



**DIETITIANS BOARD**

Te Mana Tohunga Matai Kai

# annual report

TO THE MINISTER OF HEALTH

31 MARCH 2012

Minister of Health  
Parliament Buildings  
WELLINGTON

Tena koe e te Minita, nga mihi nui ki a koe, tena koutou.

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 2012.

Naku noa, yours sincerely



**Eruera Maxted**  
Chairperson

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# Governance

## 1. Report from the Chairperson

*Greetings, tena ano koe, tena ano koutou*

As Chair of the Dietitians Board, I am pleased to present the annual report and financial statements for the year ending 31 March 2012.

The previous Chair, Mary McNab and Board member Vicki Robinson, were both farewelled during this period after many years of service. Thank you to Mary and Vicki for their contributions and dedication to their roles on the Board. Sandy Clemett was welcomed as a new Board member. The Board continues to function in its governance role with seven Board members (five practitioner members and two laypersons) and operationally with one employee, the Registrar – Jane de Lisle.

The key contributors to the Board's continued success are a dedicated, hard-working Registrar and committed, diligent Board members. The Registrar, Board members and auditors/assessors/advisors carry out the Board's work efficiently and effectively; my sincere thanks to this group for all their work.

This year saw the fruition of many years of work and effort with the initiation of Dietitian Prescribing of subsidised nutritional products through PHARMAC. A number of people over the years have been part of this initiative – many

thanks to Board member Barbara Cormack for leading this work since 2007, to enable approval by PHARMAC and implementation. Thank you also to the association (Dietitians New Zealand) for their support over the years with enabling Dietitian Prescribing. Prescribing of subsidised nutritional products is not restricted to Dietitian Prescribers but it does enable the health practitioner with the most expertise, knowledge and skills to provide faster, more effective and efficient dietary support for patients.

The annual audit has shown that the Board has robust internal and external processes in place, resulting in no significant matters being reported.

The Board is in sound financial shape, but there is always a potential risk for unpredicted costs associated with competence issues of dietitians. The number of complaints and competency issues is consistently low but when these occur, it requires financing a thorough and systematic approach to investigation, usually including professional assessments and legal costs to reach a resolution. The low number of complaints is seen to be reflective of a continual focus from the Board towards protecting the public through a level of competency standards that eliminate or look to effectively manage risk, and an emphasis on ensuring high quality dietitian services through its accredited training programmes and the Board's continuing competence programme.

The Board continues to operate all its non-regulatory operations, office site lease, banking, accounting, business support and information technology support as part of a shared secretariat; Health Regulatory Authorities Secretariat.

In line with the directive from Health Workforce NZ (HWNZ), issued on behalf of the Minister of Health (for all of the Health Regulatory Authorities to move to a consolidated secretariat), the Board has continued its involvement in working towards this directive. The Dietitians Board has spent considerable resources during the last year, at both a governance and operational level, responding to this directive. The Board remains positive about this initiative and continues with a responsible and constructive approach towards this goal.

The Dietitians Board has continued to share the costs of all non-regulatory operations and therefore is most familiar with this type of model for a shared secretariat. The Board with five other Health Regulatory Authorities recently undertook a project which considered a model that would share secretariat functions, while ensuring that regulatory functions still belonged with each Health Regulatory Authority. The project did indicate that significant savings were possible through this type of model.

At the present time, all 16 Health Regulatory Authorities (RAs) are working together to forward a detailed business case in relation to the single shared secretariat. In 2012/2013 and beyond, the Board will continue to engage with HWNZ, the Ministry of Health and other RAs on amalgamation of Health Regulatory Authorities into a single shared secretariat. Further progress in this area will be reported on in the next annual report.

This has been a year of further strengthening relationships – both nationally and internationally. The Board enjoys continued working relationships with the association (Dietitians NZ), the Dietitians Association of Australia (DAA) and the providers of dietitian training: Otago University and Massey University. Massey's new Master of Science (Nutrition and Dietetics) degree course began in February 2012, based at their Albany campus.

The University of Auckland continued to work with the Board towards provisional accreditation for a Master of Health Sciences in Nutrition and Dietetics degree, to commence in 2013. The increase in dietitian training providers is part of an initiative to meet projected demographic and dietitian workforce changes; also current and future diet related health needs.

However, in the immediate economic environment the challenge for the increasing number of graduates will be pursuing and creating employment opportunities beyond DHB and hospital services; perhaps focused towards supporting Maori and Pasifika people where significant diet related morbidity and mortality disparities persist.

My thanks again to all the Board members for their excellent governance work – they all contribute their time and skills to the Board in many and varied ways; to members of the profession who have been involved with Board tasks, including the Continuing Competence Resource people; and to Jane de Lisle – the Registrar, for all the work undertaken during the year. Together, the purpose and function of the Board will continue to deliver cost effective regulation, that not only ensures protection of the health and safety of the public of New Zealand, but also ensures competency standards to enable high quality dietitian services to support New Zealanders in improving their health and wellbeing.

*No reira e te Minita me koutou ma, nga mihi nui ano ki a koe, tena koe, tena koutou katoa.*

**Eruera Maxted**

Chairperson – Dietitians Board

## 2. Board Membership

The Minister of Health appoints Board members for terms of up to three years in accordance with sections 120-122 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act).

The seven members of the Dietitians Board as at **31 March 2012** were:

<i>Eruera Maxted of Whangarei</i>	<i>(Chairperson from May 2011)</i>
<i>Vicky Campbell of Auckland</i>	<i>(Deputy Chairperson)</i>
<i>Leasa Carlyon of Wellington</i>	<i>(Layperson)</i>
<i>Sandy Clemett of Christchurch</i>	<i>(appointed August 2011)</i>
<i>Barbara Cormack of Auckland</i>	
<i>Bonnie Roger of Papamoa</i>	<i>(Layperson)</i>
<i>Carol Wham of Auckland</i>	

In addition, two long-term Board members left during the reporting/financial year, in July and August 2011. The two Board members, Mary McNab and Vicki Robinson, had been appointed in 2004, in April and September respectively. Both Board members contributed hugely to the Board during their terms.

Mary McNab was involved in several roles during her term on the Board. Mary was Board Chairperson from September 2009 to May 2011. She was also the Convenor of the Registration and Assessment Committee for six of the seven years and as such, initiated and oversaw many changes to the overseas trained dietitians' policy and procedures. Additionally, she convened the Education and Accreditation committee in the lead up to the re-accreditation of the University Dietetic Training provider.

Vicki Robinson was the Convenor of the Continuing Competence (CC) committee for the majority of her term on the Board. She was the 'mastermind' behind the changes to 'My CCP'. During her term, she oversaw other improvements in the CC Programme, including revision of the manuals and simplified changes to CC reporting requirements for practising dietitians. Vicki also had oversight of the Board's CC auditing process, which involved 605 audits from the October 2004 until October 2010.

### Board member profiles

(Board membership as at 31 March 2012)

#### ***Eruera Maxted (Chairperson from May 2011)***

Eruera Maxted (Ngapuhi, Te Arawa, Ngati Awa and Ngaiterangi) lives in Whangarei with his wife, Marama and two children; Te Rewa and Oranga.

Eruera has over 15 years' experience as a dietitian; he has worked in many dietitian roles, both clinical and public health, and also worked as part of a Maori health planning, funding and contract management team for health services in Northland.

He has been in his current role for the Northland District Health Board, as the professional advisor for dietitians and dietetics manager since 2007. While part of this role is management focused, Eruera also provides dietitian support in outpatients, the cardiac, pulmonary and heart failure rehabilitation programmes and works as a dietitian for ACC clients. In 2012 he completed a Masters of Health Science focused on the nutritional wellbeing of Maori living in advanced age.

Eruera is a member of Te Kahui Manukura o Kai Ora; the Maori Dietitians group of Dietitians New Zealand. He has participated in roles on a number of nutrition, dietitian and health committees at both a governance and expert advisory level. Eruera has been on the Dietitians Board since March 2006.

#### ***Vicky Campbell (Deputy Chairperson)***

Vicky has been a NZ registered dietitian since 1990 and enjoys being able to contribute to the Dietitians Board. She lives in Auckland with her husband, Martin and two children.

Vicky is presently the Manager of Nutrition and Food Services for the Waitemata District Health Board. Vicky has broad experience in both clinical dietetics and Food Service Management.

#### ***Leasa Carlyon, JP***

Leasa Carlyon, JP, has a business and governance background including international business development experience across investment banking, advertising, interactive media and recruitment sectors.

She has been a non-executive Director of the Wellington Regional Chamber of Commerce and sat on the New Zealand Software Association, Kapiti Chamber of Commerce and Wellington YWCA Boards, along with membership on the Training Practice Limited Advisory Board. Leasa has been a business mentor for Business Mentors New Zealand and became a Judicial Justice of the Peace in 2012.

Leasa joined the Dietitians Board in 2010 as a Layperson. She serves as co-convenor of the Finance and Administration Committee, and represents the Dietitians Board on the Health Regulatory Authorities Secretariat (HRAS), which is a limited liability company formed with 2 other authorities; NZ Chiropractic Board and the Optometrists and Dispensing Opticians Board.

She lives in Wellington with her husband and two children.

#### ***Sandy Clemett***

Sandy joined the Board in August 2011. Sandy has 24 years of broad clinical dietetic experience, most recently in nutrition support and surgery. She has been the Clinical Manager of Nutrition Services at Christchurch Hospital since 2006. She completed a Post Graduate Diploma in Health Management (University of Otago).

As a past president of the Dietitians' Association and a current member of the CDHB Clinical Board, Sandy has an interest in leadership and governance within the health sector. Sandy was seconded to the position of Change Champion with Allied Health for a fixed period to plan and implement a new leadership framework for Allied Health at Christchurch and Christchurch Women's Hospitals.

#### ***Barbara Cormack***

Barbara Cormack is a NZ dietitian with thirty years experience in NZ and the UK. She is the Charge Dietitian of Clinical Quality at Auckland City Hospital and leads the team of the Paediatric Dietitians at Starship Children's Health.

Barbara has recently completed a Masters of Health Science in neonatal nutrition. She has been a Dietitians Board member since September 2006, and it was in this role she became involved in successfully pursuing prescribing rights for dietitians.

#### ***Bonnie Roger QSM, JP***

Bonnie has had thirty years plus of highly regarded management and organisational experience, having leadership responsibilities both as a business woman and as Chairperson/President of several established voluntary and community groups. She is experienced in all financial aspects of developing and running a business, having had several business ventures of her own in the horticulture and florist industry, as well as jointly with her husband as a consultant and in the field of research. She also worked in the Corporate sector as an Administration Manager and Credit Controller.

Bonnie has been a business mentor for Business Mentors New Zealand and is an active Justice of the Peace. She is also a Past District Governor of Quota International New Zealand and represents Quota on the National Council of Women. She is a Rotarian and was instrumental in chartering a new Club in Papamoa as well as holding a District responsibility. She also holds a governance position with the Outward Bound Trust NZ. She is President of Bay of Plenty Branch of the New Zealand Founders Society.

Bonnie has had extensive professional affiliations over the years. She was awarded the Queens Service Medal (QSM) in June 2010 for services to the community and the Horticultural Industry.

She was born and grew up in Hawke's Bay and now lives in Papamoa (Tauranga), and has three adult sons. She is enjoying contributing constructively to the Dietitians Board.

#### ***Carol Wham PhD***

Dr Carol Wham is an experienced dietitian and is also a senior lecturer in Human Nutrition and Physiology at Massey University in Auckland.

Carol has been an Associate Editor of 'Nutrition and Dietetics' since 2005 and was a member of the International Congress of Dietetics Scientific Programme Committee. Carol is actively engaged in a longitudinal study of ageing funded by the Health Research Council of New Zealand and has research interests in nutrition across the lifecycle. She was appointed to the Dietitians Board in September 2007 and reappointed in 2010 for a further three year term.

## Board meetings

The Dietitians Board met four times during the 2011/2012 year. The Board held two, 2 day face-to-face meetings and two, 1 day meetings (totalling six days) during the 2011/2012 year. Three of the Board meetings were held in Wellington. The other meeting, held in May 2011, was in Auckland for the first time. The Board held a further meeting by teleconference. Other Board business was conducted by electronic communication.

## Board Committees

Board members and nominated members of the dietetic profession are on Board committees/working groups that undertake specific functions, including advising the Board on relevant matters.

The Board committees are:

- Continuing Competence and Prescribing committee
- Education and Accreditation committee
- Finance and Administration committee and
- Registration and Assessment committee.

The Finance and Administration committee held face-to-face meetings during the two-day May and November Board meetings; the Continuing Competence and Prescribing committee held a face-to-face meeting in May, and the Education and Accreditation committee held a face-to-face meeting in November. The committees generally undertake their business by electronic communications.

The Board wishes to thank Sue MacDonell of Dunedin, for being a non-Board member on the CC Committee for many years. Her input during this time was much appreciated.

The Board also appreciates the input of others who are contracted for undertaking Board work – the Board Assessors and Auditors in particular.

# Secretariat

## 1. Registrar's Report

As the sole staff member employed by the Dietitians Board, I carry out the day-to-day functions of the Board and am the key contact person for the Board.

A new responsibility for me as Registrar was the administration of Dietitian Prescriber training courses and the subsequent endorsement on the Scope of Practice, as 'Dietitian Prescriber' for specially trained Dietitians.

The Board's new website went live on 1 April 2011. The new compulsory online Continuing Competence Programme ('My CCP'), which had been developed hand-in-hand with the website, was launched on 21 April 2011 in time for Easter. APC Renewals online were enabled in February and March 2012.

The re-accreditation process of the Dietetic Training Programme, Department of Human Nutrition, Otago University, which had been the Board's sole NZ dietetic training provider until February 2012, continued into the 2011/2012 reporting year. The site visit took place at the end of March 2011. Negotiations continued with two Auckland based Universities to commence dietetic training in 2012 and 2013 respectively.

The Board undertook a consultation process with the profession and stakeholders to raise the APC fees, for the 2012/2013 year, which then took effect from 1 April 2011. The Board also consulted on the need to raise the equivalency assessment fee for overseas trained dietitians (other than those applying from UK and Australia). The increased fee, from \$409.00 to \$700.00 incl., was to allow the Board to pay the Registration Assessors a more realistic fee for the time they spent undertaking assessment of overseas trained dietitians' education and training. The last fee increase for the Assessors had been effective from 1 April 2006. The positive responses enabled the Board to gazette this fee to take effect from 1 December 2011 and subsequently increase the Registration Assessors' fees.

A major challenge during this reporting year was the number of communications and subsequent meetings

## 3. Key Issues

The Dietitians Board's key issues for the 2011/2012 year were:

- Instigating Prescribing Rights for Dietitians
- Changing the website; setting up 'My CCP'; and the commencement of renewing Annual Practising Certificates (APCs) online
- Provision of Dietetic Training – current and new providers, including accreditation
- Potential consolidation of Health Regulatory Authorities (RAs) into a single shared secretariat.

These issues are elaborated on elsewhere in this annual report.

with fellow Registrars, Chief Executive Officers and Chairpersons, related to the Ministry's directive for the sixteen Health Regulatory Authorities to form a single shared secretariat.

I was delighted to attend my first conference, which was organised by Dietitians New Zealand (the association), in Nelson in August. It was a wonderful opportunity to network and to meet dietitians from all walks of life.

I wish to thank Mary McNab and Eruera Maxted, who both acted as Chairperson during 2011/2012, and Board members for their on-going support, as well as my Health Regulatory Authorities Secretariat colleagues and fellow Registrars/Chief Executive Officers.

**Jane de Lisle**

Dietitians Board Registrar

## 2. Financial and Administrative Support – Health Regulatory Authorities Secretariat

The Dietitians Board is one of the three small Boards that now form Health Regulatory Authorities Secretariat (HRAS). The other two Boards are the New Zealand Chiropractic Board, and the Optometrists and Dispensing Opticians Board. These three Boards are committed to continuing to work collaboratively and cooperatively. Advantages of HRAS include cost containment by sharing premises, costs and services; and sharing information, policies and knowledge within a small shared secretariat. The current three HRAS Boards firmly believe that HRAS works very effectively. The rent is comparatively low, as the office is located on the outskirts of central Wellington.

The three Boards also signed a 'Memorandum of Understanding' with three larger Boards/Councils (the 'Partner RAs') in January 2012, in a further effort to reduce costs and to share information. The benefits of this 'Memorandum of Understanding' would enable the 'Partner RAs' to purchase services from each other, as required. Members of the 'Partner RAs' group are in frequent communication; either by electronic communication, teleconferencing or meeting in person. The three HRAS Boards have thus continued to be pro-active in respect to collaborating with other Health Regulatory Authorities.

In June 2011, a Shared Services Manager, Joanne Grimstone, was appointed to replace the fixed term Project Manager. Angela Sinclair continued as Administrator for HRAS. Both colleagues efficiently provide excellent financial and administrative support for the three small HRAS Boards: including banking, accounting, business and Information Technology (IT) support. Angela proved an invaluable support person for the Dietitians Board prior to the online APC Renewal process going 'live'. Jo presents financial reports in person, to the Board or to the Finance and Administrative committee at each Board meeting.

Leasa Carlyon was appointed by the Dietitians Board to replace Mary McNab as its Director on the HRAS Board, from May 2011. The HRAS Board invites the staff and registrars to their regular meetings to enhance communication and relationships.

# Registration of and Practising Certificates, for Dietitians

## 1. Scope of Practice

The Board has one Scope of Practice, which is defined as 'Dietitian'. No amendments to the Scope of Practice have been made since it was gazetted in 2004. The full Scope of Practice and the Board's Qualifications are available on the Board's website under 'About Us'.

### a. Dietitian Prescribing

The Board now **endorses** the Scope of Practice as 'Dietitian Prescriber', for those dietitians who have passed the appropriate Dietitian Prescribers' training course.

The three Dietitian Prescriber courses that were held in February and March 2011 enabled 125 Dietitians to have a new endorsement on their APCs from **1 April 2011**: 'Dietitian Prescriber'. They were therefore able to commence prescribing certain Special Foods from that date. The endorsement 'Dietitian Prescriber' is able to be viewed by the public on the Dietitians Board's register, as well as on the practising certificate.

A further five Dietitian Prescribing training courses were held during the 2011/2012 year. Subsequently there were 222 Dietitian Prescribers by the end of the financial year (as at 31 March 2012), and 15 more Dietitian Prescribers were trained but became 'Inactive'.

Dietitian Prescribers are being monitored and must have an approved supervisor. The Board receives quarterly reports on prescription transactions from the Ministry of Health. These are checked carefully to ensure that the correct Special Foods are being prescribed and that only trained Dietitian Prescribers are prescribing.

Dietitian Prescribers have been able to make initial applications for Special Food Special Authorities, electronically, since December 2011 – this ability has been well received by the trained Prescribers.

The Board is very grateful to the School of Pharmacy, Auckland University for their on-going assistance and in particular to Maree Jensen who presents at every course. The Board also gratefully acknowledges the support of PHARMAC, particularly Stephen Woodruffe. Stephen or another PHARMAC representative speaks at every course.

The Board also acknowledges the excellent work done by its Board member, Barbara Cormack, who was the main driver and recent leader, behind the successful application to obtain Prescribing Rights for Special Foods for Dietitians, as well as for subsequent approval for dietitians to be able to electronically make initial applications for Special Food Special Authorities. Barbara has been heavily involved in formulating the policy and procedures, including the monitoring and management procedures, setting up and helping run the training courses in conjunction with the School of Pharmacy at Auckland University.

The Board also acknowledges and thanks Lyn Gillanders, senior dietitian of Auckland, who helped set up the training course and presents at some of the courses instead of Barbara Cormack.

## 2. Accreditation

A Board function under Sections 12(4) and 118(a) of the HPCA Act is to prescribe the qualifications required for scopes of practice and to accredit and monitor educational institutions and degrees, courses of study or programmes.

### a. Re-accreditation of Otago University's Dietetic Training Programme (DTP)

The two-day Accreditation site visit of Otago University's Dietetic Training Programme (DTP) was undertaken in late March 2011 and the re-accreditation process continued throughout 2011.

Since the Accreditation review, changes have been made to the Dietetic Training Programme, including: commencing a two year Master of Dietetics degree (February 2012), to replace the Post-graduate Diploma in Dietetics (PG Dip Diet); the appointment of a Programme Manager; appointment of a team of 'Early Learning in Dietetics' tutors based in Dunedin and an innovative new Student Dietitians Clinic.

The students who undertook the first year of their PG Dip Diet in 2011 divided into two cohorts in early 2012. Twenty five students chose to transfer to a Master of Dietetics degree, and are currently completing a full year 120pt research thesis paper. The remaining students chose to complete their PG Dip Diet. They are the last PG Dip Diet students in New Zealand. Forty four students of high calibre and academic ability were enrolled in the new two year Master of Dietetics degree in February 2012.

### b. Other University Dietetic Training Providers

In 2010, two Auckland Universities independently approached the Board to consider their proposals to offer Master degrees in Nutrition and Dietetics in the future.

In July 2011, Massey University's Institute of Food, Nutrition and Human Health was granted Provisional Accreditation to commence teaching a two year Master of Science (Nutrition and Dietetics) degree in February 2012. This course commenced with ten students.

Auckland University's Faculty of Medical and Health Sciences continued discussions with the Board and working on a proposal for a Master in Health Sciences in Nutrition and Dietetics degree.

### c. Qualifications

The Board's approved and gazetted qualification remained during the 2011/2012 year, as:

*'Post-graduate Diploma in Dietetics; or equivalent qualification and pass in a board examination, or any other assessment set by the board'.*

#### i. Dietitian Assistants

The Board was interested to receive a presentation in May from a senior dietitian who was involved in the development of the new qualifications to train Allied Health Assistants. Of particular interest to the Board was the proposed elective: Dietitian Assistance. Allied Health Assistant qualifications were being designed to recognise the skills and knowledge required of health assistants working in a health or disability or community setting.

## 3. Registration

Registration of dietitians in New Zealand is a primary function of the Dietitians Board. By granting registration, the Board assures the public that an individual has met the qualifications; standards of fitness; and competency, that are required to be able to practise in the Scope of Practice: Dietitian.

The Board's register of Current and Inactive dietitians is available on the website for the public to view.

The Board received 30 applications for registration during the current reporting year from NZ trained dietitians who completed a PG Dip Diet from Otago University during the 2011/2012 reporting year. Another 6 dietitians from the 2010/2011 PG Dip Diet class were also registered during this period. Tragically, one of the student dietitians had been killed in the February earthquake in Christchurch.

The Board received 5 applications for registration from UK trained and registered dietitians, and 3 applications under the 'mutual recognition voluntary relationship charter' from dietitians credentialed in Australia. The Board received 2 applications for registration from overseas trained dietitians who had passed the Board's part (clinical) Overseas Candidates Registration Examination (OCRE) and were therefore eligible to apply for registration to be able to practise dietetics in a clinical domain of practice.

Seven dietitians from the United Kingdom applied for equivalency assessment under the Board's 'UK Trained and Registered Dietitians' policy, which is the process prior to applying for registration. The dates that these dietitians apply for registration are not necessarily in the same year that their equivalency assessments are undertaken.

**Table 1: Applications for registration**

	HPCA Act Section	Number of applications TOTAL: 46	Outcomes		
			Registered	Registered with conditions	Not Registered
NZ trained dietitians	15 (1)	36	NA	36*	–
Overseas trained (UK and others)	15 (1), (2), (3)	7	NA	7**	–
Australian applications #	15 (1)	3	NA	3*	–

\* **Supervision condition** – this applies to all entry level dietitians for the first year of practice.

\*\* **Limited to working in a clinical domain of practice** – either under the 'UK trained and registered dietitians' policy, or through sitting /passing the part (clinical) examination only.

# **Registration granted under the Board and DAAs 'Mutual Recognition Voluntary Relationship Charter'.**

**Table 1A: Applications from UK trained and registered dietitians for Equivalency Assessment (pre registration stage)**

	Number of Equivalency Assessment Applications	Assessed as suitable for registration	Outcomes	
			Granted registration within 2011/12 year	Not applied for registration within 2011/12 year
UK trained dietitians	7	7	4*	3

\* **Supervision condition applies. Limited to working in a clinical domain of practice, under the 'UK trained and registered dietitians' policy.**

The dates that these dietitians apply for sitting the full/part examination are not necessarily in the same year that their equivalency assessments are undertaken.

Three dietitians from other countries were assessed as not having equivalent education and training to that of NZ graduating students, and were therefore ineligible to sit the examination.

**Table 1B: Applications from overseas trained dietitians (other than from UK and Australia) for Equivalency Assessment (pre examination and registration stage)**

	Number of Equivalency Assessment applications	Outcomes			
		Assessed as suitable to sit OCRE	Sat and passed OCRE within the 2011/12 year	Not sat OCRE by end of 2011/12 year	Ineligible to sit the OCRE
Other overseas trained dietitians	9	6	2	4	3

## 4. Practising Certificates

The Dietitians Board consulted with its stakeholders in October 2010 regarding increasing the Annual Practising Certificate (APC) fees, to take effect from 1/4/2011 for the 2011/2012 year.

Subsequently the 'Issue of an Annual or Interim Practising Certificate' fee was raised from \$460.00 to \$552.00 incl; the 'part payment of an annual practising certificate fee for period 1 December to 31 March in any year' was raised from \$245.00 to \$294.00 incl; and the fee for the 'Issue of an annual practising certificate, if paid after 31 March, whilst holding a practising certificate for the previous year', was raised from \$613.00 to \$736.00 incl. The latter fee was not required to be charged.

Dietitians applying for registration and a practising certificate under the Board's 'United Kingdom (UK) trained and registered dietitians' policy, as well as those trained overseas who sat and passed the part (clinical) OCRE, rather than the full OCRE, are limited to working in a clinical domain of practice.

Interim Practising Certificates (IPCs) were issued on 28 March 2011 until 30 June 2011 to those Canterbury area dietitians who had not already applied for an APC, to enable them to continue practising after 31 March 2011. All 19 of the dietitians who had been issued with an IPC, subsequently applied for/paid for an APC. They were grateful to the Board for allowing them to continue practising after the stress and heartbreak of the 22 February earthquake.

**Table 2: Applications for an annual practising certificate**

	HPCA Act Section	Number of APCs issued in 2011/12	Outcomes			Comparative number of APCs issued in 2010/2011
			APC	APC with conditions	Interim (IPC)	
2011/12 APC applications	26	550	504	46*	19	555

\* Includes those limited to working in a clinical domain of practice and those under supervision for returning to practise.

NB: those issued with an IPC (from Canterbury), later applied for an APC so are included in both figures.

# Competence and Fitness to Practise

## 1. Performance

During the reporting year, the Board received one complaint regarding a practising dietitian's competence, which was initially referred to the Health and Disability Commissioner. The Board made investigations into the practitioner's competency, as requested by the Commissioner. The Board's final decision was conveyed before the end of the financial year. Legal advice had been sought throughout the process.

The Board was notified under section 34(3) of the HPCA Act, by the employer of a dietitian who had resigned whilst concerns with her competence to practise, were being addressed. The concern was investigated by the Board, which determined that a formal review of competence to practise was not necessary at that stage.

**Table 3: Competence referrals** (also refer to Table 7)

Source	HPCA Act Section	Number
Health Practitioner (Under RA)	34 (1)	1
Health and Disability Commissioner	34 (2)	–
Employer	34 (3)	1
Other	36 (4)	–
<b>Total</b>		<b>2</b>

**Table 4: Outcomes of competence referral**

Outcomes	HPCA Act Section	Number			
		Existing	New	Closed	Still active
No further action		–	2	–	–
(Total number) Initial inquiries	36	–	2	–	–
Notification of risk of harm to public	35	–	–	–	–
Orders concerning competence	38	–	–	–	–
Interim suspension/ conditions	39	–	–	–	–
Competence programme	40	–	–	–	–
Recertification programme	41	–	–	–	–
Unsatisfactory results of competence or recertification programme	43	–	–	–	–

## 2. Recertification/Continuing Competence

The Board must ensure that practising dietitians undertake continuing competence as part of their practice.

Previous consultation with the profession resulted in the Board setting up and instigating a new online Continuing Competence Programme ('My CCP'). This easier to use, improved programme went 'live' on 21 April 2011. There were a number of glitches identified by users of the programme which were sorted in the first few months. Some dietitians had difficulty accessing 'My CCP', which was largely caused by not inputting the correct user names.

In February and March 2012, the profession was enabled to apply to renew their APCs online, after the CCP requirements had been met. These include writing learning goals and achieving the minimum number of credit activities for each continuing competency category (Continuing Education, Practice Review and Cultural Competency). All currently practising dietitians succeeded in completing the requirements by 31 March 2012 and thus were able to apply to renew their APCs.

The Board did not formally audit any dietitians during the 2011/2012 year. This was to ensure that 'My CCP' was working well, and to provide dietitians with the chance to build up their portfolios online. Informal checks were carried out during the year however to ensure that dietitians had started the programme.

The lead auditor retired from the position in 2011, having been responsible for the CC Audits since the programme commenced in 2004. The Board was very grateful for her expertise. It is also appreciative of the eleven CC Resource People in various centres around New Zealand, who freely give their time to assist dietitians with their 'My CCP' requirements.

Only one dietitian applied for an annual practising certificate (APC) after being absent from the dietetic workforce for over three years. She was granted an APC with a supervision condition, to assist her re-entry into the dietetic workforce

## 3. Health/Fitness to Practise

The Board had no official notifications in relation to the health or fitness to practise of practising dietitians.

# Complaints and Discipline

Please refer to 'Competence and Fitness to Practise: Performance'.

**Table 7: Complaints from various sources and outcomes** (please refer also to Tables 3 and 4)

Source	Number	Outcome		
		No further action	Referred to Professional Conduct Committee	Referred to the Health and Disability Commissioner
Consumers	–	–	–	–
Health and Disability Commissioner	–	–	–	–
Health Practitioner (Under RA)	1	1	–	1
Other Health Practitioner	–	–	–	–
Courts notice of conviction	–	–	–	–
Employer S34(3)	1	1	–	–
Other	–	–	–	–

## Appeals and Judicial Reviews

There have been no appeals or judicial reviews against the Board.

## Linking with Stakeholders

The Board continues to liaise with its various New Zealand stakeholders as required. Several face-to-face meetings were held with the Director of Otago University's Dietetic Training Programme, and included discussion on the forthcoming changes in their training programme. New University training providers will be invited to attend Board meetings.

The Chief Executive Officer (CEO) of Dietitians NZ continues to meet with the Board at most Board meetings.

The Board continued its liaison and collaboration with the Dietitians Association of Australia (DAA). The Board appreciated the DAAs assistance with the Accreditation Review process. A meeting was held between representatives of the Board and the DAA at the association's conference in Nelson in August, to discuss matters of mutual concern.

## Health Regulatory Authorities NZ (HRANZ) Collaboration

Health Regulatory Authorities NZ (HRANZ) comprises the sixteen Health Regulatory Authorities. The Chairs, Registrars and CEOs continued to meet periodically to discuss matters of mutual interest.

The Board's Deputy Chairperson and Registrar attended all meetings as appropriate. The Registrar also attended the HRANZ Operational meetings of the other Registrars and CEOs. The focus of some of the meetings in 2011/2012 was discussion on the Minister's request for consolidation of the Health RAs into a single shared secretariat.

The Intranet went live during the course of the year and has been a useful forum for exchanging policies and ideas.

## Contacting the Dietitians Board

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

Level 3  
Freemasons House  
195-201 Willis Street  
Wellington

### **Post all correspondence to:**

The Registrar  
Dietitians Board  
PO Box 10-140  
Wellington 6143

### **Contact:**

Jane de Lisle, Registrar

Tel. (04) 474 0746

Fax: (04) 474 0709

Email: [dietitians@dietitiansboard.org.nz](mailto:dietitians@dietitiansboard.org.nz)

Website: [www.dietitiansboard.org.nz](http://www.dietitiansboard.org.nz)

PKF Martin Jarvie  
Chartered Accountants



Accountants &  
Business Advisers

## INDEPENDENT AUDITOR'S REPORT TO THE READERS OF DIETITIANS BOARD'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

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 PKF Martin Jarvie, to carry out the audit of the financial statements of the Board on her behalf.

We have audited the financial statements of the Board on pages 16 to 20, that comprise the statement of financial position as at 31 March 2012, the statement of financial performance, and statement of movements in equity for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

### Opinion

In our opinion the financial statements of the Board on pages 16 to 20:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's:
  - financial position as at 31 March 2012; and
  - financial performance for the year ended on that date.

### *Uncertainty about the delivery of office functions in future*

Without modifying our opinion, we draw your attention to the disclosure in note 11 on page 20 regarding a proposal for combining the secretariat and office functions of the Board with other health-related regulatory authorities. We considered the disclosure to be adequate.

Our audit was completed on 27 August 2012. This is the date at which our opinion is expressed.

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

### Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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 our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Board's preparation of financial statements that fairly reflect the matters to which they relate. We consider internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

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Email [info@pkfmj.co.nz](mailto:info@pkfmj.co.nz) | [www.pkfmartinjarvie.co.nz](http://www.pkfmartinjarvie.co.nz)

PKF Martin Jarvie is a member firm of PKF International Limited and PKF New Zealand Limited networks of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board;
- the adequacy of all disclosures in the financial statements; and
- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

### **Responsibilities of the Board**

The Board is responsible for preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Board's financial position, and financial performance.

The Board is also responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

### **Responsibilities of the Auditor**

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit. Our 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 New Zealand Institute of Chartered Accountants.

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



Robert Elms  
PKF Martin Jarvie  
On behalf of the Auditor-General  
Wellington, New Zealand

### **Matters relating to the electronic presentation of the audited financial statements**

This audit report relates to the financial statements of the Dietitians Board (the Board) for the year ended 31 March 2012 included on the Board's website. The Board is responsible for the maintenance and integrity of the Board's website. We have not been engaged to report on the integrity of the Board's website. We accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

The audit report refers only to the financial statements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements as well as the related audit report dated 27 August 2012 to confirm the information included in the audited financial statements presented on this website.

Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.

**DIETITIANS BOARD  
STATEMENT  
OF FINANCIAL  
PERFORMANCE**

*For the year ended  
31 March 2012*

Note	2012 \$	2011 \$
<b>REVENUE</b>		
Equivalency Assessment Fees	5,943	1,778
Examination Fees	3,063	2,777
Interest Income	7,336	5,075
Other Income	736	8,809
Prescribing Rights Training Fees	27,270	20,645
Practising Certificates	261,757	218,848
Registration	9,091	9,764
<b>Total Income</b>	<b>315,196</b>	<b>267,696</b>
<b>Less Expenses</b>		
Accident Compensation Levy	385	366
Annual Report & Newsletter	1,020	1445
Assessors Fees	3,820	1,890
Audit Fees	4,224	4,044
Authority Member Fees	31,755	33,450
Bank Charges	5,585	5,364
Catering	4,720	3,861
Chair Fees	16,335	15,865
Cleaning	1,252	1,266
Committee Fees	1,275	3,450
Computer Software & Support	3,192	2,010
Conferences & Seminars	926	0
Continuing Competence Audit	1,107	9,222
Examination Costs	1,796	1,586
General Expenses	4,796	1,833
Hire of Plant & Equipment	3,897	2,580
Legal Expenses	4,845	18,077
Office Equipment – expensed	309	0
Postage	2,319	2,342
Printing & Stationery	3,285	3,353
Professional Fees	24,994	7,263
Projects – Database	3,400	0
Publications	0	478
Rent	13,967	15,286
Repairs & Maintenance	216	144
Salaries & Staff Costs	69,891	65,854
Secretariat Operating Costs	54,557	44,979
Teleconferencing	369	1,000
Telephone	2,204	2,806
Travel & Accommodation	23,366	31,981
Utilities	525	424
Venue Hire	507	391
Website Expenses	6,149	360
<b>Total Expenses</b>	<b>296,988</b>	<b>282,970</b>
<b>Net Surplus/(Deficit) Before Depreciation &amp; Amortisation</b>	<b>18,208</b>	<b>(15,274)</b>
Depreciation	692	1,352
Amortisation	9,598	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$7,918</b>	<b>\$(16,626)</b>

To be read in  
conjunction with the  
notes to the Financial  
Statements

**DIETITIANS BOARD  
STATEMENT  
OF MOVEMENTS  
IN EQUITY**

*For the year ended  
31 March 2012*

	Note	2012 \$	2011 \$
<b>EQUITY AT START OF PERIOD</b>		75,263	91,889
Net Surplus/(Deficit) for the year		7,918	(16,626)
<b>EQUITY AT END OF PERIOD</b>		<b>\$83,181</b>	<b>\$75,263</b>

To be read in  
conjunction with the  
notes to the Financial  
Statements

**DIETITIANS BOARD  
STATEMENT  
OF FINANCIAL  
POSITION**

*As at 31 March 2012*

	Note	2012 \$	2011 \$
<b>CURRENT ASSETS</b>			
Westpac Cheque Account		35,353	29,417
Westpac Term Deposits		330,000	305,000
Petty Cash		19	104
Accounts Receivable		969	1,000
Accrued Income		770	533
<b>Total Current Assets</b>		<b>367,111</b>	<b>336,054</b>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets	5	658	1,350
Website	6	19,225	28,823
Investment in Health Regulatory Authorities Secretariat Ltd	3	20	20
Loan to Health Regulatory Authorities Secretariat Ltd	4	6,528	5,000
<b>Total Non-Current Assets</b>		<b>26,431</b>	<b>35,193</b>
<b>TOTAL ASSETS</b>		<b>\$393,542</b>	<b>\$371,247</b>
<b>CURRENT LIABILITIES</b>			
GST due for payment	1(e)	30,055	27,142
Accounts Payable		36,842	36,122
Credit Cards		807	1,062
Income in Advance		238,560	228,000
PAYE Payable		1,188	1,609
WHT Payable		2,909	2,049
<b>Total Current Liabilities</b>		<b>310,361</b>	<b>295,984</b>
<b>TOTAL LIABILITIES</b>		<b>310,361</b>	<b>295,984</b>
<b>NET ASSETS</b>		<b>\$83,181</b>	<b>\$75,263</b>
<b>EQUITY</b>			
<b>Retained Earnings</b>		<b>83,181</b>	<b>75,263</b>
<b>TOTAL EQUITY</b>		<b>\$83,181</b>	<b>\$75,263</b>

To be read in conjunction with the notes to the Financial Statements

Chairperson: 

Date: 27 August 2012

Registrar: 

Date: 27 August 2012

# DIETITIANS BOARD NOTES TO THE FINANCIAL STATEMENTS

*For the Year ended 31 March 2012*

## 1. STATEMENT OF ACCOUNTING POLICIES

### Reporting Entity

The Dietitians Board of New Zealand 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 differential reporting exemptions.

### General Accounting Policies

These financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand on the basis of historical cost. Reliance is placed on the fact that the entity is a going concern.

### Specific Accounting Policies

#### (a) 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.

#### (b) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

#### (c) Fixed Assets & Depreciation

Fixed Assets are shown at original cost less accumulated depreciation. Depreciation has been calculated over the expected useful life of the assets at the following rates

Office Equipment	20% – 50% Straight Line.
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#### (d) Intangible Assets & Amortisation

Websites have a finite useful life. Websites are capitalised and amortised over their currently estimated useful life of 3 years on a straight line basis.

Costs associated with maintaining websites are recognised as expenses when incurred.

#### (e) Goods & Services Tax

The Statement of Financial Performance has been prepared so that all components are stated exclusive of GST. All items in the Statement of Financial Position are stated net of GST, with the exception of accounts receivable and payable.

#### (f) Income Tax

The Board is registered as a charitable entity under the Charities Act 2005. It is exempt from Income Tax.

#### (g) Investments

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

## 2. CONTINGENT LIABILITIES AND COMMITMENTS

At balance date there are no known contingent liabilities.

There are no capital or other commitments at balance date (2011 \$0).

## 3. INVESTMENT

The Board has an undivided 1/5th share in the issued share capital of Health Regulatory Authorities Secretariat Limited (HRAS). The consideration of \$20 is not yet paid.

## 4. RELATED PARTIES

HRAS provides administrative services to the Board on a non-profit cost recovery basis. The cost of those services for the year was \$54,557 (2011 \$44,979). The services provided are on an arms length basis.

The five shareholding Boards in HRAS have each advanced \$6,528 to that company to provide it with working capital.

## 5. FIXED ASSETS

	2012	2011
	\$	\$
<b>Office Equipment</b>		
At cost	9,501	9,501
Less Accumulated Depreciation	8,843	8,151
<b>Total</b>	<b>658</b>	<b>1,350</b>

## 6. INTANGIBLE ASSETS

	2012	2011
	\$	\$
<b>Website</b>		
At cost	28,823	28,823
Less Accumulated Amortisation	9,598	0
<b>Total</b>	<b>19,225</b>	<b>28,823</b>

## DIETITIANS BOARD NOTES TO THE FINANCIAL STATEMENTS

*For the Year ended 31 March 2012*

### 7. CREDIT FACILITY

The Board has a Business Mastercard facility of \$2,500.

### 8. FINANCIAL MANAGEMENT AGREEMENT

Health Regulatory Authorities Secretariat Limited (HRAS) was established to provide business management support to the Dietitians Board of New Zealand, New Zealand Chiropractic Board, the Podiatrists Board of New Zealand, the Optometrists and Dispensing Opticians Board and the Osteopathic Council of New Zealand (collectively 'the entities').

HRAS provides financial management support according to a number of conditions:-

- 1 Each of the entities holds an undivided share in HRAS; that company was formed to provide management support to those entities
- 2 Each of the entities contributed an equal sum to the working capital of HRAS. This amount has been set initially at \$5,000 each
- 3 HRAS is not to make a profit from its business partnership with the entities
- 4 Each Board will be invoiced monthly for an equal amount equivalent to the expenses incurred by HRAS in managing its own business
- 5 Each Board will be invoiced monthly for those direct costs and expenses that HRAS has incurred on its behalf
- 6 At the end of each month and financial year HRAS will show a nil financial balance on all its operations.

At 31st March 2012 the HRAS Statement of Financial Position showed net assets of \$100.

### 9. CHANGE IN RELATIONSHIP WITH HRAS

The Podiatrists Board and the Osteopathic Council withdrew from the arrangement, effective from the 1st April 2011, although certain limited services were provided by HRAS until mid July 2011. The shareholding held by the two withdrawing entities will be transferred in equal proportions to the remaining entities.

### 10. RECLASSIFICATION OF EXPENDITURE

Certain items have been reclassified so as to provide more useful information about the performance of the Board. It has not been practicable to restate all relevant comparative balances.

### 11. UNCERTAINTY ABOUT THE DELIVERY OF OFFICE FUNCTIONS IN FUTURE

In February 2011, Health Workforce New Zealand, on behalf of the Minister of Health (the Minister), issued a consultation document proposing a single shared secretariat and office function for all 16 health-related regulatory authorities.

Following consultation, the 16 health-related regulatory authorities were given the opportunity to submit proposals for a single shared secretariat. The Dietitians Board, along with the other 15 health-related regulatory authorities, is working on the development of a business case and implementation plan for progressing to a single shared secretariat.

Such an undertaking is likely to have a significant effect on the Board, but we have not yet quantified the possible effect. Until a final decision is made about what the single shared secretariat will look like and how it will function, there is uncertainty about the form in which our office functions will be delivered in future.