



## **Newsletter - September 2005**

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### **1. Continuing Competency News** **(from the Convenor of the CC Committee** **- Vicki Robinson)**

#### ***Please read very carefully***

You will all no doubt have commenced your Continuing Competency Programme in some form, by now. This has been a legal requirement under the Health Practitioners Competency Assurance (HPCA) Act since 18 September 2004.

Since this time, 73 Dietitians have been audited by the Board, in the two initial audit processes that have been undertaken. Audits are undertaken by the Board twice yearly, in April and October. You will be sent a letter from the Registrar of the Board, approximately two months before you are required to send documentation of your Continuing Competence (CC) in for auditing. Approximately 40 Dietitians will be audited each time.

Recently the Board has undertaken a review of the audit process itself and recommendations for some modification has been made. Please read this newsletter carefully and retain for further use, to ensure you have the most up to date details of the

requirements for your Continuing Competency audit.

#### ***What is the purpose of the HPCA Act ?***

The purpose of this Act is to 'protect the health and safety of members of the public by providing mechanisms to ensure that health professionals are fit and competent to practise their professions'. The role of the Board is to set and maintain standards of competency for registration and practice, which ensures safe and competent care of the public of NZ. The Dietitians Board's Continuing Competency programme and audit process, endeavours to fulfil this requirement.

#### ***What are the objectives of continuing competency?***

- Maintain and enhance dietetic practice
- Maintain professional standards
- Commitment to quality improvement
- Commitment to lifelong learning
- Foster best practice
- Enable maintenance of Annual Practicing Certificate (APC)

#### ***Where do I start?***

- Read the August 2002 CCP Manual and the Board's website (these are to be updated in September)
- Talk with your local resource person or other Dietitians already involved in CC
- Develop a yearly learning plan to help direct your personal learning

- needs (see “News and Views” June 2005, or the website after mid September)
- Find a mentor (this is not mandatory but highly recommended, to support your learning)
  - Download the CC Audit Template forms, from [www.dietitiansboard.org.nz](http://www.dietitiansboard.org.nz) and start to document and collect evidence of your learning activities and (perhaps most importantly) how these activities have helped develop your learning in dietetics practice
  - Once the Registrar requests your documentation for audit, please indicate that you are able to undertake the audit.
  - Submit your documentation for audit when requested, approximately every five years.

***What is the objective of the audit?***

The audit process is undertaken to gain an opinion on the extent to which you are engaging in learning activities that maintain and enhance your Dietetic practice, to ‘protect the health and safety of the public’. The audit is **not** a form of performance appraisal.

***What shall I send in for audit?***

We suggest you send the Board

- **Copies of all your documents** (keep the originals yourself).
- **CCP Audit Template forms** with all sections completed
- **Evidence submitted for all activities where you claim 3, 4 and 5 credits** (evidence is not required for activities where 1 or 2 credits are claimed)
- **A self addressed and pre-paid courier bag**, preferably from Courier Post, if you would like your documentation back. The Board will not be returning your documents otherwise.
- **Present these in lightweight plastic or manila folders**, that could fit in A4 size envelopes.

***What is the audit time frame?***

Records need to be submitted dating from 18 September 2004, (the official start of the HPCA Act 2003), until the time of your audit. Currently this will mean much less than five years documentation is being audited. Those who are in the next audit, October 2005, will need to submit records only for the past twelve months.

***What will the auditors be reviewing to make an assessment of my CC documentation?***

**Each of the following areas will be assessed:**

- ❑ **Congruent (fair) representation** of your area of work and level of experience is provided, by the range & calibre of activities you have undertaken. Credit ratings will be reviewed for their consistency with your experience and level of supporting evidence.
- ❑ **Core competency.** You will need to show maintenance of general nutrition updates, as well as specialised topics.
- ❑ **Quality Learning** – A short self reflective summary is recommended to be submitted (as it is difficult for the auditors to assess this otherwise), to demonstrate how your records reflect each of the following four quality learning dimensions:
  - Constant acquisition and maintenance of knowledge, skills and attitudes
  - Understanding at a conceptual level
  - Understanding of legal, ethical, social implications of dietetic practice
  - Lifelong process.
- ❑ **Recency of Practice** – this part of the ‘CCP Credit Summary for Audit’ form must be signed, as this is a Board requirement.

## □ Categories of learning

### Adequate total credits are submitted

i.e.

- *Minimum* credits of 75 credits over 5 years, or pro rata
- *Maximum* of 150 credits over 5 years, or pro rata
- *Average* of 15 credits each year with a minimum of 10 credits annually, or pro rata.

N.B. Credits submitted on your APC Credit Summary form **do not need** to equate with the credits submitted for your audit.

### Learning meets minimum credits in each area, or pro-rata.

- *Continuing education*  
(50+ % of 75 credits = minimum 37 per five years)
- *Practice review*  
(20+ % of 75 credits = minimum 15 per five years)
- *Additional activities* (0-30% of 75 credits)

You need to relate this to your dietetic practice.

## □ Evidence

- The quality and strength of evidence provided is relative to the level of credit claimed
- Presentation of evidence
- Completeness and ease of use of evidence

### *What type of evidence do the auditors want?*

See “News and Views”, August 2005, Issue 157, page 4, or the website after mid September.

**Credits** – we encourage you to plan for some activities worth 3 or more credits each year. These activities represent high level learning. The more credits you claim, the more robust your evidence provided must be. Evidence must reflect the level of your experience and the quality of learning that has taken place.

**Outcome evidence**, such as power-point presentations you have prepared and

delivered or a resource developed are the kind of evidence required. A personal summary of a course or conference you have attended or a short report using your own words to summarise a lecture and outlining new knowledge, skills and how this might influence your practice, would also be suitable.

N.B. Certificates of attendance or photocopies of other people’s power- point presentations or a conference programme are not suitable forms of evidence as they do not show evidence of learning.

**Practice review** activities must have a peer review component. This could include feedback from colleagues on changes made to policies and procedures documentation, peer review of clinical case notes, clinical consultations or teaching sessions or audience feedback from presentations. Evidence could be a signed report from the peer reviewer.

### **Cultural competency**

The Board is required to set standards of cultural competence and to incorporate this into the CCP programme. These standards have been developed and will be passed onto the profession shortly. The Board encourages Dietitians to start to incorporate evidence of cultural competency in their learning activities undertaken (under any of the 3 categories of learning). These activities will be assessed as part of the Dietitians Board audit programme.

### *What happens once I have submitted my documentation for audit?*

Within six weeks the Board will provide feedback with the:

Audit assessment form and a letter outlining:

- feedback / suggestions to help improve your CC programme next time
- an overall measure of assessment, i.e. you have:  
“met” the audit requirement, or  
“additional documentation needs to be supplied to support the credit level claimed” or that “requirements have not yet been met”.

***What other changes should I be aware of?***

Please note the change in names of the forms :

**APC Credit Summary** (previously Annual Credit Report Summary form)

**CCP Audit Template** (previously CCP Annual Credit Report Summary)

**CCP Credit Summary for Audit** (previously Annual Credit Report Summary)

***Where can I go for more help?***

Remember most Dietitians do a lot of continuing competency activities in their daily work / life which can easily be incorporated into their Continuing Competency Programme and five yearly audit, without too much extra work. If you would like further support please contact your local Resource Person .

**2. Overseas Trained Dietitians**

There has been an increase in the number of overseas trained dietitians applying for equivalency assessment and / or registration in the past year. Twenty five (25) new overseas applications have been received. To date fifteen overseas trained dietitians have been granted Registration and an Interim Practising Certificate with conditions, so they can start working in NZ, either short term, or whilst they are studying to sit the OCRE, compared to the seven granted Temporary Registration under the Dietitians Act in the 2003/2004 year. This has created a huge workload for all those involved. As the Board has now been working under the HPCA Act for a year, it is timely to revisit the processes involved. The Board has set up a Working Party to review the processes involved.

**3. The Register / your Qualifications**

The Register is on the Boards' website.

Please check that your details are correct. The Board would appreciate being informed if there are any apparent anomalies on the Register, e.g. a deceased dietitian's name.

The Board invites any dietitian who has gained another qualification since graduating, e.g. a Masters or a PHD, to send proof of receipt, eg a certified copy of the new qualification. This qualification will then be added to the Register.

**4. Dietetic Training Programme**

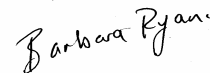
**The Board has accredited the Department of Human Nutrition as a provider institution for the prerequisite Undergraduate degree and Post graduate Diploma in Dietetics tAccreditation - valid to 2011.**

The Boards notes that the Revised Registration Competency Requirements have been translated into the curriculum of the post graduate Diploma in Dietetic course as have changes to some components of the course following the report from the Boards accreditation panel.

**5. Board News**

The Board was very sorry to lose the services of Makuini McKerchar from the Board and wishes to thank her very much for her huge input.

Nominations for a replacement for Makuini, have now closed with the Ministry of Health. The Board anticipates being advised the name of the new Board member in November.



Barbara Ryan (Chairperson)