

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 and registered dietitians who:

- a. Have completed both their undergraduate and postgraduate nutrition and 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 (exceptions may be considered on a case-by-case basis, if the British Dietetic Association (BDA) is able to ratify your education and training as acceptable).
- 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 trained and registered dietitians' applications will be considered on a case by case basis.

NB: In exceptional circumstances, applications under the UK policy **may** be considered from dietitians who did their undergraduate training in New Zealand or in Australia.

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 and '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 his/her undergraduate and postgraduate nutrition and dietetic training, be invited by the Board** to take the option of sitting the full 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 the place of training and added qualifications. Additional study in NZ may be required. 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**. The '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),
Organise for written references from two work related dietetic colleagues, (preferably line managers/supervisors) and their names and work contact details, to be sent to the Board. At least one referee will be telephoned if your application is successful.
 - b) Two copies of your Nutrition and Dietetic training course information, and
 - c) Two correctly certified* copies each of:
 - your birth certificate (and marriage certificate if applicable),
 - your academic undergraduate and postgraduate 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. You will need to pass the on-line **Cultural Competency** course/test set by the Board. The link is <http://nzdb.moodle.co.nz/>. The Registrar will give you the enrolment key.
5. You also need to enrol in a one hour modular on-line course '**Healthcare and the Treaty of Waitangi**', which costs NZ\$20 + GST from Mauri Ora Associates, email: pauline@mauriora.co.nz.

Send both certificates to the Board.

Once you have arrived in NZ, you must attend a '**Treaty of Waitangi**' course. This may be done as part of your DHB orientation programme and is highly recommended before sitting the OCRE. Send the Board a copy of the certificate.

If possible, attend other new migrant orientation programmes, e.g. Marae visits. Contact your nearest New Migrant service - the contact for information about local courses is: reception@arms-mrc.org.nz and the website is <http://www.arms-mrc.org.nz/Schedule.aspx>.

6. You must familiarise yourself with all relevant sections of the Dietitians NZ's **Clinical Handbook** (formerly New Zealand Dietetic Association-NZDA), which is available from the Association - email: nzda@dietitians.org.nz, phone +64 4 473 3061, to evaluate approaches to clinical practice in New Zealand.
7. Familiarise yourself with New Zealand **Public Health Nutrition** issues and programmes.
8. You will be required to familiarise yourself with (and abide by the Board's 'Code of Ethics') prior to working in NZ.

9. Familiarise yourself with NZ Food Safety legislation. 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.
10. Confirm with the Board that the study requirements (nos.4-9) have been achieved as applicable.

Then:

11. **Apply to sit the next OCRE** (cost \$750.00)

The full **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 late November/December).

And/or

- a) Apply for a **Practising Certificate** - complete the 'Application for a Practising Certificate' form and pay the fee of \$450 for up to one year. NB: Payment for an Annual Practising Certificate (APC) for working between 1 December and 31 March in any year, costs **\$240.00**.

You may be issued with an **Annual Practising Certificate (APC)** - limiting you to working in a clinical domain of practice until you have passed the full OCRE.

- b) You will need to provide a **job offer/job description**, with the name of your **supervisor**, before you start working, whenever possible. This information can be sent to the Board as soon as it is available.
- c) The Board will require you to be supervised for one year. Signed Section 1 of the Supervision Agreement needs to be sent back to the Board shortly after commencement of your position.
- d) 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.

OR OPTION B:

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

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

Procedures for Option B:

1. Apply for Equivalency Assessment and pay **\$400.00**. The '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) Organise for written references from two work related dietetic colleagues, (preferably line Managers/supervisors) and their names and work contact details, to be sent to the Board. At least one referee will be telephoned if your application is successful,
 - c) Two copies of your Nutrition and Dietetic training course information, and
 - d) Two correctly certified* copies each of:
 - your birth certificate (and marriage certificate if applicable),
 - your academic undergraduate and postgraduate 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. You will need to pass the on-line **Cultural Competency** course/test set by the Board. The link is <http://nzdb.moodle.co.nz/>. The Registrar will give you the enrolment key.
5. You also need to enrol in a one hour modular on-line course ‘**Healthcare and the Treaty of Waitangi**’, which costs NZ\$20+ GST from Mauri Ora Associates, email: pauline@mauriora.co.nz.

Send both certificates to the Board.

Once you have arrived in NZ, you must attend a ‘**Treaty of Waitangi**’ course-this may however be done as part of your DHB orientation programme. Send the Board a copy of the certificate.

If possible, attend other new migrant orientation programmes, e.g. Marae visits. Contact your nearest New Migrant service - the contact for information about local courses is: reception@arms-mrc.org.nz and the website is <http://www.arms-mrc.org.nz/Schedule.aspx>.

6. You must familiarise yourself with all relevant sections of the Dietitians NZ’s **Clinical Handbook** (formerly New Zealand Dietetic Association-NZDA), which is available from the Association - email: nzda@dietitians.org.nz, or phone +64 4 473 3061, to evaluate approaches to clinical practice in New Zealand.
7. Familiarise yourself with New Zealand **Public Health Nutrition** issues and programmes.
8. You will be required to familiarise yourself with (and abide by the Board’s ‘Code of Ethics’) prior to working in NZ.
9. Familiarise yourself with NZ Food Safety legislation. 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.
10. **Confirm** with the Board that the various study requirements have been undertaken (4-9).
11. **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**.
12. You will need to provide a **job offer/job description**, with the name of your **supervisor**, before you start working, whenever possible. This information can be sent to the Board as soon as it is available.
13. The Board will require you to be supervised for one year. The signed Section 1 of the Supervision Agreement needs to be sent back to the Board shortly after commencement of your position.

14. 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.

NB: Under Option B, work in NZ can only begin when you have completed the study 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.*