



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

THE REGISTER

Maintenance and Revision of the Register

The Health Practitioners Competence Assurance Act 2003 (HPCAA) or (The Act) requires the Board to 'keep a Register of the health practitioners who are registered with it and to publish it' - in particular:

- Section 136 *Register*
- Section 140 *Health practitioner must notify Registrar of address*
- Section 141 *Change of name*
- Section 142 *Health practitioner may ask for registration to be cancelled*
- Section 143 *Entry to be cancelled on death of a health practitioner*
- Section 144 *Revision of the Register*
- Section 149 *Authorities to publish Register*

For each practitioner the Register is required to contain the following information:

- Name (given and family names)
- Details of qualifications for registration
- Scope of practice
- Any conditions - supervision, area of practice
- Endorsements on the scope of practice
- Status (**registered, practising** (holding an APC) or **registered, non-practising** (registered but not holding a current APC))

The Board **also list** the practitioners Registration Number.

The Board **chose not** to publish practitioners contact details.

The Register is published at <http://www.dietitiansboard.org.nz/register> and can be searched electronically. It is updated regularly by the Board secretariat.

The Register contains practitioners who hold a current Annual Practising Certificate (APC) and practitioners who are Registered – Non-Practising.

A printed copy of the published information may be obtained by application in writing to the Registrar and payment of a fee.

Practitioner obligations

Annual practising declaration (s26)

Any practitioner who wishes to obtain an annual practising certificate must apply to the Registrar in accordance with section 26.

A declaration is to be made each year and a fee is payable for the annual practising certificate and the registered-non-practising status (see current schedule of fees) to enable the Board to carry out its regulatory functions (s130 s132).

Approved: September 2016

Reviewed:

Due for Review: October 2017

A practitioner, who decides at the time of APC renewal to take a break from practice or to continue a break from practice, is able to have their status listed as 'registered-non-practising'.

A break from practice might include; maternity leave, overseas travel.

A break from practising the dietetic profession, and a request to remain 'registered-non-practising', indicates a practitioner will not be using their knowledge and skills as a dietitian in any work environment.

If during this period of 'registered-non-practising' a practitioner is employed in a position that requires them to be a health professional then they **must** hold a current APC. Additionally if they use their dietetic knowledge in any employment then they require a current APC- Section 7 (2) (a) (b).

Practitioners holding a current APC who opt to take a break through the current year are required to advise the Board prior to taking leave and return their APC. Their status will be changed to non-practising. A practitioner who does not hold a current APC (status Registered Non-Practising) is not required to undertake MyCCP during this time.

Whilst MyCCP is not required during the period of non practise practitioners are strongly recommended to maintain competence in preparation for returning to work if possible.

Contact details (S140)

A practitioner is **legally obliged** to ensure that the Registrar is informed of his/her current:

- name
- postal address
- residential address
- (if applicable) work address

The Board also requires that, where held, the practitioner provides a current email address.

Address information does not form part of the published Register.

Change of name (S141)

If a health practitioner changes his/her name he/she is **legally obliged** to inform the Registrar within **one month** of that change being made. The Registrar must be sent a copy of the relevant certificate (such as a marriage certificate) that records the change of name.

Cancellation of registration (S142)

A practitioner may ask the Registrar to cancel the entry in the Register relating to him/her. The request must be made in writing by email or by letter.

If the practitioner making the request has pending criminal or disciplinary actions against him/her, the request will be refused.

Death of a practitioner (S143)

If the Registrar receives an official written notice of the death of a practitioner, the relevant entry in the Register will be cancelled. The Board may also direct the Registrar to cancel an entry if it believes on reasonable grounds (other than an official notice) that the practitioner has died.

Revision of the Register (S144)

Alongside regular rolling maintenance, the Board will sometimes conduct a substantive review of the information held on the Register. The process for such a review is set out in section 144 of the HPCAA (*Revision of the Register*).

When carrying out a substantive review, the Registrar writes to all practitioners not holding a current APC (or selected sub-groups of those practitioners) to ask whether they wish to remain on the Register.

A letter is sent to the practitioner's last registered postal address to ask whether the practitioner wishes to remain on the Register as 'registered, non-practising' or whether he/she wishes to be removed from the Register.

- If the practitioner asks to remain on the Register then no further action is taken.
- If the practitioner requests that his/her name be removed, then the entry in the Register is cancelled.
- If no reply is received within 6 months of posting, or if the letter is returned undelivered, then the Registrar writes to the last known address of the practitioner and gives notice that unless a reply is received within 10 working days of the date of the notice, then the practitioner's entry in the Register may be cancelled.

After 10 days have elapsed, the Registrar takes the necessary steps to cancel the entry in the Register.

To reduce the need for a substantive review, and as part of the regular rolling maintenance, the Registrar, will, on an annual basis, after APC renewal, contact practitioners who have not provided an annual declaration and establish their status for the practising year.

Restoration to the Register (S145)

A practitioner can apply in writing to the Registrar to have his/her name restored to the Register.

If the practitioner's entry on the Register has been removed at their own request under s142 they may be required to complete a **Registration** application. In this instance the Board will take into consideration how long it has been since they requested removal and the practitioner will, in some way, have to satisfy the Board that they met registration requirements (s15) and were safe to practice (s16).

If the practitioner's entry on the Register was removed under s143(3) or s144(3) or (5) they will need to complete a **Restoration to the Register** application in keeping with s145.

The Registrar will arrange for the name to be restored unless the practitioner:

- cannot be registered in accordance with section 16 of the HPCCA (*Fitness for Registration*)
- is subject to pending disciplinary proceedings under section 4 of the HPCAA
- is subject to a Tribunal order cancelling his/her registration.

A fee is payable for restoration to the Register (see current schedule of fees).