



## **DIETITIANS BOARD - INFORMATION FOR NEW GRADUATES**

### **Re: Procedure to register within the Scope of Practice for a Dietitian under section 21 (1) of the Health Practitioners Competence Assurance Act 2003 (HPCA Act).**

Congratulations on nearing completion of the Postgraduate Diploma in Dietetics from the University of Otago. The Board looks forward to having you in the dietetic workforce.

Before being able to register you, the Dietitians Board must receive all appropriate documentation, and confirmation from the Director of Dietetic Training, University of Otago, that you have passed the course. Please:

- Complete the application for registration form
- Check the checklist to ensure that everything is included, including the \$250.00 payment for registration and that your birth certificate/passport has been correctly certified (as written in the 'application for registration' form).
- Arrange for your two referees to post their references directly to the Board (one referee is required to be a dietetic staff member). Please ensure that the referee is given the referee's information.

**You are not legally able to practise as/or be known as, a Registered Dietitian until you have been registered by the Board, and hold a current practising certificate.**

### **Annual Practising Certificates**

Upon registration you will receive an application form for an Annual Practising Certificate (APC). The practising year runs from 1 April to 31 March. You must hold an APC if you intend to use the title 'dietitian' and practise dietetics in New Zealand (NZ). This applies even if you intend to practise for part of the year, or work part-time. There is provision for part payment of APC fees for applications received from 1 December, when the cost of an APC is \$240.00. Cheque or credit card payment is accepted. Please do **not** pay your APC fee until after registration.

You must apply to renew your APC every year you intend to practise dietetics in NZ. The Board will send you a renewal application package in early February every year. It is your responsibility to send an application in time (prior to 31 March), **or** you must immediately notify the Board that you will not be practising. You will be required to declare that you have achieved **at least** ten credits, or **pro-rata**, in the Continuing Competency Programme in the past year, and to sign the APC Credit Summary, to validate that declaration. Your **workplace supervisor/mentor** must also sign the APC Credit Summary form during at least your first year of practising.

### **Supervision**

The revised 'Registration Competency Requirements' are in transition in 2010, which means that all entry level dietitians are now required to be under practice supervision for the first year of working in NZ. You will be given the Board's 'Practice Supervision Guidelines and Agreement' with your registration package. Please therefore:

- notify the Board of your Supervisor's name **before** starting work (if possible with the APC application)
- send back the signed Section 1 supervision agreement shortly after starting dietetic practice and
- send the signed Section 2 at the end of one year of practising dietetics.

### **Addresses**

The HPCA Act requires practitioners to provide the Board with three addresses: your current postal address, your current residential address, your current work address (if applicable), and that you **must** promptly notify the Registrar of the Board **in writing** (by e-mail is acceptable) of any changes in your addresses. Your **e-mail contact** addresses are also required by the Board.

It is your responsibility to keep the Board informed of any address changes or changes of name.

If you have any questions or require any assistance in completing your application, please email the Board's Registrar at: [dietitians@dietitiansboard.org.nz](mailto:dietitians@dietitiansboard.org.nz), or telephone (04) 474 0746.

The Board advises you to keep up to date with relevant issues by checking the Dietitians Board's website from time to time: [www.dietitiansboard.org.nz](http://www.dietitiansboard.org.nz).