



# DIETITIANS BOARD

## Te Mana Mātanga Mātai Kai

### Deadlines: registration and first APC applications – New Zealand Graduates

#### Policy Statement

This document sets out Board policy concerning the period of time within which the Board requires New Zealand graduates to register with the Board and to apply for a first annual practising certificate (APC).

#### Purpose

It is the Board's duty under section 15 of the Health Practitioners Competence Assurance Act 2003 to ensure that an applicant for registration is fit and competent to practise.

This policy seeks to avoid cases where qualified individuals\* take an extended period of time to register with the Board and apply for a first APC because this may pose a risk to public safety if knowledge and skills become out-of-date before any New Zealand work experience has been gained.

#### Policy

Each university that offers a prescribed qualification accredited by the Board sends to the Registrar official, dated, notification that a candidate has met all their course requirements.

It is Board policy that a candidate for registration must, **within 2 years of the date of the official notification from their university**, both (1) register with the Board and (2) apply for and be issued with an APC.

If an applicant for registration or a first APC has not met this deadline but subsequently wishes to practise in New Zealand, their case will be referred to the Board for consideration. (For guidance on preparing a case for the Board, see *Demonstrating Competence*).

After considering the case, the Board may require the applicant to sit the Board examination before being permitted to register/practise. Fees are payable for this examination, which is in two parts.

An applicant who misses the deadline and wishes to be endorsed for prescribing will be required to take the Board prescribing course before being endorsed. A fee is payable for this course.

**All registered practitioners should be familiar with the provisions of the Health Practitioners Competence Assurance Act 2003.**

\*New Zealand graduates with one of the following:

- Postgraduate Diploma in Dietetics from University of Otago
- Masters of Dietetics from University of Otago
- Master of Science (Nutrition and Dietetics) from Massey University
- Master of Health Sciences in Nutrition and Dietetics from The University of Auckland

## Demonstrating Competence

### How do I demonstrate my competence for the purposes of this policy?

Practitioners who have not met the registration/APC deadline but who wish to practice in New Zealand are required to demonstrate their competence to the Board by providing:

1. a **letter** explaining:
  - why they did not register and/or commence practising in New Zealand within two years of the official notification that they had passed the prescribed qualification; and
  - why they consider they are competent to practise

When providing information on their competence, a practitioner should include information to demonstrate

- how they have maintained currency of dietetic knowledge;
  - this might include details of work experience, courses undertaken, journals/books read

2. a **professional development plan** that demonstrates how the practitioner intends to maintain and develop their dietetic knowledge and skills.

Suggestions for formulating this plan

- What are my practice goals?
- Where am I now and where do I wish to be in three to six months' time with regard to my professional development?
- What must I do to achieve my goal/s?
- How do I plan to grow and develop as a practitioner?
- How do I intend to use practice supervision for my professional development?

3. a full **Curriculum Vitae** including any work experience since graduating from the prescribed course.

Individuals who have subsequently undertaken an additional course of study which is relevant to their competence to practise dietetics, are required to provide a certified copy of the relevant syllabus.