Application for Equivalency Assessment of Education and Training' and 'Fees Payment' forms are attached).
2. Send to the Board:
 - a) Two copies of your Curriculum Vitae (CV),
 - b) The 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,
 - c) Two copies of your Dietetic Training Course information, and
 - d) Two correctly certified* copies each of:
 - your birth certificate (and marriage certificate if applicable),
 - your academic transcripts,
 - your qualifications (Degree/Diplomas),
 - the Certificate of Professional Status/Good Standing from the HPC,
 - your practising certificate from the HPC,
 - membership of the British Dietetic Association (BDA), if applicable,
 - food safety certificate if available.
3. 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 **\$250.00**.
4. Apply for a Practising Certificate, (complete the 'Application for a Practising Certificate' form and pay the fee of \$450 for up to one year).
5. Provide a job offer/job description with the name of your supervisor as well as the signed Section 1 of the Supervision Agreement.
6. You will need to pass the on-line Cultural Competency Assessment set by the Board.
7. Attend new migrant orientation programmes, e.g. Marae visits and a Treaty of Waitangi workshop. Contact your nearest New Migrant service.
8. You may need to complete a Food Safety Certificate if your training is not equivalent, or you have not provided a relevant Food Safety certificate. You will be advised if you are required to do this.
9. You may be issued with an **Interim** Practising Certificate (IPC) enabling you to practise dietetics while preparing to sit the OCRE.
10. The Board will require you to be supervised, at least until you have gained a pass in the OCRE.
11. You will be required to participate in the Board's Continuing Competency Programme when your APC is granted. Your Supervisor will help you with this.
12. Familiarise yourself with all relevant sections of the New Zealand Dietetic Association's (NZDA) Clinical Handbook (available from the NZDA, email: nzda@dietitians.org.nz, phone 04 473 3061, or www.dietitians.org.nz) to evaluate approaches to clinical practice in New Zealand.
13. Familiarise yourself with New Zealand Public Health Nutrition issues and programmes.
14. You will be required to abide by the Board's 'Code of Ethics'.

The **OCRE** comprises two oral and six written questions. The oral examination (2 questions) is on Clinical and Food Service questions. The written examination (6 questions) is on Clinical (2), Applied Dietetics, Community/Public Health, Food Service and Management questions. These examinations are held twice yearly (in July and December) and cost \$750.00.

OR

OPTION B:

To apply for Dietetic Registration in New Zealand with conditions LIMITING your domain of practice to CLINICAL DIETETICS only:

A UK trained and registered dietitian **may, after assessment of both their undergraduate nutrition and postgraduate dietetic training**, practise as a dietitian in NZ in the **domain of clinical dietetics only** (i.e. not in food service management/management). This provides the opportunity to work in hospitals, private institutions and clinics and be known as a dietitian.

Procedures for Option B:

1. Apply for Equivalency Assessment and pay **\$400.00**, ('Application for Equivalency Assessment of Education and Training' and 'Fees Payment' forms are attached).
2. Send to the Board:
 - a) Two copies of your Curriculum Vitae (CV),
 - b) The 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,
 - c) Two copies of your Dietetic Training Course information, and
 - d) Two correctly certified* copies each of:
 - your birth certificate (and marriage certificate if applicable),
 - your academic transcripts,
 - your qualifications (Degree/Diplomas),
 - the Certificate of Professional Status/Good Standing from the HPC,
 - your practising certificate from the HPC,
 - membership of the British Dietetic Association, if applicable,
 - food safety certificate if available.
3. Once the 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 **\$250.00**.
4. Apply for a Practising Certificate, (complete the 'Application for a Practising Certificate' form and pay the fee).

The Annual Practising Certificate (APC) year runs from 1 April to 31 March annually, and **costs \$450.00**. Payment for an APC for working between 1 December and 31 March costs **\$240.00**.

5. Provide a job offer/job description with the name of your supervisor, as well as the signed Section 1 of the Supervision Agreement.
6. You will need to pass the on-line Cultural Competency Assessment set by the Board and send the certificate to the Registrar.

7. Attend new migrant orientation programmes, e.g. Marae visits and a Treaty of Waitangi workshop. Contact your nearest New Migrant service, (send proof of participation).
8. You may need to complete a Food Safety Certificate if your training is not equivalent, or you have not provided a relevant Food Safety certificate. You will be advised if you are required to do this.
9. The Board will place a minimum of one year of supervision on your APC.
10. You will be required to participate in the Board's Continuing Competency Programme when your APC is granted. Your Supervisor will help you with this.
11. Familiarise yourself with all relevant sections of the New Zealand Dietetic Association's (NZDA) Clinical Handbook (available from the NZDA, email: nzda@dietitians.org.nz, phone 04 473 3061, or www.dietitians.org.nz) to evaluate approaches to clinical practice in New Zealand.
12. Familiarise yourself with New Zealand Public Health Nutrition issues and programmes.
13. You will be required to abide by the Board's 'Code of Ethics'.

NB: Under Option B, work in NZ can only begin when you have completed these requirements, which is when you will be issued with an APC limiting you to working in a 'clinical' domain of practice.

The Board's Contact Details are:

Level 3, Freemason House, 195-201 Willis Street, Wellington (for courier mail)
 PO Box 10-140, The Terrace, Wellington 6143 (for postal mail)
 Fax: +64 4 474 0709
 Phone: +64 4 474 0746
 Email: dietitians@dietitiansboard.org.nz
 Website www.dietitiansboard.org.nz

IMPORTANT: *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. The official must sign with his/her name, position **and** an official seal or stamp to show the certifier is genuine, clearly visible beneath the signature.*