



DIETITIANS BOARD

annual report

TO THE MINISTER OF HEALTH

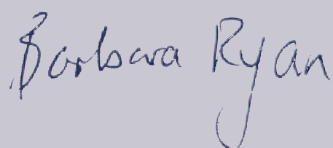
31 MARCH 2007

Minister of Health
Parliament Buildings
WELLINGTON

Dear Minister

In accordance with section 134 of the Health Practitioners Competence Assurance Act 2003, I enclose the report of the operation of the Dietitians Board and its audited financial statements for the year ended 31 March 2007.

Yours sincerely



Barbara Ryan
Chairperson

TABLE OF CONTENTS

2	Chairperson's Introduction
2	The Board's Role and Functions
2	Board Membership
3	Committees of the Board
3	Scope of Practice for Dietitians
4	Registration
4	Health Regulatory Authorities of New Zealand (HRANZ)
4	Continuing Competency Programme
5	Report from the Director of the Dietetic Training Programme, University of Otago
5	Communication and Consultation
6	Ethics and Enforcement of the HPCA Act 2003
6	Maori Name for the Dietitians Board
6	Registration Statistics
6	Board Fees
7-12	Financial Statements
12	Contacting the Dietitians Board

CHAIRPERSON'S INTRODUCTION

The role of the Dietitians Board is set out in the Health Practitioners Competence Assurance Act 2003 (HPCA Act). The Board is one of the measures provided by the Act to protect the health and safety of the public by ensuring that dietitians are competent and fit to practise their profession.

The Board has maintained relationships and consulted with the dietetic profession, the Dietetic Training Programme, Regulatory Authorities and other parties as required by the HPCA Act.

The Board has had another challenging year. With the changing needs of the dietetic profession and workforce issues, the Board decided to bring forward the review of the 'Statement of Registration Competency Requirements, January 2004', from 2009 to 2007, and to start discussions on voluntary mutual recognition with the Dietitians Association of Australia.

There were two changes in membership of the Board during the year ending 31 March 2007. The Board was very pleased to welcome Barbara Cormack to the Board in September 2006, as the eighth member.

Winsome Parnell resigned from the Board in March 2007 having made an invaluable contribution to the Board for five and half years. She was Convenor of the 'Education and Accreditation' committee, and a member of the 'Legislation' committee. Her academic contribution to the review of the 'Statement of Registration Competencies Requirements, January 2004' was much appreciated.

I would like to thank all the Board members for the invaluable work they have been involved in, to help protect the health and safety of the public. I would also like to thank the members of the profession who have worked on various committees and Jane de Lisle, the Registrar, for her support during the year.



Barbara Ryan
Chairperson
Dietitians Board

THE BOARD'S ROLE AND FUNCTIONS

The Board's prime functions are to:

- Prescribe qualifications for Scopes of Practice for dietitians,
- Accredite and monitor educational institutions and programmes,
- Grant registration to dietitians and issue annual practising certificates,
- Review and promote the competence of dietitians, and
- Deal with cases of dietitians who may be unable to perform professionally.

BOARD MEMBERSHIP

The Minister of Health Board appoints Board members as individuals, not as representatives of organisations, for a term of up to three years, in accordance with sections 120-122 of the HPCA Act.

The nomination procedure for Board membership is publicly notified by the Minister of Health and nominations are sought by the Ministry of Health from stakeholders/interested parties.

The number of members on the Board changed throughout the 2006/2007 year. The Board was very pleased that an eighth Board member was appointed by the Minister of Health in September, to help ease Board members' workloads.

The Board's responsibility is to represent the health and safety of the public. Board members carry out this role by attending meetings and undertaking various roles and duties, including their membership of one or more committees.

Board members at 31 March 2007 were:

- Barbara Ryan of Blenheim (Chairperson)
- Mary McNab of Whangarei (Deputy Chairperson)
- Barbara Cormack of Auckland
- Avis McIntosh of Invercargill (lay person)
- Eruera Maxted of Whangarei
- Vicki Robinson of Wellington
- Vernon Tile of Wellington (lay person)

The Chairperson and Deputy Chairperson are appointed by the Board at its first meeting of each year.

The Board normally meets three times a year, but during the 2006/2007 year it also held twelve further meetings by teleconference, to meet the increasing demands of applications from overseas trained dietitians, and it conducted other business by electronic communications.

The Board was supported by its Registrar. Other support staff and services were provided by Registration Boards Secretariat, our business administration company.

COMMITTEES OF THE BOARD

Board members and nominated members of the dietetic profession are on Board committees that undertake various functions, including advice to the Board on relevant matters. The committees generally undertake their business by teleconferencing or by other electronic communications.

These committees and their membership, as at 31 March 2007, were:

Continuing Competence Committee

Vicki Robinson
Barbara Cormack (from November 2006)
Eruera Maxted
Sue MacDonell
Carole Gibb (until December 2006)

Determines standards of competence, what evidence of competence must be displayed, and how the Continuing Competency Programme is run.

Complaints Committee/Professional Conduct Committee

Avis McIntosh
Winsome Parnell (until March 2007)

The Complaints Committee have set up the policy and procedures for establishing a Professional Conduct Committee if required. The Board has statutory facility to establish a Professional Conduct Committee as required, to deal with particular cases of complaint or discipline.

Education and Accreditation Committee

Winsome Parnell (until March 2007)
Avis McIntosh
Barbara Ryan
Vernon Tile

Reviews the education programmes offered in New Zealand that prepare students for registration as dietitians, and researches current tools for accrediting educational institutions and degrees, courses or programmes.

Finance and Administration Committee

Vernon Tile
Mary McNab
Barbara Ryan

Monitors administrative and financial processes to ensure efficiency, reviews and sets fees charged by the Board, and addresses the Board's public relations including the design of website and publications.

Registration and Assessment Committee

Mary McNab
Avis McIntosh
Barbara Cormack (from November 2006)
Eruera Maxted (from November 2006)
Mary Louise Hannah (until November 2006)
Jo Stewart (until November 2006)
Primary Assessor of overseas qualifications,
who is co-opted and consulted as needed.

Reviews registration policy and procedures. Determines what evidence applicants for registration have to submit, identifies procedures for assessing qualifications and processing applications, and considers applications for registration that fall outside the general registration criteria.

SCOPE OF PRACTICE FOR DIETITIANS

The Health Practitioners Competence Assurance Act 2003 requires the Board to describe the profession of dietetics in one or more Scopes of Practice. The Board continues with one Scope of Practice for dietitians:

Dietitians apply scientific knowledge about food and nutrition to individuals and groups in states of health and disease to promote optimal health outcomes within the social, economic, and cultural context of the New Zealand population.

REGISTRATION

Persons seeking registration in the Scope of Practice must hold a New Zealand Post-graduate Diploma in Dietetics (PG Dip Diet), or equivalent qualification and pass in a Board examination.

Subsequent to the Registration and Assessment Committee's working party recommendations, the Board revised its policy on overseas trained dietitians in February. The revised policy for overseas trained dietitians is:

Overseas trained dietitians wishing to practise dietetics in New Zealand will continue to be assessed according to the fitness, qualifications and competency requirements of the Health Practitioners Competence Assurance Act 2003. The assessment of qualifications and competency of overseas trained applicants will focus on equivalency of education and training with New Zealand education and training required for registration in New Zealand. The Board in assessing equivalency in individual cases will take into fuller account an individual's relevant work experience.

Following assessment, all overseas applicants are required to sit an Overseas Candidates Registration Examination (OCRE).

The Board will now in individual cases, limit the area of practice of an applicant to his/her area of dietetics, by imposing conditions to that effect, and the OCRE questions that the applicant would sit, would be limited to that area. His/her eligibility to sit whole/part of the OCRE would be decided by the Board.

These conditions include the requirements that all candidates undertake Board approved learning to ensure cultural competency and become familiar with relevant New Zealand food safety legislation.

On gaining a pass in the OCRE, the candidate would be issued with an annual practising certificate (APC) and authorised by the Board to practise with or without conditions, as appropriate to the individual, limiting him/her to work in his/her area of practice.

The Dietitians Board reserves the right to determine any study required to be undertaken by the candidate, the appropriate OCRE examination and the date the candidate will sit OCRE, on a case-by-case basis.

HEALTH REGULATORY AUTHORITIES OF NEW ZEALAND (HRANZ)

The Chairperson and the Registrar continued to liaise with other Regulatory Authorities constituted under the HPCA Act, about matters of common interest.

Liaising with these Authorities included a meeting of the joint Chairpersons and Registrars of the Regulatory Authorities, which associate as 'Health Regulatory Authorities of New Zealand' (HRANZ). The Registrars of these Regulatory Authorities also met regularly throughout the year to discuss issues of mutual importance.

Three Dietitians Board members, the Registrar and members of other Regulatory Authorities attended a useful 'Governance Training' day in June 2006.

The Board is usually represented by a Board member, at seminars/workshops related to workforce issues and organised by the District Health Boards of NZ.

CONTINUING COMPETENCY PROGRAMME

The Dietitians Board operates a Continuing Competency Programme (developed with the New Zealand Dietetic Association), under section 40 (1) of the HPCA Act, to maintain, examine or improve the competence of dietitians to practise their profession.

Participation in the Continuing Competency Programme by registered dietitians is an ongoing requirement under the HPCA Act, for the issue of Annual Practising Certificates to dietitians. All registered dietitians are required to regularly undertake continuing competence activities as part of keeping themselves up-to-date in their area of practice.

Dietitians are required to keep a record of their continuing competency learning activities and provide evidence of their learning activities. Evidence by way of a signed Annual Practising Certificate Credit Summary form, as well as a signed declaration, is required for applications for renewal of Annual Practising Certificates.

The Board undertakes a bi-annual audit of the continuing competency activities submitted by dietitians. The Board aims to audit all currently practising dietitians every five years, to ensure that they are not only participating in the Continuing Competency Programme, but are also

competent to practise. Approximately 50% of practising dietitians had been audited up to the end of March, and all had passed the audit.

The policies and procedures relating to continuing competency continued to be reviewed and refined during the year. The 'Manual for Policy and Procedures to Administer the Continuing Competency Programme' was revised, and revision of the 'Continuing Competency Programme Manual' was started.

'Cultural Competency guidelines' and standards continued to be developed and were sent to the profession in September.

REPORT FROM THE DIRECTOR OF THE DIETETIC TRAINING PROGRAMME, UNIVERSITY OF OTAGO

1. The University of Otago delivers the national Dietetic Training Programme to fulfil the Dietitians Board registration competency requirements. The dietetic course has two stages. A post-graduate Diploma in Dietetics follows an undergraduate degree in Human Nutrition.

The Dietetic Programme's 2006/2007 year was filled with academic and professional activity.

Thirty-three 2005/2006 students completed their Dietetics qualification in June 2006 and were eligible for registration.

Thirty-three students completed their part one course in November 2006 and commenced their individual practice based research projects in 2007.

The 2007 course started in February with thirty-four students based across five training centres: Auckland, Hamilton, Wellington, Christchurch and Dunedin.

An overseas trained dietitian, resident on the West Coast of the South Island, joined one of the first semester papers, as part of her NZ registration eligibility requirements.

2. **Clinical placements.** The post-graduate dietetics course includes clinical placements, most of which are obtained with DHBs. In this last year, the Dietetic staffing levels and workload pressures at some of the major hospitals have impacted on the students' clinical placements. This situation is being monitored in 2007.

3. **Foodservice.** The strong link between food safety, health and nutrition has been given increased recognition in the undergraduate Human Nutrition degree programme. Prospective Dietetic students enrolled in the second year undergraduate Food Service paper, now complete the NZQA 'Food Safety' courses 20666/167/168 as a compulsory component.

4. **Practice based learning.** The Dietetic programme is committed to developing practitioners capable of evidence informed practice. Since 2005, the range of practice based learning and assessment tasks has increased. New activities include conducting a menu audit for a rest home, developing a public health nutrition programme plan, developing a solution to a dietetic service management problem, managing simple cases in two week clinical placement and presenting the management of one case to colleagues.

5. New Zealand recent graduates continue to pursue overseas work experience early in their careers. In the 2006 calendar year, fourteen recent graduates sought assistance from the University in completing their applications for overseas registration. Two were heading to Australia and the other twelve to the United Kingdom. In the 2005 year, sixteen recent graduates sought the same assistance.

6. **Post-entry dietetic education.** The University is currently seeking approval from the Tertiary Education Commission to offer New Zealand's first post-entry academic qualification in Dietetics – the Master of Dietetics degree. Initially this will be offered with endorsements in Diabetes and Older Persons' Nutrition. This initiative is the result of a joint project with the New Zealand Dietetic Association (NZDA).

COMMUNICATION AND CONSULTATION

The Board communicates with the dietetic profession through its newsletters, and the Chairperson reports to the profession at the NZ Dietetic Association's (NZDA) conference in September, each year.

A joint meeting was held in March with representatives from the Board, the NZDA and the University of Otago to discuss issues of mutual interest.

The Board responds as appropriate, to requests for submissions and surveys from the Ministry of Health, the NZDA and other stakeholders.

Nominations were put forward from the Board to the Health and Disability Commissioner (HDC) for suitable senior dietitians to represent different areas of the dietetic workforce on the HDCs 'Independent Advisory Panel'.

ETHICS AND ENFORCEMENT OF THE HPCA ACT 2003

Adherence to the 'Code of Ethics' is an obligation of every New Zealand registered dietitian.

The Board occasionally has its attention drawn to the alleged practice of dietetics by unregistered persons. Such cases, if substantiated, may involve breaches of the HPCA Act, prohibiting unregistered persons holding themselves out to be dietitians. In such cases the matter may be referred to the Ministry of Health's enforcement section for follow-up action. These cases are rare.

Issues of internet counselling and ethical practice have recently arisen and further policy work will be undertaken by the Board in this area.

MAORI NAME FOR THE DIETITIANS BOARD

The Board investigated and subsequently adopted the Maori name 'Te Mana Tohunga Matai Kai', which literally means 'Governing Body for Dietitians'. The Board will add the name to Board stationery as it needs replacing.

REGISTRATION STATISTICS

As at 31 March	2007	2006	2005	2004	2003
Total number of dietitians on Register	1216	1174	1104	1070	1083
Active practising dietitians	472	430	422	412	385
Registrations granted					
NZ	34	27	31	42	24
Overseas	13	14	10	3	2
*Applications for equivalency assessment					
Registrations declined					
Overseas	–	2	2		
Removals from Register	5	8	3	59	3

* NB: Overseas trained dietitians' applications for assessment and subsequent registration may carry over into the following year.

BOARD FEES

The Annual Practising Certificate fees were held for the 2006/2007 year.

The list of charges payable to the Board during the year were (incl GST):

Application for registration.	\$250
Issue of an initial Annual or Interim Practising Certificate.	\$400
Part payment of Annual Practising Certificate for period 1 December to 31 March in any year.	\$240
Renewal of Annual Practising Certificate purchased before the 1 April commencement of the APC year.	\$400
Issue of an Annual Practising Certificate, if paid after 31 March, whilst holding a practising certificate for the previous year.	\$500
Issue of any other certificate or a copy of a certificate.	\$52
Supply of a copy of entry in the register.	\$30
Supply of a document, other than certificate of registration, for the purpose of seeking registration overseas.	\$52
Equivalency assessment of overseas trained dietitians' qualifications.	\$400
Application to sit Overseas Candidates Registration Examination.	\$500
Restoration of name to register.	\$50

DIETITIANS BOARD
STATEMENT OF FINANCIAL
PERFORMANCE

for the year ended
31 March 2007

	2007	2006
	\$	\$
Revenue		
Registration Fees	15,423	17,200
Annual Practising Certificates	169,532	162,916
Examination Fees	2,489	3,111
Interest Income	17,785	16,445
Other Income	535	435
Total Revenue	205,764	200,107
Less Expenditure		
Audit Fees	2,451	1,395
Bank Charges	2,170	2,010
Board Member Fees	19,542	8,580
Committee Fees	4,975	12,210
Chair Fees	7,505	4,370
Continuing Competence Auditors Fees	8,470	10,276
Moderator Fee	–	660
Catering	1,691	1,537
Training/Workshops	2,857	645
Examiners Fees	1,957	3,347
Assessors Fees	9,566	3,220
General Expenses	256	–
Equipment Hire	657	602
Legal Fees	–	89
Disciplinary Tribunal	–	127
Postage	2,928	2,209
Printing & Stationery	8,975	5,187
Publications	81	70
Service Charges	98,951	79,997
Website	902	2,005
Maxi Marketing	709	–
Teleconference	4,446	1,551
Telephone	2,806	2,928
Travelling Expenses	19,987	15,163
Annual Report/Newsletter	2,293	2,261
Total Expenditure	204,175	160,439
NET SURPLUS/(DEFICIT)	1,589	39,668

The attached Notes form part of these Financial Statements

DIETITIANS BOARD
STATEMENT OF MOVEMENTS
IN EQUITY

for the year ended
31 March 2007

	2007 \$	2006 \$
Equity at Beginning of Year	175,203	135,535
Net Surplus/(Deficit) for Year	1,589	39,668
EQUITY AT END OF YEAR	176,792	175,203


The attached Notes form part of these Financial Statements

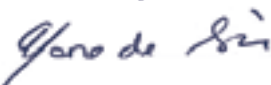
**DIETITIANS BOARD
STATEMENT OF FINANCIAL
PERFORMANCE**

as at 31 March 2007

	2007	2006
	\$	\$
EQUITY	176,792	175,203
<i>Represented By:</i>		
Current Assets		
Accrued Income	4,224	3,243
Westpac Cheque Account	44,790	73,843
Westpac Term Deposits	290,000	255,000
Prepayments	–	1,580
Total Current Assets	339,014	333,666
TOTAL ASSETS	339,014	333,666
Current Liabilities		
Income Received in Advance – 2008	132,267	131,911
Accounts Payable	16,993	12,916
GST Payable	12,962	13,636
Total Current Liabilities	162,222	158,463
TOTAL LIABILITIES	162,222	158,463
TOTAL ASSETS	176,792	175,203

For and on behalf of the Board

Chairperson:  Date: 01/10/07

Registrar:  Date: 01/10/07

The attached Notes form part of these Financial Statements

1. STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The Board is constituted under the Health Practitioners Competence Assurance Act 2003.

These Financial Statements have been prepared in accordance with the Financial Reporting Act 1993.

The Board qualifies for differential reporting as it is not publicly accountable and is not large. The Board has taken advantage of all applicable differential reporting exemptions.

General Accounting Policies

The Measurement base adopted is that of historical cost. Reliance is placed on the fact that the business is a going concern.

Accrual accounting is used to match expenses and revenues.

Changes in Accounting Policies

All accounting policies are unchanged and have been consistently applied.

Specific Accounting Policies

Annual Practising Certificate Income

Annual Practising Certificate Income is recorded only upon receipt. No Accounts Receivable are recognised and receipts for Annual Practising Certificates issued for future years are shown as Income Received in Advance.

Goods & Services Tax

The Financial Statements have been prepared on a tax exclusive basis with the exception of Accounts Receivable and Accounts Payable which include GST.

Investments

Investments are recognised at cost. Investment income is recognised on an accruals basis where appropriate.

Income Tax

The Board has been granted Charitable Status by the Inland Revenue Department. Therefore, under exemption CW34(1)(b) of the Income Tax Act 2004 the Board is exempt from Income Tax.

2. CONTINGENT LIABILITIES AND COMMITMENTS

A contractual liability of \$108,806 (2006: \$197,966) exists to the Registration Boards Secretariat Limited regarding service charges until 31 March 2008.

There are no contingent liabilities (2006: Nil).

3. RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the year, other than those already disclosed elsewhere in these Financial Statements.

Martin Jarvie PKF
Chartered Accountants



AUDIT REPORT
TO THE READERS OF THE DIETITIANS BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

The Auditor-General is the auditor of the Dietitians Board (the Board). The Auditor-General has appointed me, Robert Elms, using the staff and resources of Martin Jarvie PKF, to carry out the audit of the financial statements of the Board, on his behalf, for the year ended 31 March 2007.

Unqualified Opinion

In our opinion:

- The financial statements of the Board on pages 7 to 10:
 - comply with generally accepted accounting practice in New Zealand; and
 - fairly reflect:
 - the Board's financial position as at 31 March 2007; and
 - the results of its operations for the year ended on that date.

The audit was completed on 1 October 2007, and is the date at which our opinion is expressed.

The basis of the opinion is explained below. In addition, we outline the responsibilities of the Members of the Board and the Auditor, and explain our independence.

Basis of Opinion

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed our audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements did not have material misstatements whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in the opinion.

Our audit involved performing procedures to test the information presented in the financial statements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- verifying samples of transactions and account balances;

3rd Floor | 85 The Terrace | PO Box 1208 | Wellington 6140
Phone +64 4 472 7919 | Fax +64 473 4720
Email info@mjkpf.co.nz | www.martinjarviepkf.co.nz

Martin Jarvie PKF is an independent member of PKF International

- performing analyses to identify anomalies in the reported data;
- reviewing significant estimates and judgements made by the Members of the Board;
- confirming year-end balances;
- determining whether accounting policies are appropriate and consistently applied; and
- determining whether all financial statement disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements.

We evaluated the overall adequacy of the presentation of information in the financial statements. We obtained all the information and explanations we required to support the opinion above.

Responsibilities of the Members of the Board and the Auditor

The Members of the Board are responsible for preparing financial statements in accordance with generally accepted accounting practice in New Zealand. Those financial statements must fairly reflect the financial position of the Board as at 31 March 2007. They must also fairly reflect the results of its operations for the year ended on that date. The Members of the Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

Independence

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

Other than the audit, we have no relationship with or interests in the Board.



Robert Elms
Martin Jarvie PKF

On behalf of the Auditor-General
Wellington, New Zealand

CONTACTING THE DIETITIANS BOARD

**Contact with the Board is through
its office at:**

Level 21, Grand Plimmer Tower
2-6 Gilmer Terrace
Wellington

Post all correspondence to:

The Registrar
Dietitians Board
PO Box 10-140
Wellington

Contact:

Jane de Lisle, Registrar
Tel: (04) 474 0746 (*Direct*)
(04) 499 7979 (*Reception*)
Fax: (04) 472 2350
Email: dietitians@regboards.co.nz
Website: www.dietitiansboard.org.nz