

Flow Chart for Those Wishing To Return To Dietetic Work after 3 Years or More
Wanting to return to work as a Dietitian after more than 3 years out of dietetic practice?

Ring or write to the Dietitians Board Registrar

(to inform of your intention to return to work)

email: dietitians@dietitiansboard.org.nz or phone 04 474 0746

Send to the Registrar:

- *A detailed Curriculum Vitae (including previous relevant work experience, time out of dietetic work)*
- *Recertification Request template to be filled in*
- *records of any Continuing Competency activities that have been undertaken while out of dietetic work*
- *identification of a mentor or workplace supervisor (if appropriate)*
- *if possible, provide a description of the job you are applying for*

Registrar* (in consultation with the Continuing Competency Committee) will advise on your individual return to work needs

(this will relate to the time you have been out of the workforce, previous dietetic experience, whether continuing competency has been undertaken or not, and area of dietetic work to be commenced)

Individual return to work requirements may include:

Retraining plan (for a few)

(this may include writing a learning plan with the help of your approved supervisor, self study, voluntary work, joining NZDA SIG groups, University nutrition or dietetic papers, retraining through employer, paralleling, and will include supervision)

Developing a Learning plan

(based on Entry Level Competencies and in consultation with your mentor/workplace supervisor)

Commencement of a Supervision Agreement

Before commencement of your work, send the completed and signed, *Supervision Agreement Section 1*, to Dietitians Board (this must include formal and informal supervision)

Registrar will issue an Annual Practising Certificate (APC) with conditions including supervision (*Supervision conditions vary from 3 months to 2 years, on a case by case basis*)

Commencement of work and Continuing Competency Programme

At the end of your specified supervision period, have your supervisor, complete, sign and return the *Supervision Agreement Section 2*, to the Registrar a.s.a.p.

Registrar will provide an APC without conditions

(Once the supervision agreement is completed to the satisfaction of supervisor and Dietitians Board)

CCC Audit

(usually one year after final supervision signoff)

NB: Order of requirements will vary from person to person

* The Registrar works in consultation with the Continuing Competency Committee, on behalf of the NZ Dietitians Board