

Dietitians Board of New Zealand



Handbook

of

Information on Registration Procedures for Overseas Trained Dietitians Intending to Practise Dietetics in New Zealand

**Dietitians Board
P O Box 10-140
Wellington
New Zealand**

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CONTENTS

In this handbook you will find the following information:

Section:

| | |
|--|---|
| General Information, including Policy and Procedures for Overseas Trained Dietitians | A |
| Requirements (NZ Dietetic Education and Training, NZ Dietetic Competency, NZ Fitness to Practise)B | |
| Other Requirements (English Language, Residency Status) | C |
| Eligibility Assessment | D |
| Application for Equivalency Assessment Procedure | E |
| Flow Diagram of Registration Application Process | F |
| Examination Study Guide - including the Format of the Examination..... | G |
| Examination Questions Study Guide..... | H |
| Recommended Reading List, including Journals and relevant NZ Legislation, and contacts | I |
| Community Resource Organisations | J |
| Useful Contacts (including the NZ Dietetic Association and other websites)..... | K |
| Contact details for Further Information..... | L |
| Extracts from the Health Practitioners Competence Assurance Act 2003..... | M |

A. GENERAL INFORMATION

This handbook provides information to dietitians who hold education and training qualifications from countries other than New Zealand (NZ) and who wish to work as a dietitian in New Zealand.

This handbook is not relevant to fully Accredited Practising Dietitians (full APDs) from Australia, who are eligible for registration under the 'Mutual Recognition Voluntary Relationship Charter'.

POLICY and PROCEDURES FOR OVERSEAS TRAINED DIETITIANS (OTDs) WISHING TO PRACTISE AS DIETITIANS IN NEW ZEALAND *(From April 2007)*

Before an overseas trained dietitian may practise as a dietitian in New Zealand, he/she must be registered under the Health Practitioners Competence Assurance Act 2003 (HPCAA) for practising within the Scope of Practice prescribed by the Dietitians Board, and hold a current Practising Certificate issued by the Dietitians Board.

In New Zealand the Scope of Practice for Dietitians is:

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.

In order to be registered as a dietitian in New Zealand, with no conditions on the scope of practice, an applicant must hold a Postgraduate Diploma in Dietetics, or equivalent qualification and pass in a Dietitians Board examination.

All applicants for registration who have dietetic qualifications gained in countries other than New Zealand and who are seeking New Zealand registration as a dietitian, must first have his/her qualifications assessed by the Board. The purpose of the assessment is to establish the equivalency or otherwise of the applicant's qualifications with the New Zealand Postgraduate Diploma in Dietetics (PG Dip Diet).

Depending on the outcome of the assessment of equivalency of the education and training he/she has had (and work experience if the applicant has been practising for five or more years as a dietitian), the Board will determine his/her eligibility to proceed to registration.

Following successful assessment for equivalency, all overseas trained applicants will be required to sit the whole/part Overseas Candidates Registration Examination (OCRE).

The Board will recommend one of the following:

a) Met NZ Equivalency in Education and Training

The Dietitians Board may deem the applicant's education and training to be equivalent to the New Zealand education and training. In this case, the Board's strongly recommended option for the applicant is to sit the whole OCRE, the preferred option. If he/she passes, he/she would be granted Registration and an Annual Practising Certificate (APC) with no conditions limiting his/her area of practice.

The questions in the whole OCRE cover:

Written questions: -2 x Clinical Dietetics
 -1 x Community/Public Health
 -1 x Applied Dietetics
 -1 x Food Service Management and
 -1 x Service Management,

Oral questions: -1 x Clinical Dietetics and
 -1 x Food Service Management.

(Cost: \$750)

However, for example, if he/she chooses not to sit the Food Service Management and Service Management questions and he/she sits the part OCRE (Clinical) papers only and gains a pass in the part OCRE (Clinical), he/she would be granted an APC with conditions limiting the area of his/her practice to a Clinical area of practice only. Refer to b) below.

If the applicant chooses this option, he/she must be aware that if he/she decides to practise dietetics in Australia at a future date, to gain registration under ‘mutual recognition’, he/she must sit and pass the Food Service Management and Service Management papers in New Zealand, as well as the clinical papers. The two parts of the OCRE may be sat at different times.

The ‘Mutual Recognition Voluntary Relationship Charter’ only applies to registered dietitians, who hold a current Annual Practising Certificate (New Zealand), and who have practised with an APC with no conditions, for more than one year in New Zealand, or to dietitians with full Accredited Practising Dietitian (APD) status (Australia).

b) Near NZ Equivalency in Education and Training

The Dietitians Board may deem the applicant’s education and training as close to equivalency with the New Zealand education and training, in Clinical Dietetics, OR in Food Service Management/Service Management. In this case, the applicant may be determined by the Board as being able to sit the appropriate examination, as follows:

Either:

i) Eligible to sit part of the Dietitians Board OCRE in Clinical questions only:

Written questions: -2 x Clinical Dietetics
 -1 x Community/Public Health
 -1 x Applied Dietetics
Oral question: -1 x Clinical Dietetics.

(Cost: \$750)

Or

ii) Eligible to sit part of the Dietitians Board OCRE in Food Service Management/Service Management questions only:

Written questions: -1 x Food Service Management
 -1 x Service Management
Oral question: -1 x Food Service Management.

(Cost: \$450)

When the applicant has successfully sat the relevant part of OCRE in b) above, he/she will be granted Registration and an Annual Practising Certificate (APC) with conditions limiting his/her area of practice to clinical dietetics, OR food service management/service management as appropriate to the case.

c) Near NZ Equivalency but there are significant gaps in Education and Training

The Dietitians Board may deem the applicant's education and training to be close to equivalency in some areas to the New Zealand education and training, but there are significant gaps in education and training. In this case, the Board may require the applicant to undertake further studies to address the gaps in his/her education and training, before sitting the whole/part OCRE (as above).

When the applicant has completed the studies and successfully sat the whole/part OCRE, he/she will be granted Registration and an Annual Practising Certificate with/without conditions limiting his/her area of practice, as appropriate.

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

d) Not near NZ Equivalency in Education and Training

The Dietitians Board may deem the applicants' education and training, not to be near equivalency to the New Zealand education and training. In this case, the Dietitians Board would inform the applicant that they are:

Ineligible to proceed for registration to practise dietetics in New Zealand.

The Dietitians Board will consider each application on a case-by-case basis, and will take into consideration all relevant matters.

Steps in the processes for practising as a Dietitian in New Zealand

1) Equivalency Assessment

Complete application form for 'Equivalency Assessment of Education and Training' and pay the non-refundable fee of \$400.

Please refer to Sections D and E of this Handbook ('Eligibility Assessment' and 'Application for Equivalency Assessment Procedure') for the documentation required to be sent to the Board.

It is very important that you send in all the information that the Board has requested, including clarification of the lecture/practical/tutorial and other relevant hours for every subject if possible. Your application may be held up otherwise.

Once the equivalency assessment process is complete, the Board will advise the applicant of the outcome.

Important notes

i) Steps 2-6 below, only apply to those applicants who are informed by the Board that they are equivalent/close to equivalent, as in a), b), or c) above.

ii) The Overseas Candidates Registration Examination (OCRE) may be sat before or after the application and granting of registration and a practising certificate, and therefore the order of the following steps may change.

iii) Many overseas trained dietitians are able to start working as a dietitian in New Zealand, whilst studying to sit the OCRE, hence the order noted for steps 2 and 3.

2) Registration Application:

Complete application form for registration and pay the fee of \$250.

Once assessed as equivalent or nearly equivalent to the New Zealand standard, the applicant sends to the Dietitians Board:

- the 'Overseas Applicants - Application for Registration' form,
- the Registration fee (\$250),
- the 'Fees Payment' form,
- a copy of the job offer/job description when this is available*.

*The Board must receive a copy of the job offer/job description and the name of the workplace supervisor, before the applicant is able to be granted an Interim Practising Certificate, to be able to start practising dietetics in New Zealand. The job offer/job description is to ensure the applicant's competencies meet the requirements of the job offer/job description.

3) Interim Practising Certificate (IPC):

Complete application form for a practising certificate and pay the fee of \$450.

The applicant would be registered under the Scope of Practice: Dietitian, by the Board with specified conditions. This is to allow an applicant, who has been assessed as eligible for registration, to take up employment as a dietitian in a specified area of practice, pending his/her success in sitting the whole/part OCRE. The applicant would be registered with an area of practice limited by conditions and would be issued with an Interim Practising Certificate (IPC), prescribing conditions.

Conditions on the Scope of Practice will include:

- being limited to working in the specific area(s) of practice approved by the Board,
- supervision,
- developing an awareness of the 'Treaty of Waitangi', which is best done by undertaking a course on the Treaty of Waitangi and including the Board's on-line cultural competency course and test,
- developing awareness of Cultural Competency,
- ensuring familiarity with relevant New Zealand food safety legislation,
- familiarisation with appropriate reading materials,
- participating locally in the Board's Continuing Competency Programme (information would be sent), and
- doing self study in areas identified by the Board as gaps in his/her training, and
- may include a requirement for the applicant to enrol in distance learning papers from the University of Otago to prepare for the OCRE.

The IPC may be initially issued for up to one year to allow the applicant time to successfully complete the whole/part OCRE. The IPC dates from the time the person is to start working in the dietetic position. NB: overseas trained dietitians, who hold an Interim Practising Certificate with conditions, may supervise student dietitians only.

4) Sit OCRE:

Complete application form provided by the Registrar and pay the examination fee of up to \$750.

The applicant prepares for the whole/part OCRE as described in a), b), or c) above.

5) Annual Practising Certificate:

Complete application form for a practising certificate and, if appropriate, pay the fee of \$450.

On successful completion of the whole/part OCRE, the Dietitians Board will subsequently issue an Annual Practising Certificate (APC) reflecting:

Either:

i) Scope of Practice: Dietitian, (with no conditions limiting the area of practice), when the applicant successfully completes the whole OCRE.

Or

ii) Scope of Practice: Dietitian (with conditions limiting the area of practice to clinical, or food service management/service management, as appropriate) when the applicant successfully completes the clinical, or food service management/service management part of OCRE.

In the case of ii) above, if at some future time the overseas trained dietitian wishes to practise beyond his/her authorised area of practice, he/she would need to complete the remainder of the OCRE.

6) Renewal of an APC:

Complete application form for an APC and pay the annual fee of \$450.

Once registered and holding an APC, dietitians wishing to continue practising in subsequent years must maintain an APC and participate in the Board's Continuing Competency programme. APCs expire on 31 March annually. An APC renewal package is sent out in February to all APC holders. Applicants must prove participation in the Continuing Competency Programme, and sign a declaration to be eligible for renewal of the APC.

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.

B. REQUIREMENTS

NEW ZEALAND DIETETIC EDUCATION AND TRAINING

New Zealand trained dietitians are required to have successfully completed a three year undergraduate science degree containing prescribed pre-requisite papers in Human Nutrition and Food Service Management and then complete the fifteen month Postgraduate Diploma in Dietetics (PG Dip Diet). Admission to the PG Dip Diet is only available through the Dietetic Training Programme, Department of Human Nutrition, University of Otago in Dunedin.

The Dietitians Board assesses the equivalency of applicants' qualifications. Only those applicants, whose education and training is deemed to be equivalent or substantially equivalent as the New Zealand education and training, are eligible to take an OCRE examination.

NEW ZEALAND DIETETIC COMPETENCY

The HPCAA legislation requires applicants for registration to be 'competent' to practise.

All dietitians must meet the standards prescribed in the Board's 'Statement of Registration Competency Requirements, January 2004'. This is very important as it describes the Registration Competency Requirements for the Scope of Practice and the competencies required

for an acceptable minimum level of knowledge in the full range of competencies. This is the level attained by New Zealand graduate dietitians.

The Board's registration competency requirements (RCRs) document - the 'Statement of Registration Competency Requirements, January 2004' is available on the Dietitians Board website www.dietitiansboard.org.nz (in the 'Publications' section).

NEW ZEALAND FITNESS TO PRACTISE DIETETICS

The legislation requires applicants for registration to be 'fit' for registration. The Health Practitioners Competence Assurance Act specifies criteria for what comprises fitness, namely:

1. Ability to communicate effectively for practising within the Scope of Practice,
2. Ability to communicate in and comprehend English sufficiently to protect the health and safety of the public,
3. Not been convicted of an offence punishable by imprisonment of 3 months or longer unless the Board is satisfied that it does not reflect adversely on the applicant's fitness to practise,
4. Not impaired from practising by some mental or physical condition,
5. Not subject of, or under investigation for, professional disciplinary proceedings unless the Board is satisfied that it does not reflect adversely on the applicant's fitness to practise,
6. Not subject to an order of a professional disciplinary tribunal or accredited educational institution unless the Board is satisfied that it does not reflect adversely on the applicant's fitness to practise,
7. Not liable to endanger the health and safety of members of the public.

Applicants are asked to make declarations about these matters in the application form for equivalency assessment. Persons providing character references are asked to comment on the above.

C. OTHER REQUIREMENTS

ENGLISH LANGUAGE

Approved English Language Examinations

If English is not your first language, you must supply results from an approved English language examination. The approved examination is:

The Academic Module of the International English Language Testing System (IELTS) with an overall band of 7.5 or above and a minimum of 7.0 in each of the individual components.

These scores must have been achieved within 12 months of applying for assessment of eligibility. It is recommended that you sit one or other of these tests in your own country and submit the results to the Dietitians Board with your application for eligibility assessment. The tests are also available in most main centres of New Zealand (please see the link on the Board's website).

Applications for 'Equivalency Assessment of Education and Training' are accepted once you have provided evidence of a successful IELTS pass (if English is your second language).

RESIDENCY STATUS

The Dietitians Board does not control whether or not you are permitted to enter, live and work in New Zealand. This is a responsibility of the New Zealand Immigration Service, with which you should be in contact with separately to this application if you do not hold such permission.

The New Zealand Immigration Service website address is www.immigration.govt.nz.

Assessment of Qualifications by the New Zealand Qualifications Authority (NZQA):

If your qualifications are assessed by the NZQA for immigration purposes, please be aware that this assessment is not for registration purposes and is not binding on the Dietitians Board. The Board assesses your qualifications using different criteria. The Board needs to be assured that you meet the Registration Competency Requirements, (RCRs), which must be attained by all dietitians registered in New Zealand, whether trained overseas or in New Zealand.

The Dietitians Board, in considering your application for registration, will however wish to know why you are coming to New Zealand.

For information regarding immigration requirements, contact the nearest New Zealand Embassy or High Commission.

D. ELIGIBILITY ASSESSMENT

1. Applicants' education and training (and work experience if the applicant has been practising for five or more years as a dietitian) background will be assessed by the Dietitians Board to determine equivalence with the New Zealand standards.
2. Applicants must provide detailed evidence (academic transcripts) of the content and completion of a tertiary level programme of dietetic education and training of at least FOUR years duration, including a practical component.
3. If other degrees / courses relevant to this application have also been achieved, please add the academic transcripts and information regarding these as well. Please provide as much relevant information as you can to assist your application, to include the numbers of **hours** (practical, tutorial as well as lecture hours) and the course content for each subject, including for your undergraduate degree, and details about any placements. Please submit **two copies** of the documents to the Board in an easy to photocopy format-preferably not in a folder please, and keep your own copies of documents for future use. Read the Checklist on page 9 in the application form for 'Equivalency Assessment of Education and Training' for all the documentation to be provided.
4. Applicants must provide evidence of their being or having been registered, licensed or otherwise officially recognised as a Dietitian in the country in which they were trained.
5. Applicants with an education and training background assessed to be equivalent, or near equivalent, will be invited to take an Overseas Candidates Registration Examination (OCRE). Please read the 'Policy and Procedures' in Section A of this Handbook.

6. Please note: New Zealand Registration Competency Requirements contain a significant Management and Food Service Management component. This may have implications for dietitians trained in England, Australia and other countries whose registration competency requirements are predominately in therapeutic/clinical nutrition.

Applicants applying for registration, who may have less training and education in the areas of Food Service Management/Service Management, may be offered the option by the Board, of limiting their area of practice to working in a clinical area of dietetics only, in New Zealand.

7. Should you be required to undertake additional university courses, candidates without residency status will be charged overseas university students' fees.

All decisions relating to Eligibility Assessments rest with the Dietitians Board.

E. APPLICATION FOR EQUIVALENCY ASSESSMENT PROCEDURE

1. Applicants should obtain the Overseas Trained Dietitians 'Application for Equivalency Assessment of Education and Training' form, either from the Board's website www.dietitiansboard.org.nz (in the 'Registration-Qualified Outside NZ' section),

OR by emailing the Registrar: dietitians@dietitiansboard.org.nz

OR by writing to:

The Registrar
Dietitians Board
PO Box 10-140
Wellington
New Zealand

2. Complete the form and supply **all** the documentation (refer to D2 and D3) as required. This includes ALL academic transcripts and relevant information for your application to proceed. This step may take some time, as educational institutions do not always respond promptly to requests for course documentation. Please provide everything you think may be of assistance, including details of your dietetic placement/internship, information on food safety courses undertaken, and any study you have undertaken since qualifying.

Please send correctly certified documentation, rather than original documents. 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.

The Board requires detailed course outlines, relating to the actual years you trained/studied, with descriptions of the content of each paper, including the number of lecture and practical (laboratory) hours for each paper (this may also include tutorials, seminars and workshops). Detailed descriptions of any practical training completed, are also required, again with the content outlined and contact hours in each area specified.

The University, their websites and their libraries (which should have a calendar relating to the year) are usually able to provide this detail. Or one of your fellow students may be able to provide you with a copy of the course curriculum/syllabus.

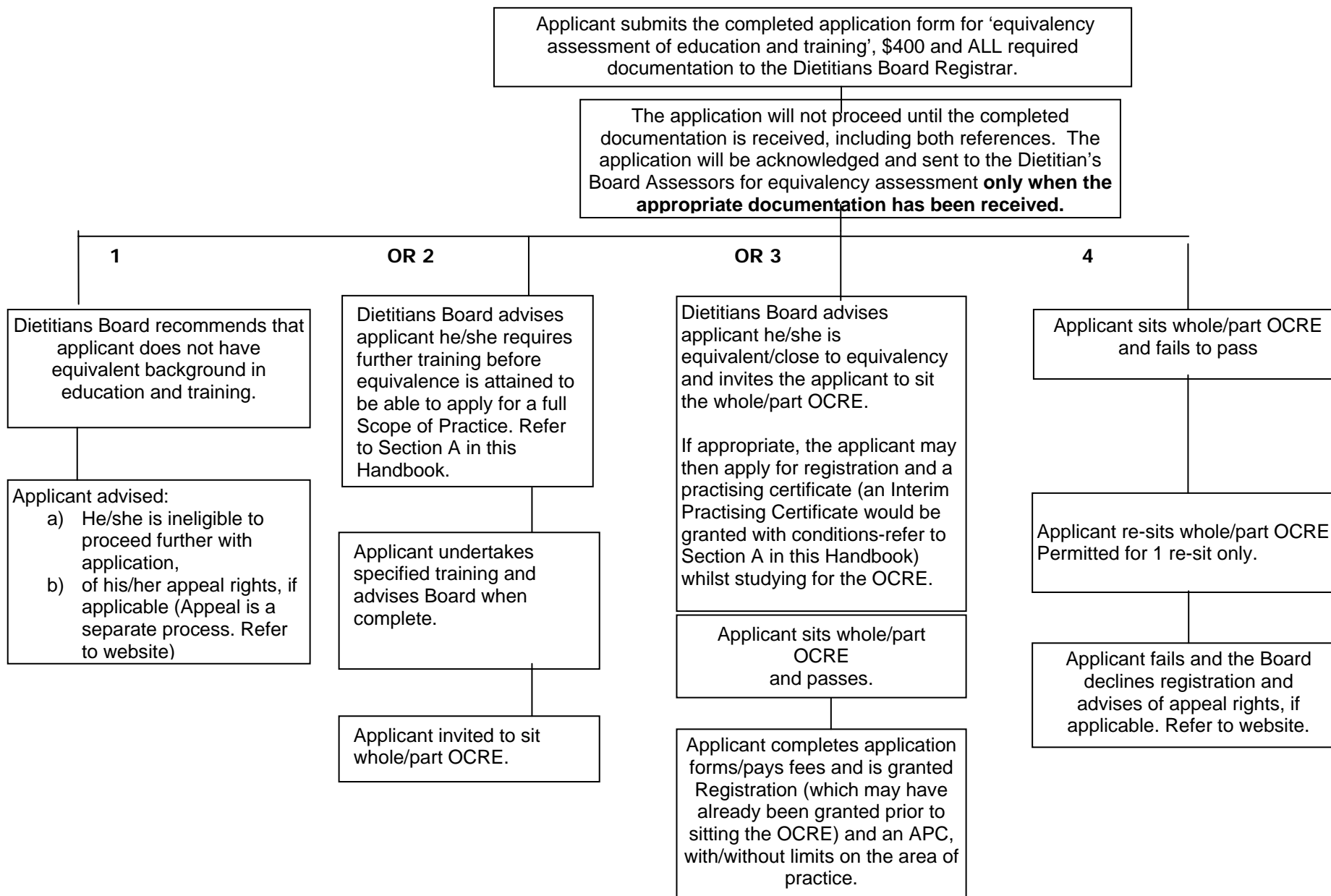
When applying, it is in the applicant's interests to provide all the details asked in the application form about tertiary education and training, including placements, and the number of hours each subject was studied (lecture and practical hours).

The Board may also take into account the relevant work experience of an individual, who has been working for five or more years

3. Submit the completed application, including the payment, by airmail to the address above. If you wish to send it by courier please contact the Registrar for the address.
4. The Board will acknowledge receipt of an application and commence the equivalence assessment process. Please note that this equivalency assessment process can only start from the time that ALL documentation, including both references and the 'Certificate of Professional Status' or 'Letter of Good Standing', is received at the Board's office. The process usually takes eight to twelve weeks. Delays may be expected if the information is not complete and the missing information is requested by the Board.

The application process is outlined in the following diagram:

F. REGISTRATION APPLICATION PROCESS FOR OVERSEAS TRAINED DIETITIANS



G. EXAMINATION STUDY GUIDE

THE OVERSEAS CANDIDATES REGISTRATION EXAMINATION (OCRE)

The OCRE is designed to examine professional practice, knowledge and skills to ensure 'safe practice'.

Please read the full "Statement of Registration Competency Requirements, January 2004" on the Dietitians Board website: www.dietitiansboard.org.nz (in the 'Publications' Section). This document will be sent to you after registration.

Even though many dietitians may have been working prior to taking the exam and believe their dietetic practice is current, they are strongly encouraged to undertake the recommended self study to update their knowledge in the New Zealand context.

In addition, applicants are strongly encouraged to become familiar with NZ Public Health Nutrition related issues and programmes, develop an understanding of the Treaty of Waitangi in respect to dietitians practising in NZ (which is best achieved by attending a Treaty of Waitangi course before the OCRE) and review information on the latest information and legislation on food safety.

Overseas trained dietitians should also become familiar with the New Zealand Dietetic Association's "Clinical Handbook". This book may be purchased from the New Zealand Dietetic Association (NZDA), PO Box 5065, Wellington, New Zealand.

Timetable

Examinations are held early in July and December each year.

The Registrar of the Dietitians Board will contact you approximately two months before the examination, to advise the date of the examination, to give you the appropriate OCRE application form for the examination, as well as to ascertain whether you have fulfilled Board requirements. The application form to sit the OCRE and the appropriate payment must be received by the Board no less than one calendar month before the examination date.

Venues

The examination is offered in five cities in New Zealand subject to sufficient numbers of candidates in each centre:

Auckland, Hamilton, Wellington, Christchurch, Dunedin.

The Board reserves the right to determine the examination centres and time of the examination.

Information on the OCRE

All candidates are sent information appropriate to the examination nearer the time of the OCRE, after their application has been accepted. This information will include further details of the venue and time, any other information regarding the format of the examination, the examination rules and other relevant information.

Format of the OCRE Examination

The whole OCRE examination consists of a 3 hour written paper and a 1 hour oral, case study style examination.

The written paper for the whole OCRE contains six compulsory questions, of thirty minutes each, which examine the major areas of the Board's Registration Competency requirements. Each question in the written paper must be answered in a separate answer booklet.

Cultural competence as stated in the 'Statement of Registration Competence Requirements, January 2004' will be included in the examination.

The whole OCRE oral examination contains two compulsory questions, one clinical dietetics question and one food service management question. Candidates record their answers to the oral examination onto audio-tape. These are not face-to-face examinations.

To pass the Overseas Candidates Registration Examination, you must gain a mark of at least 50% for each and every question within both the oral and written examinations.

NB: If you have been enrolled fully in the University of Otago PG Dip Diet's 'Food Service Management' and/or the 'Service Management' distance learning paper, and you successfully complete the paper, you are deemed to have already passed that question.

Conduct of the examination

No material may be taken into the examination centre by candidates. All examination material will be supplied. No examination material may be taken from the centre at the conclusion of the examination. Failure to comply with any of these basic regulations may result in immediate cancellation of the application. Examination rules will be sent to candidates prior to the examination.

Notification of results

Results will be sent by airmail to the postal address specified on the application form, approximately six weeks after the examination.

Re-Sitting the examination

A candidate who has failed the examination may apply to re-sit the examination at a later date. The current fees are listed on the payment form. A candidate may re-sit the whole/part examination once only.

H. EXAMINATION QUESTIONS STUDY GUIDE

The examination questions are based upon the final examinations taken by New Zealand Post Graduate Diploma in Dietetics (PG Dip Diet) students and cover the following five areas:

1. CLINICAL DIETETICS (2 questions)

The pathophysiology and management of nutrition related disorders. Disorders include: cardiovascular disease, endocrine, gastrointestinal, immunological, neurological disorders, obesity, paediatric, renal and respiratory disease. Conduct of nutritional assessments, preparation of nutrition care plans, implementation, monitoring and evaluation of these plans.

Nutritional management of individuals across a continuum of care settings. Management of nutritional support for individuals with cancer, malnutrition, starvation, dysphagia and requiring palliative care. Use of nutrition support technology including enteral feeding. Understanding of drug nutrient interactions and peri-operative care issues.

2. COMMUNITY and PUBLIC HEALTH DIETETICS

The theory, application and evaluation of nutrition and the social environment, community demographics and needs, preventive nutrition and community health promotion, nutrition policy, food legislation, food standards and quality. Public health promotion and prevention programme planning and evaluation. Public health nutrition communication.

Nutritional assessment and management of individuals and groups living in the community. Consideration of the needs of different population groups based on age, culture, geographical location, ethnicity; and available health service resources.

3. APPLIED DIETETICS

The knowledge and application of skills for communication, counselling and learning facilitation required to carry out effective dietetic intervention. A developing understanding of culturally appropriate practice, including a working knowledge of the principles of the Treaty of Waitangi and their application to dietetic practice.

Use of ethical decision making and reflective practice. An understanding of the limits of own professional competence.

4. FOOD SERVICE MANAGEMENT

Advanced food service management theory and practice; menu planning and evaluation, food safety programmes; quality management, staffing management, evaluation of equipment and facilities, risk management. Planning, managing, evaluating food production and food distribution systems. Application to a range of health sector food services.

5. SERVICE MANAGEMENT

The principles and application of the key management functions for managing a small dietetic service in the New Zealand context; service marketing and communication, finance, personnel, resources and employment relations. Use of a needs based approach. Service planning and evaluation.

I. RECOMMENDED READING LIST

Ensure that, if purchasing these, you are purchasing the latest edition - or if the next edition is due out shortly we would recommend that you wait until it is available.

Essential Text:

Best Health Outcomes for Maori: Practice Implications (on the NZ Medical Council website)
<http://www.mcnz.org.nz/Default.aspx?tabid=269>

1) CLINICAL NUTRITION

Essential tool:

- New Zealand Dietetic Association (2006). *2006 Clinical Handbook* 8th Edition. Wellington, New Zealand: New Zealand Dietetic Association.

Highly recommended text:

- Mahon, L.K., and Escott-Stump, S. (Eds.). (2003). *Krause's Food, Nutrition and Diet Therapy*. 11th Ed. Philadelphia: W.B. Saunders Co.
- New Zealand Guidelines Group (2003). *Evidence-based Best Practice Guideline: The Assessment and Management of Cardiovascular Disease*. Wellington: New Zealand Guidelines Group.
– available online at <http://www.nzgg.org.nz>
- New Zealand Guidelines Group (2003). *Evidence-based Best Practice Guideline: The Management of Type 2 Diabetes*. Wellington: New Zealand Guidelines Group.
– available online at <http://www.nzgg.org.nz>

Recommended texts:

- Mann, J., and Truswell, S. (2007). *Essentials of Human Nutrition*. 3rd Edition Oxford: Oxford University Press.
- Australian Government Department of Health and Aging and New Zealand Ministry of Health. (2006). *Nutrient Reference Values for Australia and New Zealand Including Recommended Dietary Intakes*. Australia:
– available from: <http://www.nhmrc.gov.au/publications/synopses/n35syn.htm>
<http://www.moh.govt.nz>
- Shaw, V., Lawson, M. (Ed.) for the Paediatric Group of the British Dietetic Association (1994). *Clinical Paediatric Dietetics*. Oxford: Blackwell Scientific Publications.
- Russell, D.G., Parnell, W.R. et al. (1999). *NZ Food: NZ People. Key results of the 1997 National Nutrition Survey*. Wellington: Ministry of Health
- Thomas B. (Ed.). (1988). *Manual of Dietetic Practice* 1st Edition. Oxford: Blackwell Scientific Publications.
- Gibson, R.S. (2005). *Principles of Nutritional Assessment*. 2nd Edition. USA: Oxford University Press.
- Zeman, F. (1991). *Clinical Nutrition and Dietetics* 2nd Edition. New York: Macmillan Publishing Company.
- Ministry of Health, (2003). *NZ Food, NZ Children: Findings of the 2002 National Children's Nutrition Survey*. Wellington: Ministry of Health.

2) COMMUNITY & PUBLIC HEALTH NUTRITION *(updated June 2008)*

Highly Recommended texts:

- Waa, A., Holibar, F., and Spinola, E. (Eds.). (2000). *Programme Evaluation. An Introductory Guide for Health Promotion*. Auckland: Alcohol and Public Health Research Unit / Whariki Runanga Wananga, Hauora Me Te Paekaka.

- Glanz, K., Rimer, B.K., Lewis, F.M. (2002). *Health Behavior and Health Education: Theory, Research, and Practice*. 3rd Edition. San Francisco, California: Jossey-Bass.
- Hawe, P., Degeling, D., Hall, J. Brierley, A. (1990). *Evaluating Health Promotion: A Health Worker's Guide*. Sydney, Australia: MacLennan & Petty.
- Krueger, R. A., Casey, M.A. (2000). *Focus Groups: A Practical Guide for Applied Research* 3rd Edition. USA: Sage Publications Inc.

Recommended texts:

Green, L.W., Kreuter, M.W. (1999). *Health Promotion Planning: An Educational and Ecological Approach*. 3rd Edition. Mountain View, California: Mayfield Publishing

Recommended Papers:

- Contento, I.R., et al., The effectiveness of nutrition education and implications for nutrition education policy, programs and research: A review of research. *Journal of Nutrition Education*, 1995. 27(6):277-422.
- Wetter, A.C., et al., How and why do individuals make food and physical activity choices? *Nutrition Reviews*, 2001. 59(3):S11-S20.
- Booth, S.L., et al., Environmental and societal factors affect food choice and physical activity: Rationale, influences, and leverage points. *Nutrition Reviews*, 2001. 59(3):S21-S39.
- Cannon, G., Leitzmann, C. The new nutrition science project. *Public Health Nutrition*. 2005. 8(6A):673-694. doi: 10.1079/PHN2005819

Population Dietary Assessment Documents:

- Russell, D., Parnell, W., Wilson, N. (1999). *NZ Food: NZ People- Key Results of the 1997 National Nutrition Survey*. Wellington: Ministry of Health.
- Parnell, W., Scragg, R., Wilson, N., Schaaf, D., Fitzgerald, E. (1999). *NZ Food: NZ Children- Key Results of the 2002 National Children's Nutrition Survey*. Wellington: Ministry of Health.

Key Policy Documents:

- World Health Organization- The Ottawa Charter for Health Promotion
- The Treaty of Waitangi
- Ministry of Health (www.moh.govt.nz):
- - New Zealand Health Strategy
- - Healthy Eating- Healthy Action. Oranga Kai- Oranga Pumau
- - He Korowai Oranga (Maori Health Strategy)
- - Pacific Health and Disability Action Plan
- New Zealand Food Safety Authority (www.nzfsa.govt.nz):
- - Australia New Zealand Food Standards Code

Social Marketing reference:

- Hastings G. *Social Marketing - Why should the devil have all the best tunes?* Butterworth Heinemann 2007

The following recommended texts are produced by the **Ministry of Health**, and are available, with a wide range of other papers, on-line from <http://www.moh.govt.nz/publications>:

- Ministry of Health. (2000). *New Zealand Health Strategy*. Wellington: Ministry of Health – available online from: <http://www.moh.govt.nz/publications/nzhs/>
- Ministry of Health. (2001) *New Zealand Disability Strategy*. Wellington: Ministry of Health – available online from: <http://www.odi.govt.nz/nzds/>
- Food and Health Monitoring Report 2006 (October 2006)
- He Korowai Oranga – Maori Health Strategy (November 2002)

- Whakatataka: Maori Health Action Plan 2002–2005 (November 2002)
- Improving Maori Health: A Guide for Primary Health Organisations (June 2004)
- Maori Public Health Action Plan (December 2003)
- Tupu Ola Moui: The Pacific Health Chart Book 2004 (September 2004)
- The Health of Pacific Islands People (June 1996)
- Healthy Eating – Healthy Action: Oranga Kai – Oranga Pumau
-Implementation Plan: 2004–2010 (June 2004)
- Our Children’s Health: Key findings on the health of New Zealand children (June 1998)
- Russell, D. G., Wilson, N., Parnell, W., Faed, J. Et al (1999). *NZ Food: NZ People. Key results of the 1997 National Nutrition Survey*. Wellington: Ministry of Health.
- Parnell, W.R., Reid, J., Wilson, N.C., McKenzie, J., Russell, D. G. (2001). Food security: is New Zealand a land of plenty? *New Zealand Medical Journal*, 114, 141-145.
- Parnell, W.R. Scragg, R., Wilson, N., Schaaf, D., Fitzgerald, E. Et al (2003). *NZ Food: NZ Children. Key results of the 2002 National Children’s Nutrition Survey*. Wellington: Ministry of Health

3) APPLIED DIETETICS

Essential text:

- Bunce, J. (1991). *Microcounselling Attending Skills Workbook*. Dunedin: Dept of Education, University of Otago.
- (To purchase a copy, email: lyn.tyrrell@stonebow.otago.ac.nz)

Recommended texts:

- New Zealand Dietitians Board. (2003). *Code of Ethics for Dietitians*. Wellington: New Zealand Dietitians Board.
- *Health Practitioners Competence Assurance Act 2003. HPCA*
– available online through the Public Access to Legislation Project at <http://www.legislation.govt.nz/>
- Health and Disability Commissioner. (n.d.). *Your Rights when Receiving a Health or Disability Service*.
- Health and Disability Commissioner. (n.d.). *Code of Health and Disability Services Consumers' Rights*.
- Durie, M.H. (1989). The Treaty of Waitangi and health care. *New Zealand Medical Journal*, 102, 283-285.
- Ropiha, D. (1994). *Kai Whai te Maramatanga, The effectiveness of health messages for Maori*. Wellington: Ministry of Health.
- The Ministry of Health and New Zealand Guidelines texts listed for Community and Public Health Dietetics generally have specific sections dealing with cultural awareness and responsibilities.
- NZ Dietitians Board (website: www.dietitiansboard.org.nz and September 2006 newsletter). *Cultural Competency Guidelines*.
- Medical Council of New Zealand. (2006). *Statement on Cultural Competence*.
- Medical Council of New Zealand. (2006). *Statement on Best Practices when Providing Care to Maori Patients and Their Whanau*. Available on the Council’s website: <http://www.mcnz.org.nz/Publications/Statements/tabid/81/Default.aspx/>
- Glanz, K., & Rimer, B. (1997). *Theory at a Glance: A Guide for Health Promotion Practice*. USA: National Institute of Health, National Cancer Institute.
- Holli, B.B. & Calabrese, R.J. (1998). *Communication and Education Skills for Dietetic Professionals*. 3rd Edition. Philadelphia: Lea and Febiger.

4) SERVICE MANAGEMENT

Highly recommended text:

- Van Looy, B., Gemmel, P., and Van Dierdonck, R. (Eds.). (2003). *Services Management. An Integrated Approach*. 2nd Ed. Great Britain: Prentice Hall.

Recommended texts:

- Sibbald, A. et al. (1994). *Managing New Zealand Organisations. Principles, practices and issues* 1st Edition. New Zealand: Longman Paul.
- Bartol, K.M., Martin, D.C. (1994). *Management* 2nd Edition. New York: McGraw-Hill Inc.
- Helm, K.K. (Ed.). (1995). *The Competitive Edge. Advanced Marketing for Dietetics Professionals* USA: American Dietetic Association.
- Elkin, G. (1997). *Human Resource Management in Action. Contemporary New Zealand Cases – Volume I* Palmerston North, NZ: The Dunmore Press.
- Coulthard, M., Howell, A., Clark, G. (1996). *Business Planning: The Key to Success* Melbourne: MacMillan Education Pty Ltd.

5) FOODSERVICE MANAGEMENT

Essential texts:

- Duncan, P., and Fitchett, L. (2005). *Safe Food: A food hygiene course for the food worker*. 3rd Ed. New Zealand: Pearson Educational.
- Spears, M.C., and Gregoire, M.B. (2006). *Foodservice Organizations. A Managerial and Systems Approach*. 6th Ed. New Jersey: Pearson Prentice Hall.
- Jensen, J., and Styles, M. (1996). *Quality Food and Nutrition Services: a Guide for Extended Care*. Wellington: New Zealand Dietetic Association (Inc).
- New Zealand Food Safety Authority (FSANZ). (2003). *What does a Food Safety Programme look like?* Wellington: FSANZ
– available online through the FSANZ web site at: <http://www.nzfsa.govt.nz/>

Recommended texts:

- The Heart Foundation of New Zealand (2003). *The Heartbeat Catering Guidelines for Adolescents; The Heartbeat Catering Guidelines for Adults; The Heartbeat Catering Guidelines for Older People*. New Zealand: The Heart Foundation of New Zealand.
– available online through the Public Access to Legislation Project at: <http://www.nhf.org.nz/>
- *The Food Act, 1981*.
– available online through the Public Access to Legislation Project at <http://www.legislation.govt.nz/>
- *Food Hygiene Regulations, 1974*.
– available online through the Public Access to Legislation Project at <http://www.legislation.govt.nz/>
- *Employment Relations Act, 2002, and Holidays Act, 2003*.
– available online through the Public Access to Legislation Project at <http://www.legislation.govt.nz/>; resources also available through the Employment Relations Service, online at <http://www.ers.govt.nz/>

JOURNALS

Nutrition and Dietetics-Journal of the Dietitians Association of Australia, including the Journal of the New Zealand Dietetic Association (in particular evidence based practice guidelines),

Journal of American Dietetic Association,

Journal of British Dietetic Association,

Food Management.

NB: Most Journals are available in the main medical libraries.

RELEVANT NEW ZEALAND LEGISLATION

The Food Act 1981 and Regulations

Food Hygiene Regulations 1974/169

Health Practitioners Competence Assurance Act 2003

The Employment Relations Act 2000

The Health and Safety in Employment Act 1992

The Privacy Act 1993 and the Health Information Privacy Code 1994

The Health and Disability Commissioner Act 1994

These may be viewed on-line at:

www.legislation.govt.nz

www.pco.parliament.govt.nz/legislation/retailoutlets.shtml

Available from Bennetts Government Bookshops (in all main city centres)

and at Bowen House, corner Bowen Street and Lambton Quay, Wellington, New Zealand

phone: +64 4 499 3433, fax: +64 4 499 3375

J. COMMUNITY RESOURCE ORGANISATIONS

Auckland Regional Public Health Service

Health Promotion

Health Protection

Vaka Ola (Pacific Health)

Private Bag 92 605, Symonds Street

AUCKLAND

phone: +64 9 623 4600

www.arphs.govt.nz

e-mail: arphs@adhb.govt.nz

NZ Manufactured Food Database

Nutrition Services

Auckland District Health Board

Private Bag 92 024

AUCKLAND

phone: +64 9 307 4949

fax: +64 9 309 7656

www.mfd.co.nz

e-mail: mfd@adhb.govt.nz

NZ Nutrition Foundation

PO Box 331 366

Takapuna

AUCKLAND

phone: +64 9 489 3417

fax: +64 9 489 3174

www.foodworks.co.nz/nutritionfoundation

e-mail: nznf@nutrition.org.nz

National Heart Foundation of New Zealand

PO Box 17 160

Greenlane

AUCKLAND

Phone: +64 9 571 9191

fax: +64 9 571 9190

www.nhf.org.nz

e-mail: info@nhf.org.nz

Diabetes New Zealand - National Office

PO Box 12 441, Thorndon

WELLINGTON

phone: +64 4 499 7145

fax: +64 4 499 7146

www.diabetes.org.nz

e-mail: diabetes@diabetes.org.nz

Diabetes Auckland

PO Box 67 041, Mt Eden

AUCKLAND

phone: +64 9 623 2508

fax: +64 9 623 2567

www.diabetesauckland.org.nz

e-mail: service@diabetesauckland.org.nz

Cancer Society of New Zealand

National Office
PO Box 12 700
WELLINGTON
phone: +64 4 494 7270
fax: +64 4 494 7271
www.cancernz.org.nz

Arthritis New Zealand

National Office
PO Box 10 020
WELLINGTON
phone: +64 4 472 1427
fax: +64 4 472 7066
www.arthritis.org.nz

Beef and Lamb Marketing Bureau

PO Box 33 648
TAKAPUNA
Auckland
phone: +64 9 489 7119
fax: +64 9 489 7164
www.nzbeeflamb.co.nz
e-mail: enquiries@beeflambnz.co.nz

Osteoporosis New Zealand

PO Box 688
WELLINGTON
phone: +64 4 499 4862
fax: +64 4 499 4863
www.bones.org.nz
e-mail: info@osteoporosis.org.nz

Vegetables.co.nz

PO Box 10 232
WELLINGTON
phone: +64 4 472 3795
fax: +64 4 471 2861
www.vegetables.co.nz
e-mail: information@hortnz.co.nz

K. USEFUL CONTACTS FOR OVERSEAS TRAINED DIETITIANS

1. THE NEW ZEALAND DIETETIC ASSOCIATION

The New Zealand Dietetic Association (NZDA) will be able to provide you with information on professional or employment issues and may be able to assist with mentoring.

The NZDA can be contacted:
PO Box 5065, Wellington, New Zealand,
Telephone: +64 4 473 3061,
E-mail: nzda@dietitians.org.nz,
or visit the website at www.dietitians.org.nz

2. OTHER USEFUL WEBSITES

| | |
|--|--|
| www.immigration.govt.nz | www.everybody.co.nz/ |
| www.moh.govt.nz | www.stuff.co.nz |
| http://newzealand.govt.nz/ | www.kiwicareers.govt.nz/ |
| www.legislation.govt.nz/ | www.nzhealthjobs.co.nz |
| www.pco.parliament.govt.nz/legislation/retailoutlets.shtml | www.jobs.co.nz |
| www.worksite.govt.nz | www.seek.co.nz |
| www.ielts.org | www.purenz.com |
| www.dietitians.org.nz | www.trademe.co.nz/Trade-me-jobs/index.htm |
| www.adhb.govt.nz/nwhealthinfo/healthlinks.htm | www.healthstaffspecialists.com |
| | www.medlink.co.nz/ |
| | www.clinicalone.co.nz |

L. FOR FURTHER INFORMATION

Please contact the Registrar of the Dietitians Board if you require further information:

Dietitians Board
PO Box 10-140
Wellington
NEW ZEALAND

Phone: +64 4 474 0746
Fax: +64 4 474 0709
email: dietitians@dietitiansboard.org.nz
website: www.dietitiansboard.org.nz

Or: Physical address for courier:

Level 3
195-201 Willis Street
Wellington
NEW ZEALAND

M. EXTRACTS FROM HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

The following extracts are to assist you with your initial inquiries about registration in New Zealand. The extracts do not intend to cover the full extent of the Health Practitioners Competence Assurance Act 2003. An on-line version of the full Act may be viewed at http://www.legislation.govt.nz/browse_vw.asp?content-set=pal_statutes

7. Unqualified person must not claim to be health practitioner—

- (1) A person may only use names, words, titles, initials, abbreviations, or descriptions stating or implying that the person is a health practitioner of a particular kind if the person is registered, and is qualified to be registered, as a health practitioner of that kind.
- (2) No person may claim to be practising a profession as a health practitioner of a particular kind or state or do anything that is calculated to suggest that the person practises or is willing to practise a profession as a health practitioner of that kind unless the person—
 - (a) is a health practitioner of that kind; and
 - (b) holds a current practising certificate as a health practitioner of that kind.
- (3) No person may make an express or implied statement about another person that the other person is prohibited by subsection (1) or subsection (2) from making about himself or herself.
- (4) Subsection (2) does not prohibit a person from stating his or her willingness to practise a profession for the purposes of seeking employment if the person is, or would on obtaining that employment be, qualified to be registered as a health practitioner of that profession and to hold a current practising certificate as a health practitioner of that profession.
- (5) Every person commits an offence punishable on summary conviction by a fine not exceeding \$10,000 who contravenes this section.

8. Health practitioners must not practise outside scope of practice—

- (1) Every health practitioner who practises the profession in respect of which he or she is registered must have a current practising certificate issued by the responsible authority.
- (2) No health practitioner may perform a health service that forms part of a scope of practice of the profession in respect of which he or she is registered unless he or she:
 - (a) is permitted to perform that service by his or her scope of practice; and
 - (b) performs that service in accordance with any conditions stated in his or her scope of practice.
- (3) Nothing in subsection (1) or subsection (2) applies to a health practitioner who performs health services—
 - (a) in an emergency; or
 - (b) as part of a course of training or instruction; or
 - (c) in the course of an examination, assessment, or competence review required or ordered by the responsible authority.

16. Fitness for registration-

No applicant for registration may be registered as a health practitioner of a health profession if—

- (a) he or she does not satisfy the responsible authority that he or she is able to communicate effectively for the purposes of practising within the scope of practice in respect of which the applicant seeks to be, or agrees to be, registered; or
- (b) he or she does not satisfy the responsible authority that his or her ability to communicate in and comprehend English is sufficient to protect the health and safety of the public; or
- (c) he or she has been convicted by any court in New Zealand or elsewhere of any offence punishable by imprisonment for a term of 3 months or longer, and he or she does not satisfy the responsible authority that, having regard to all the circumstances, including the time that has elapsed since the conviction, the offence does not reflect adversely on his or her fitness to practise as a health practitioner of that profession; or
- (d) the responsible authority is satisfied that the applicant is unable to perform the functions required for the practice of that profession because of some mental or physical condition; or
- (e) he or she is the subject of professional disciplinary proceedings in New Zealand or in another country, and the responsible authority believes on reasonable grounds that those proceedings reflect adversely on his or her fitness to practise as a health practitioner of that profession; or
- (f) he or she is under investigation, in New Zealand or in another country, in respect of any matter that may be the subject of professional disciplinary proceedings, and the responsible authority believes on reasonable grounds that that investigation reflects adversely on his or her fitness to practise as a health practitioner of that profession; or
- (g) he or she—
 - (i) is subject to an order of a professional disciplinary tribunal (whether in New Zealand or in another country) or to an order of an educational institution accredited under section 12(2)(a) or to an order of an authority or of a similar body in another country; and
 - (ii) does not satisfy the responsible authority that that order does not reflect adversely on his or her fitness to practise as a health practitioner of that profession; or
- (h) the responsible authority has reason to believe that the applicant may endanger the health or safety of members of the public.

26. Applications for annual practising certificate—

- (1) Every health practitioner who wishes to obtain an annual practising certificate must apply to the Registrar of the responsible authority in accordance with this section.
- (2) Every application for an annual practising certificate must—
 - (a) be in the form, and include the information, that is determined by the authority, including a statement specifying whether or not the applicant is, at the date of the application, practising the profession in respect of which the authority is appointed; and
 - (b) be accompanied by the fee (if any) set by the authority.
- (3) If, after receiving a duly completed application under this section, the Registrar considers that none of the cases stated in section 27(1) applies to the applicant, the Registrar must issue to the applicant an annual practising certificate.
- (4) Despite subsection (3), if any fine imposed on a health practitioner under section 101, or any costs payable under an order made under that section, or any costs or expenses

payable under an order made under section 92(4), remains unpaid, the Registrar may advise that practitioner in writing that the Registrar will decline to issue a practising certificate to that practitioner until the fine or costs or expenses are paid.

- (5) If, under subsection (4), the Registrar declines to issue a practising certificate to a health practitioner, the practitioner may, by written application to the authority, request the authority to review the Registrar's decision, and, on any such application,—
- (a) the authority must, as soon as practicable, review the Registrar's decision, and must either confirm or revoke that decision; and
- the Registrar's decision has effect, or ceases to have effect, accordingly.

27. Restrictions on issue of annual practising certificate

- (1) Subsection (2) applies to an application for an annual practising certificate to the authority concerned if the Registrar believes on reasonable grounds that—
- (a) the applicant has, at any time, failed to maintain the required standard of competence; or
- (b) the applicant has failed to fulfil, or has failed to comply with, a condition included in the applicant's scope of practice; or
- (c) the applicant has not satisfactorily completed the requirements of any competence programme that he or she has been ordered by the authority to complete; or
- (d) the applicant has not held an annual practising certificate of a kind sought by the application within the 3 years immediately preceding the date of the application; or
- (e) the applicant is unable to perform the functions required for the applicant's profession because of some mental or physical condition; or
- (f) the applicant has not, within the 3 years immediately preceding the date of application, lawfully practised the profession to which the application relates.
- (2) If this subsection applies to an application, the Registrar must promptly—
- (a) ascertain whether the Registrar is able to consider and determine the application under a delegation given to the Registrar under clause 17 of Schedule 3; or
- (b) if that is not the case, submit the application to the authority for its consideration.
- (3) The Registrar or the authority may decline to issue an annual practising certificate if satisfied that any information included in the application is false or misleading.
- (4) Before the Registrar or the authority decides to decline to issue an annual practising certificate under subsection (3), the Registrar or, as the case requires, the authority must—
- (a) inform the health practitioner concerned in writing why the Registrar or, as the case requires, the authority believes that the information is false or misleading; and
- (b) give the health practitioner a reasonable opportunity to make written submissions and to be heard on the question, either personally or by his or her representative.