



DIETITIANS BOARD

Te Mana Tohunga Matai Kai

annual report

TO THE MINISTER OF HEALTH

31 MARCH 2013

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 2013.

Naku noa, yours sincerely



Eruera Maxted
Chairperson

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Governance

Purpose

The primary role of Responsible Authorities (RAs) under the Health Practitioners Competence Assurance Act (HPCA Act), including the Dietitians Board, is to protect the health and safety of the public by providing for mechanisms to ensure that health practitioners are qualified, competent and fit to practise their profession.

1. Report from the Chairperson

Tena koe e te Minita, nga mihi nui ki a koe

Dear Minister

As Chair of the Dietitians Board, I am pleased to present the annual report and financial statements for the year ending 31 March 2013.

The Dietitians Board continues to function in its governance role with seven Board members (five practitioner members and two laypersons) and operationally with one employee responsible for regulatory functions; the Registrar, Jane de Lisle. The Board also continues to receive support on a number of its non-regulatory operational functions from the Health Regulatory Authorities Secretariat (HRAS), including office site lease, banking, accounting, business support and information technology support. This secretariat is jointly owned with two other small RAs.

A large amount of work and resources have gone into a proposal for our Board to join a single shared secretariat. Initially this was as part of a group of 6 Health Responsible Authorities, and latterly towards a model that will support all 16 Health Responsible Authorities. This has required a great deal of Board and staff energy to make progress, albeit slowly. The Board has taken a measured, responsible and positive approach to the proposition of a single shared secretariat. Of course, any far-reaching business proposals need to be critically examined. But the Board is optimistic towards plans in forming a single shared secretariat.

My expectations of a single shared secretariat are ultimately that it would result in improved regulatory practices, better leveraging of the collective experience of staff and ensuring operational best practices to increase efficiencies.

Negotiations are still underway between the 16 Responsible Authorities as to the final model for a single shared secretariat. I look forward to working with our Board and other Responsible Authorities during the next year, continuing to implement policies and processes for change as necessary and to improve fulfilment of our functions under the HPCA Act.

The Ministry of Health consulted on a review of the HPCA Act during the year, and as one of the 16 Responsible Authorities operating under the HPCA Act, the Board took part in this consultation.

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

The audit for the year ending 31 March has again 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 competence 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 on protecting the public through a level of competence standards that eliminate or look to effectively manage risk, and an emphasis on ensuring high quality dietetic services through accrediting training programmes and the Board's continuing competence programme.

The Board continues its strong working relationships; both nationally and internationally. The Board enjoys continued working relationships with providers of dietetic training: University of Otago, Massey University and now University of Auckland. Auckland University's new Master of Health Science in Nutrition and Dietetics degree course began in February 2012, based at the Grafton campus.

The Board has in its 2013-2014 work plan, formal accreditation visits for the University of Otago and Massey University in June 2013. The initial process of accreditation in preparation for the formal visit in June began in late 2012.

The increase in dietetic training providers will help meet the projected demographic and dietetic workforce changes; also current and future diet related health needs. Graduates will need to be proactive in developing 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; the support staff of HRAS; and to Jane de Lisle, the Registrar, for all the work undertaken during the year. Together, the purpose and function of the Board will be to continue to deliver cost effective regulation, which not only ensures protection of the health and safety of the public of New Zealand, but also ensures competence standards to enable high quality dietitian services to support New Zealanders in improving their health and wellbeing.

No reira e te Minita, 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 HPCA Act.

The seven members of the Dietitians Board as at **31 March 2013** were:

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

There were no changes to Board membership during the 2012/2013 year.

Board member profiles

Eruera Maxted

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

Eruera has worked in many dietitian roles since 1997, from general medical, diabetes, renal to public health. He also spent almost four years as part of a Maori Health Team focused on planning, funding and contract management of health services in Northland.

Eruera works for Northland District Health Board, as the professional advisor for dietitians and dietetics manager. While part of his role is management focused, he also provides dietitian input into outpatients, the cardiac, pulmonary and heart failure rehabilitation programmes and works as a dietitian for ACC clients. Eruera is a member of Te Kahui Manukura o Kai Ora, the Maori Dietitians group of Dietitians New Zealand. He has been on the Dietitians Board since March 2006.

Vicky Campbell (Deputy Chairperson)

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

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 and two school aged children.

Leasa Carlyon, JP

Leasa Carlyon has a business and governance background, including experience as an international business development director in London 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 of the Training Practice Limited Advisory Board.

Leasa has been a business mentor for Business Mentors New Zealand and became a Justice of the Peace in 2007. She has recently become a Judicial Justice of the Peace working in the Wellington region's District Courts. Leasa enjoys the challenge of being a layperson on the Dietitians Board.

Sandy Clemett

Sandy is a NZ trained dietitian with 24 years of broad clinical dietetic experience most recently in nutrition support and surgery. She was the Clinical Manager of Nutrition Services, Christchurch Hospital 2006-2012 and has completed a Post Graduate Diploma in Health Management (University of Otago).

In 2012 Sandy was seconded to the position of Change Champion, Allied Health to plan and implement a new leadership framework for Allied Health at Christchurch and Christchurch Women's Hospitals. The secondment has been extended for 2 years and Sandy is responsible for leading and implementing organisational change across the Canterbury Health system for the Allied Health workforce as it relates to leadership and the facilities design project (new Hospital build to open in 2018).

As a past president of Dietitians NZ (the Association) and an appointee to the Dietitians Board of New Zealand since August 2011, Sandy has an interest in leadership and governance within the health sector.

Sandy was born in Dunedin and grew up in initially in the United Kingdom before moving to Christchurch. She now lives close to the Port Hills, where Sandy and her family enjoys outdoor activities.

Barbara Cormack

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

Barbara completed a Master 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 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 is an active Justice of the Peace.

She was born and grew up in Hawkes 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 a Senior Lecturer in Human Nutrition and Dietetics at Massey University in Auckland, an experienced dietitian and an Associate Editor of 'Nutrition and Dietetics'. She is actively engaged in research involved in the nutritional assessment of older adults and the examination of trajectories of health outcomes.

Carol is principle investigator (nutrition) for Life and Living in Advanced age, a Cohort Study in New Zealand (LILACS NZ) and provides research supervision for post-graduate nutrition and dietetic students.

Board meetings

The Dietitians Board met four times during the 2012/2013 year and held one meeting by teleconference. The face-to-face meetings included two, two-day meetings and two, one-day meetings (totalling six days) during the 2012/2013 year. All Board meetings were held in Wellington. Other Board business was conducted by electronic communication.

Board Committees

Board members are on Board committees which are charged with undertaking specific functions, including advising the Board on relevant matters.

The Finance and Administration committee and the Education and Accreditation committee held face-to-face meetings during the November two-day Board meeting. The committees generally undertake their business by electronic communications.

The Board committees are:

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

3. Key Issues

Key issues for the Dietitians Board during the 2012/2013 year were:

- The continuing work on the potential consolidation of the 16 Health Responsible Authorities (RAs) into a single shared secretariat;
- Commencing the review process for the Board's 'Code of Ethics';
- Consolidating and improving APC renewals, 'My CCP' on-line and conducting two Continuing Competence Audits;
- Dietitians Prescribing and monitoring;
- Applying for Designated Prescribing Rights after the consultation process; and
- Commencing the accreditation review processes for two university dietetic training providers.

These issues are elaborated on elsewhere in this annual report.

Secretariat

1. Registrar's Report

As I am 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.

2012/2013 was another challenging year, particularly in relation to the potential consolidation of Health Responsible Authorities (RAs) into a single shared secretariat. My workload was substantially increased due to the collaborative nature of this work, but the day-to-day business was continued as usual.

The Board commenced the review of the 2003 'Code of Ethics' in 2012, initially collecting data from other Responsible Authorities' 'Codes of Ethics' - nationally and internationally. After the data was summarised and recommendations put forward, a new Code was drafted with special focus on interpretation of advertising, promotion, selling and endorsement of products. The revised Code is a continuing work in progress and will be sent to stakeholders for consultation when it is ready.

The Accreditation Review processes towards full accreditation of two of the University Dietetic Training Providers, was commenced late in the year. The Accreditation Reviews are to be undertaken in June 2013.

The administration processes for training Dietitian Prescribers continues to be a time-consuming but very essential task. Ninety three (93) dietitians were trained as Dietitian Prescribers over three courses in 2012. Quarterly reports listing the active and inactive Dietitian Prescribers are sent to the Ministry of Health. These are sent more frequently if a training workshop has been completed during that period. Quarterly reports are also received from the Ministry of Health for monitoring purposes.

Consultation was undertaken with stakeholders at the end of August, for Dietitians to have Designated Prescribing Rights in order to prescribe selected oral prescription only medicines. The Board looks forward to approval from the Ministry of Health.

The Finance committee has kept a very close eye on Board expenditure. The Board operates prudently, and this combined with careful spending and good budgeting has enabled it to end the financial year with a surplus.

Maintaining good relationships with Dietitians New Zealand (the association) and the Dietitians Association of Australia (DAA) is very important. The Board meets with both of these organisations periodically, as well as having telephone conversations and communicating electronically.

The Board is grateful to the continuing work done by those who are non-Board members in various roles: auditing; assessing overseas trained dietitians' qualifications and experience; those involved in accreditation - including mapping competencies for university training providers' documentation; assistance with the review of the Code of Ethics; and the volunteer dietitians throughout the country who act as Continuing Competence Resource People. Thank you all very much.

I would like to thank my Chairperson and Board members for their support throughout the year. My grateful thanks also go to fellow Registrars/CEOs from the other Responsible Authorities; and in particular to my HRAS colleagues for their collaboration, assistance and availability over an extremely busy and challenging year.

Jane de Lisle
Dietitians Board Registrar

2. Financial and Administrative Support – HRAS

Financial and administrative support functions for the Dietitians Board and the two other HRAS Boards (the Chiropractic Board and the Optometrists and Dispensing Opticians Board) include banking, accounting and business support. Information technology (IT) support is also provided through HRAS. HRAS Boards have been sharing premises, costs and services in a very cost effective manner since May 2008.

Having been in a small secretariat for over five years, gives the HRAS Boards a unique insight into the potential benefits and risks that a large secretariat could bring.

Ongoing collaboration between the HRAS Boards had previously included investigating database options.

An unfortunate by-product of the on-going discussions by RAs into whether to form a single shared secretariat for all 16 RAs or not, was that the purchase of a new

database and the upgrade of the server has had to be put on hold.

The three directors of the HRAS Board, as well as the Registrars/HRAS staff, meet regularly. The directors

represent each of the three Boards. The HRAS Boards are committed to continuing to work collaboratively and cooperatively; containing costs whilst sharing policies and knowledge.

Registration of and Practising Certificates, for Dietitians

1. Scope of Practice

The Board's defined Scope of Practice is: 'Dietitian'. No amendments to this 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'.

Dietitian Prescribing

The Board endorses the Scope of Practice as 'Dietitian Prescriber' for dietitians who have passed a Dietitian Prescriber training course. Last year, three Dietitian Prescriber training courses were held in Auckland, Christchurch and Wellington. As of 31 March 2013, three hundred and thirty one (331) dietitians in total had attended and passed the 'Prescribing' courses.

The Board amended the Dietitian Prescriber policy in May 2012, to allow entry level dietitians to attend a training course, but under certain conditions. The Scope of Practice is unable to be endorsed as a 'Dietitian Prescriber' until he/she has had 3 months experience as a practising dietitian in New Zealand. The practice supervisor must confirm with the Board the entry level dietitian's suitability to prescribe, before this endorsement can be made on the scope of practice.

The online training course (15-20 hours) is followed by a one-day workshop to enable each dietitian to develop a thorough understanding of the legal, ethical, administrative and technical issues related to the prescribing of special foods and vitamins and minerals, and to demonstrate competence in prescribing these for the purposes of endorsing their Scope of Practice as a 'Dietitian Prescriber'.

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

Stephen Woodruffe and Sean Dougherty from Pharmac met with the Board in May. Discussion included future consultation on amending funding access criteria for some nutritional products (special foods), and extending prescribing rights of registered dietitians.

Through the able input of Barbara Cormack, a consultation process was undertaken late in 2012, to obtain feedback from the profession and other stakeholders regarding applying for Designated Prescribing Rights for dietitians. As a result of overwhelming support, a submission was made to the Ministry of Health, applying for Designated Prescribing Rights for Dietitian Prescribers. The Board and profession look forward to final approval and being able to prescribe a small list of oral prescribing medicines – vitamins, minerals and low strength pancreatic enzymes, after medical diagnosis has been made.

The Board again acknowledges the following people with grateful thanks: Maree Jensen from the School of Pharmacy, Auckland University for her on-going assistance and for attending every Prescribers' course as a presenter; the support of PHARMAC, who sends a representative to speak at Dietitian Prescribers' courses; Barbara Cormack, who is the Board's 'Prescribing' co-ordinator and who also presents at many courses; and Lyn Gillanders, senior dietitian of Auckland, who presents at some courses.

2. Accreditation and Dietetic Training

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

As of February 2013, three universities had applied for and been granted, provisional accreditation to provide dietetic training in New Zealand (NZ) at a Masters' degree level. This is an encouraging step towards having more, much needed, dietitians in the New Zealand workforce.

A representative from each university meets with the Board at least once a year to discuss progress with their dietetic training programmes, as well as any issues that may have arisen.

Currency of practice

The Board is checking that lecturers and tutors involved in teaching dietetics at all three universities, have currency of practice, by asking that each works voluntarily in a hospital environment for a minimum of two weeks per year, without students, if they are not already working within a District Health Board (DHB) in a clinical role. Dietitians who teach students on placements also need to spend at least two weeks (per year) in that area, without students.

The Board appreciates that University dietetic teaching providers need to produce well trained, safe clinical dietitians who are up to date with current evidence based practice and that in order to do that, University providers must use expert practising dietitians delivering the lectures.

Dietetic Qualifications and Training

Otago University

The Dietetic Training Programme of the Department of Human Nutrition, Otago University, was the sole provider of dietetic training in NZ until early 2012. From February 2012, Otago University's programme was changed from a 15-month Postgraduate Diploma (PG Dip Diet), to a two year Master of Dietetics degree. The new Master of Dietetics programme included innovations such as a Student Dietitian Clinic and the Tairāwhiti Inter-professional Education (TIPE) Programme.

The PG Dip Diet was fully accredited in November 2012. The accreditation review process of the new Masters' qualification commenced in late 2012, with the formal accreditation review visit to take place during June 2013.

Seven students chose to complete their PG Dip Diet, rather than completing a full year 120pt research thesis paper. They became the last PG Dip Diet students to be trained in New Zealand. From 2013 only the Master in Dietetics degree is being offered at Otago University.

Twenty five students extended their course of study by changing their qualification from the PG Dip Diet to a Master of Dietetics degree and one has not yet finished his/her course of study.

Massey University

In February 2012, Massey University's Institute of Food, Nutrition and Human Health, commenced a two year Masters of Science (Nutrition and Dietetics) degree with ten students. Another ten students were admitted to the degree course in February 2013.

The accreditation review process of this new qualification was commenced in late 2012, with the actual site visit scheduled to take place during June 2013.

Auckland University

Auckland University's Faculty of Medical and Health Sciences was granted provisional accreditation to commence a two year Master of Health Sciences in Nutrition and Dietetics degree from February 2013, with ten students starting this course.

They will undertake the full accreditation process in June 2014.

Gazetted Qualifications

The Board consulted with stakeholders before amending and gazetting the NZ dietetic qualifications on 18/10/2012. These gazetted qualifications took effect from 29/11/2012, and are:

"Postgraduate Diploma in Dietetics; or Master of Dietetics degree; or Master of Science (Nutrition and Dietetics) degree; or Master of Health Sciences in Nutrition and Dietetics; or equivalent qualification and pass in a Board examination; or any other assessment set by the Board".

As there are still students who have completed the PG Dip Diet, but have not yet applied for registration, the PG Dip Diet qualification must remain included in the Board's qualifications, at least for the present.

3. Registration

New Zealand Dietitians

Registering dietitians is one of the primary functions of the Dietitians Board.

The Board received seven (7) applications for registration from NZ trained dietitians who had completed the PG Dip Diet from Otago University. Another application was received from the 2010-2011 intake of PG Dip Diet students. Seven of these graduates (7) were registered by 31 March 2013.

Nineteen (19) applications were received for registration from Otago University's Master of Dietetics degree students between December 2012 and 31 March 2013. However only three were able to be registered before the end of the financial year, as registration can only be granted once they had successfully completed all course requirements and the Board has been notified of their 'completion' by the University. Most students apply months in advance of 'completion'.

Overseas Trained Dietitians

There were seven (7) applications for registration from UK trained and registered dietitians. Four (4) of these applied for equivalency assessment in 2012/2013 - the others had applied for equivalency assessment in the previous financial year.

There were three (3) applications under the 'mutual recognition voluntary relationship charter' from dietitians who had been credentialed in Australia and were under the DAAs Accredited Practising Dietitians (APD) programme.

Two (2) applications for registration were also received from overseas trained dietitians who had passed the Board's part (Clinical) Overseas Candidates Registration Examination (OCRE) and were eligible to practise dietetics in a clinical domain of practice.

Supervision

The Board's policy is that all entry level dietitians (New Zealand and from overseas) are under practice supervision for a minimum of one year. This condition is proposed to applicants before registration is granted.

Table 1: Applications for registration

	HPCA Act Section	Number of applications TOTAL: 39	Outcomes		
			Registered	Registered with conditions	Not yet able to be registered
NZ trained dietitians (PG Dip Diet)	15 (1)	8	NA	7*	1
NZ trained dietitians (Masters)	15 (1)	19	NA	3*	16
Overseas trained (UK and others)	15 (1), (2), (3)	9	NA	7**	2
Australian applications #	15 (1) (2)	3	NA	3*	—

* **Supervision** condition 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. Supervision condition may also apply.

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 (In 2012/13 year)	Outcomes		
		Assessed as suitable for registration	UK trained – granted registration within 2012/13 year	Not applied for registration within 2012/13 year
UK trained dietitians	4	4	7	–

* **Supervision** condition applies. Limited to working in a clinical domain of practice, under the 'UK trained and registered dietitians' policy.
NB: The years of applying for equivalency assessment and applying for registration are often different.

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 2012/13 year	Not sat/passed OCRE by end of 2012/13 year	Ineligible to sit the OCRE
Other overseas trained dietitians	3	3	2	1	–

NB: The years of applying for equivalency assessment/sitting OCRE and applying for registration are usually different.

4. Practising Certificates

Annual Practising Certificates (APCs) provide assurance to the public that a practitioner is competent and fit to practise their profession.

The Board held the cost of annual practising certificates at the same fee level as in the previous two financial years.

Dietitians who apply for registration and a practising certificate under the Board's United Kingdom (UK) Trained and Registered Dietitians policy, and those overseas

trained dietitians who sat and passed the part (Clinical) OCRE, are limited to working in a clinical domain of practice. As entry level (to NZ) dietitians, they are expected to be under supervision for one year.

Two dietitians applied for APCs after being absent from the dietetic workforce for over three years. They were granted an APC with a supervision condition (of varying lengths) on their scope of practice to assist them back into the workforce.

Table 2: Applications for an annual practising certificate

	HPCA Act Section	APCs issued in 2012/13	Outcomes			Comparative number of APCs issued in 2011/2012
			APC	APC with conditions	Interim (IPC)	
2012/13 APC applications	26	555	510	45*	–	550

* Includes those limited to working in a clinical domain of practice and/or those under supervision as entry level dietitians or who were returning to practice.

Competence and Fitness to Practise

1. Performance

There were no notifications of competence concerns during the 2012-2013 year.

The dietitians whose competence was investigated by the Board in the 2011/2012 year, are under professional supervision to support and assist them in improving their practice.

Table 3: Competence referrals

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

Table 4: Outcomes of competence referral

Outcomes	HPCA Act Section	Number			
		Existing	New	Closed	Still active
No further action		–	–	–	–
(Total number) Initial inquiries	36	–	–	–	–
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 ensures that practising dietitians are participating in the Board's mandatory Continuing Competence Programme (CCP).

The Continuing Competence (CC) Committee continued to make modifications to My CCP and the online APC renewal system available through My CCP.

The first continuing competence auditing of dietitians under the online My CCP programme, took place in June 2012 with 31 dietitians selected randomly. As a result of this audit, the Board agreed it was important to change the timing of future audits to align with APC renewals.

Subsequently a second audit was set for 1 February 2013.

Two dietitians who had failed the June audit, as they had not satisfied the Board that they were participating properly in the Continuing Competence Programme, rather than particular concerns that their competence levels were low, were required to complete the next audit and subsequently passed.

Dietitians must show that they have been achieving activities appropriate to their level of experience/roles; that their learning goals/objectives are appropriate for their roles and that they have undertaken practice review.

The Board strongly recommends in all audit letters, that **all** practitioners work with a mentor to discuss learning plans and goals, selected activities and supporting evidence.

One dietitian selected for audit, who did not meet the Board requirements of submitting appropriate evidence for the CC audit by 1 February, did not submit her documentation until late March. Legal advice was sought in the meantime regarding the Board’s concerns about her failure to comply with the requirements of the programme. The dietitian was put on notice that her continued failure to comply with the Board’s requirements would not be

tolerated and would have significant consequences. She finally submitted all the appropriate evidence to enable her to pass the audit and be issued with an APC.

The Continuing Competence Programme manual was substantially revised in June.

3. Health/Fitness to Practise

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

Complaints and Discipline

There were no complaints or discipline notifications.

Table 7: Complaints from various sources and outcomes

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)	–	–	–	–
Other Health Practitioner	–	–	–	–
Courts notice of conviction	–	–	–	–
Employer S34(3)	–	–	–	–
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 stakeholders as required.

Dietitians NZ (the Association)

The Board invited representatives from Dietitians NZ to two Board meetings. The Association’s Chief Executive Officer (CEO) met with the Board in May and the President and Vice-President met with the Board in November 2012. The association was very interested in the revision

of the Code of Ethics. They undertook a survey of their members regarding clause 4c, the most controversial of the clauses in the current Code: *“Dietitians do not allow their professional standing to be used in the direct endorsement of commercial products”*. The results of this survey have been taken into consideration by the Board.

The Board was delighted that Barbara Cormack, Board member, received one of two Dietitians NZ 'Awards of Excellence' at the Association's annual meeting in September, partially for her work in obtaining Prescribing for Dietitians – this was a very well-deserved award. The Registrar enjoyed attending this networking function on behalf of the Board.

Universities

The Board continues to receive regular reports from the training providers. It meets with a representative from each training provider throughout the year.

Dietitians Association of Australia

The Board continues to liaise and collaborate with the Dietitians Association of Australia (DAA). A face-to-face meeting was held between representatives of the Board and the DAA in Wellington in September, and two teleconferences were also held. The Board's Chairperson and two other Board members attended the International Congress of Dietitians Associations, held in Sydney in September. The Board will be working with the DAA regarding changes to examining overseas trained dietitians.

Other International Dietetic Regulatory Authorities and Associations

The British Dietitians Association (BDA) continues to assist the Board by ratifying that the education and training of UK trained and registered dietitians is appropriate, before the Board accepts the applicants for registration. There have been no cases of inappropriate education and training and the assistance of the BDA continues to be appreciated.

The Board was grateful for the prompt responses of many international authorities and associations (United Kingdom, Canada, United States of America and South Africa), when the Board commenced its review of the 'Codes of Ethics'.

HRANZ Collaboration

The Board is required under the HPCA Act S 118(j) 'to liaise with other authorities appointed under this Act about matters of common interest'.

The Chairperson has attended the Health Regulatory Authorities NZ (HRANZ) Strategic meetings, as did the Registrar, who also attended the HRANZ Operational meetings.

The major focus of the HRANZ meetings in the past year was exploring the potential of a single shared secretariat, as directed by the Minister of Health. A Steering Group was set up, with representatives from 6 Health Responsible Authorities (RAs) to develop a Detailed Business Case (DBC) to encompass all 16 RAs. That work was not completed by the end of the financial year.

Board members and the Registrar attended meetings organised by Health Workforce New Zealand (HWNZ), to discuss the review of the HPCA Act and made a subsequent submission.

The Registrar and Chairperson had various meetings and teleconferences, as well as electronic communications, with the like-minded RAs who had engaged KPMG to propose a potential model for working together in a shared secretariat.

The Board invited representatives from the other RAs to share their proposed model, at the May Board meeting, as well as KPMG.

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
Website: www.dietitiansboard.org.nz

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INDEPENDENT AUDITOR'S REPORT TO THE READERS OF DIETITIANS BOARD'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

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 Staples Rodway Wellington, 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 2013, 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 2013; 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 23 August 2013. 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, in our judgement, are likely to influence readers' 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 preparation of the Board's 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. 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. Also we did not evaluate the security and controls over the electronic publication 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 is also responsible for the publication of the financial statements, whether in printed or electronic form.

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 External Reporting Board.

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



Robert Elms
Staples Rodway Wellington
On behalf of the Auditor-General
Wellington, New Zealand

An Independent Member of Baker Tilly International.

**DIETITIANS BOARD
STATEMENT
OF FINANCIAL
PERFORMANCE**

*For the year ended
31 March 2013*

	2013 \$	2012 \$
REVENUE		
Practising Certificates	263,963	261,757
Registration	8,648	9,091
Equivalency Assessment Fees	3,249	5,943
Examination Fees	3,196	3,063
Interest Income	8,254	7,336
Other Income	4,439	736
Prescribing Rights Training Fees	15,431	27,270
Total Income	307,180	315,196
Less Expenses		
Accident Compensation Levy	265	385
Annual Report & Newsletter	1,490	1,020
Assessors Fees	2,760	3,820
Audit Fees	5,515	4,224
Authority Member Fees	22,215	31,755
Bank Charges	5,005	5,585
Catering	4,111	4,720
Chair Fees	14,416	16,335
Cleaning	1,162	1,252
Committee Fees	4,380	1,275
Computer Software & Support	3,290	3,192
Conferences & Seminars	0	926
Continuing Competence Audit	4,165	1,107
Examination Costs	2,133	1,796
General Expenses	3,028	4,796
Hire of Plant & Equipment	3,598	3,897
Legal Expenses	6,638	4,845
Office Equipment - expensed	0	309
Postage	2,095	2,319
Printing & Stationery	1,921	3,285
Professional Fees	16,823	24,994
Projects – Database	0	3,400
Publications	36	0
Rent	14,370	13,967
Repairs & Maintenance	196	216
Salaries & Staff Costs	71,760	69,891
Secretariat Operating Costs	47,813	54,557
Teleconferencing	664	369
Telephone	1,157	2,204
Travel & Accommodation	15,292	23,366
Utilities	603	525
Venue Hire	844	507
Website Expenses	4,600	6,149
Total Expenses	262,345	296,988
Net Surplus Before Depreciation & Amortisation	44,835	18,208
Depreciation	699	692
Amortisation	9,598	9,598
NET SURPLUS	\$34,538	\$7,918

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 2013*

	2013 \$	2012 \$
EQUITY AT START OF PERIOD	83,181	75,263
Net Surplus for the year	34,538	7,918
EQUITY AT END OF PERIOD	\$117,719	\$83,181

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

**DIETITIANS BOARD
STATEMENT
OF FINANCIAL
POSITION**

As at 31 March 2013

	Note	2013 \$	2012 \$
CURRENT ASSETS			
Westpac Cheque Account		21,174	35,353
Westpac Savings Account		132,602	0
Westpac Term Deposits		250,000	330,000
Petty Cash		61	19
Accounts Receivable		0	969
Accrued Income		392	770
Total Current Assets		404,229	367,111
NON-CURRENT ASSETS			
Fixed Assets	5	1,661	658
Website	6	9,627	19,225
Investment	3	20	20
Loan	4	6,528	6,528
Total Non-Current Assets		17,836	26,431
TOTAL ASSETS		422,065	393,542
CURRENT LIABILITIES			
GST Due for Payment	1(e)	31,430	30,055
Accounts Payable		26,486	36,842
Credit Cards		284	807
Income in Advance		242,880	238,560
PAYE Payable		1,170	1,188
WHT Payable		2,096	2,909
Total Current Liabilities		304,346	310,361
TOTAL LIABILITIES		304,346	310,361
NET ASSETS		117,719	83,181
EQUITY			
Retained Earnings		117,719	83,181
TOTAL EQUITY		\$117,719	\$83,181

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

Chairperson: 

Date: 23 August 2013

Registrar: 

Date: 23 August 2013

DIETITIANS BOARD NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 31 March 2013

1. STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The Dietitians Board of New Zealand (the "Board") 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.

(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 (2012 \$0).

There are no capital or other commitments at balance date (2012 \$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 \$ 47,813 (2012 \$ 54,557). The services provided are on an arm's length basis (refer to Note 8).

The five shareholding Boards in HRAS have each advanced \$6,528 to that company to provide it with working capital. The Loan is repayable upon dissolution of HRAS, or if the Board decide to leave the HRAS Group.

5. FIXED ASSETS

	2013	2012
	\$	\$
Office Equipment		
At cost	11,203	9,501
Less Accumulated Depreciation	9,542	8,843
Total	\$1,661	\$658

6. INTANGIBLE ASSETS

	2013	2012
	\$	\$
Website		
At cost	28,823	28,823
Less Accumulated Amortisation	19,196	9,598
Total	\$9,627	\$19,225

DIETITIANS BOARD NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 31 March 2013

7. CREDIT FACILITY

The Board has a Business Mastercard facility of \$4,500.

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 2013 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. These shareholdings have not been transferred at the date of this report.

10. RECLASSIFICATION OF PRIOR YEAR

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 (HWNZ), 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 regulatory authorities.

In late 2012 HWNZ funded a detailed business case for the establishment of a shared secretariat organisation. This is being considered by each of the 16 health regulatory authorities.

The proposals, if they proceeded, would likely have a significant effect on the Board. We have not quantified the possible effect.

Until a decision is made, there is uncertainty about the form in which our office functions will be delivered in future.