

References of Character and Fitness

Detach this page, copy and give to your referees. The referees must send their references direct to the Dietitians Board. A faxed copy must be followed by the original being posted immediately to the Board.

Referee Requirements

Only supply a reference if:

- 1. You are **not** a close friend or relative of the applicant*
- 2. You have known the applicant for at least 1 year*
- 3. You are in a position of responsibility and are a professionally qualified person such as a dietetic supervisor, lawyer, engineer, doctor, school teacher, police officer or a person of similar standing.*

This information sheet is provided to assist people preparing references for applicants for registration within the Scope of Practice of Dietetics with the Dietitians Board in New Zealand.

To assist the Board referees should comment to the best of their knowledge on:

- The capacity in which they know the applicant.
- The applicant's character, i.e. is the applicant an honest and trustworthy person.
- Whether the applicant is a suitable person for registration, i.e. do you believe that the applicant is competent to be registered as a dietitian. (Referees may not always be able to comment on this).
- The fitness of the applicant to practise dietetics; the law specifies a number of fitness criteria:
 - able to communicate effectively for the purposes of practising;
 - able to communicate in and comprehend English sufficiently to protect the health and safety of the public;
 - not been convicted of an offence punishable by imprisonment for a term of 3 months or longer;
 - not have a mental or physical condition that precludes them functioning safely as a dietitian;
 - not subject of, under investigation or subject to an order relating to professional disciplinary proceedings.

Please make sure that the name of the person for whom you are providing a reference is clearly stated on the reference and that, whenever possible, it is submitted on the letterhead of your organisation.

The Dietitians Board thanks you for your time in reading this information and preparing a frank reference. Please send the **signed** reference **directly** to:

Dietitians Board
PO Box 10-140
Wellington
NEW ZEALAND

Telephone: +64 4 474 0746
Facsimile +64 4 474 0709