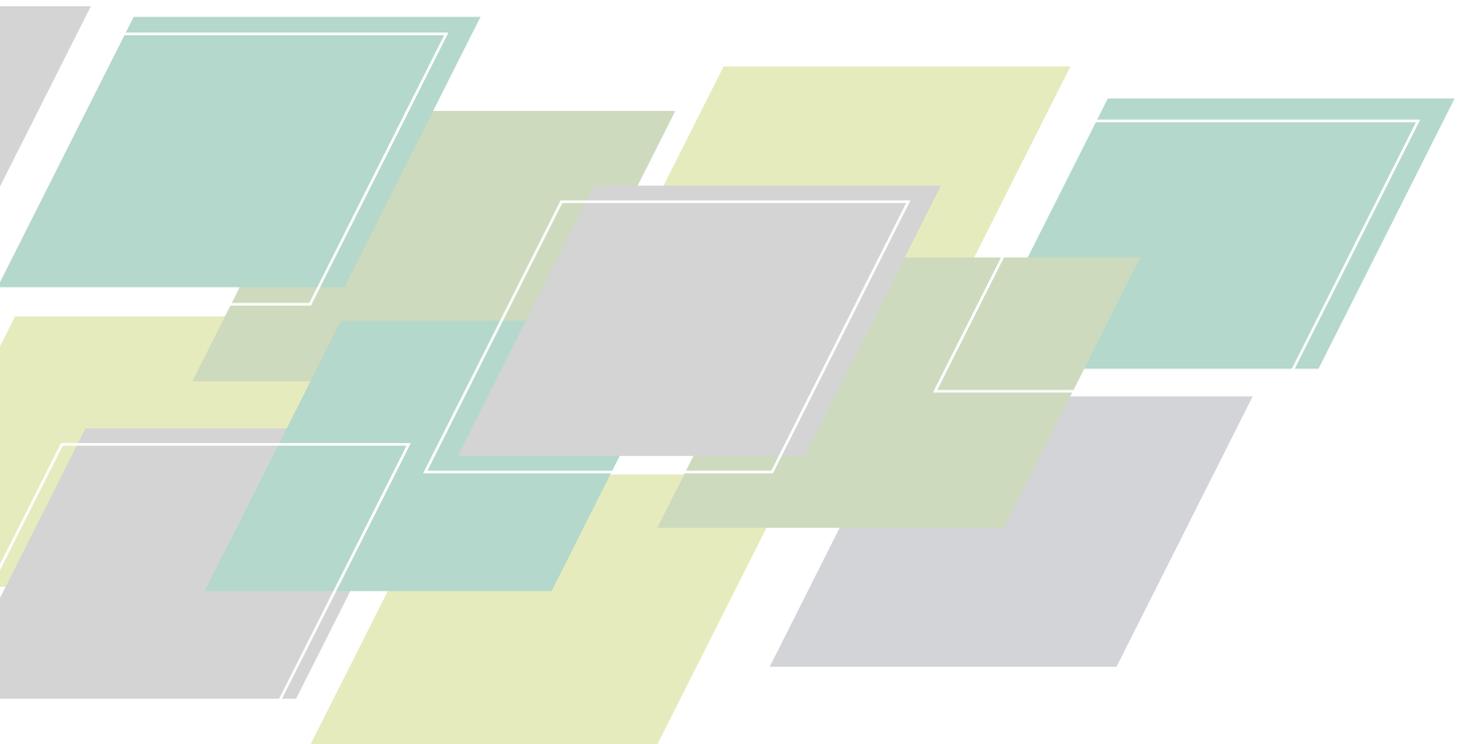


Dietitians Board
Te Mana Tohunga Matai Kai

ANNUAL REPORT

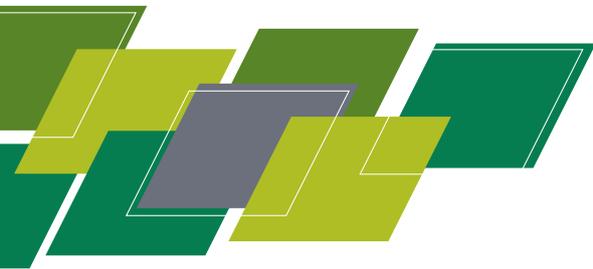
2013/2014



In accordance with section 134 of the Health Practitioners Competence Assurance Act 2003 the Dietitians Board is pleased to submit this report of the operation of the Dietitians Board and its audited financial statements for the year ended 31 March 2014 to the Minister of Health.

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Report from the Board Chairperson and Registrar

Tēnā koe e te Minita, ngā mihi nui ki a koe.

We are pleased to present the annual report and financial statements for the year ending 31 March 2014.

The Board have had a busy year with their main focus being to ensure that standards remain current and fit for purpose.

The audit for the year ending 31 March 2014 has once again indicated that the Board has robust internal and external processes in place, resulting in no significant matters being reported.

Whilst in sound financial shape for one of the smaller Responsible Authorities operating under the HPCA Act there is always a potential risk for unpredicted costs associated with competence issues of dietitians. Fortunately complaints and competence issues remain low which is perhaps reflective of the continued focus on protecting the public by ensuring high quality accredited training programmes, the Boards continuing competence programme and vigorous assessment processes and entry requirements for overseas trained dietitians.

The Code of Ethics and Conduct was a large undertaking throughout the past year and the Board was extremely pleased with the number of submissions received. Overall the tone of submissions was very supportive of the approach taken by the Board and most of the comments made were thoughtful and constructive. The majority of submissions indicated that the draft document covered all the important aspects of ethical and professional conduct matters for the profession. The submissions have been reviewed carefully and the Board have considered the comments and recommendations, some of which will be incorporated into the final version. The Board thank all submitters for the time and energy they put into submissions and hope to have this completed by late 2014.

The Chair and Registrar continue to meet with the other Chairs and Registrars/CEO's of the other 15 Health Responsible Authorities of New Zealand 2-3 times a year at a forum that enables the sharing of Best Practice around health practitioner regulation. It collectively discusses matters of common interest that supports public safety according to the HPCA Act.

The Board have over the past year continued discussions with the other Responsible Authorities regarding a shared service model – this remains an ongoing discussion. The amount of time and cost associated with this matter is of concern to a small Board such as ours and we are hopeful that some agreement is reached in the short term that ensures efficient best practice to meet the functions of the HPCA Act and continue to protect the health and safety of the public.

The Board completed formal accreditation visits for the University of Otago and Massey University in June 2013 with successful outcomes and a formal accreditation visit for University of Auckland is planned for July 2014.

Following on from the consultation process undertaken late in 2012 for Dietitians Prescribers to have Designated Prescribing Rights a submission was made to the Ministry of Health. The submission requested designated prescribing rights under the Medicines Act 1981 to prescribe three prescription medicines used by dietitians in the delivery of dietetic interventions for the nutritional management of medical conditions. The Board and the profession are still waiting for the Social Policy Cabinet Committee to complete their considerations and enable final approval to come from Cabinet.

For some time the Board have discussed there would be a need to rethink the Overseas Candidates Registration Examination and an alternative to the current process would need to be found. The Board are collaborating with the Dietitians Association of Australia (DAA) and from 2015 overseas trained dietitians will be required to sit a Multi Choice Question (MCQ) examination run by the DAA but developed in collaboration with the Board, along with a new Objective Structured Clinical Examination (OSCE) developed in New Zealand. Overseas trained dietitians once assessed as sufficiently suitable to sit the examinations will firstly undertake the MCQ, then the OSCE and once they have passed both successfully will be eligible for Registration in New Zealand. There will be a change in examination fee which will be gazetted in due course.

The Board's Registrar of almost ten years, Jane de Lisle, retired early 2014 and the Board wish to acknowledge Jane's valuable contribution and dedication to the Board over this time.

The Board were successful in recruiting Sue Domanski to the role which she commenced in May 2014. Sue was previously Education Advisor with the RNZCGP.

We would like to thank all Board members over the past year who have contributed a variety of skills and expertise, along with the many other individuals who have contributed their services as assessors, auditors, supervisors, or in other contracted positions. Your time and expertise is much appreciated.

The Board are looking forward to working on a variety of projects and initiatives over the next year.

Nō reira e te Minita, ngā mihi nui anō ki a koe, tēnā koe, tēnā koutou katoa.



Vicky Campbell
CHAIRPERSON



Sue Domanski
REGISTRAR

What we do

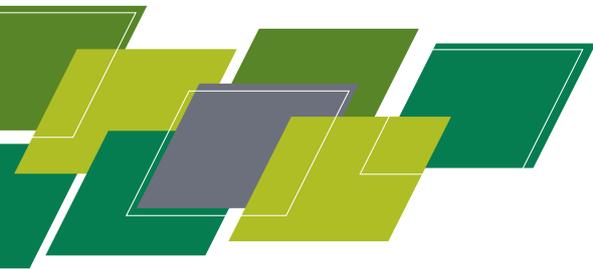
Our mission is to ensure Dietitians are safe, effective and competent to practice

OUR VALUES

- Responsible
- Integrity in all we do
- Culturally responsive

OUR PRINCIPLES

- Uncompromising commitment to public safety
- Consistent, fair, reasonable and transparent
- Accountable to the public, the Minister of Health, staff and the profession
- Effective, best practice governance



Functions of the Board under Section 118 of the HPCA Act are to:

- Prescribe the qualifications required for scopes of practice within the profession, and for that purpose, to accredit and monitor educational institutions and degrees, courses of studies and programmes
- Authorise the registration of health practitioners under this Act, and to maintain registers
- Consider applications for annual practising certificates
- Review and promote the competence of health practitioners
- Recognise, accredit and set programmes to ensure the ongoing competence of health practitioners
- Receive and act on information from health practitioners, employers and the Health and Disability Commissioner about the competence of health practitioners
- Notify employers, Accident Compensation Corporation, the Director-General of Health and the Health and Disability Commissioner that the practice of a health practitioner may pose a risk of harm to the public
- Consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession
- Set standards of clinical competence and ethical conduct to be observed by health practitioners of the profession
- Liaise with other authorities under this Act about matters of common interest
- Promote education and training in the profession
- Promote public awareness of the role and responsibilities of the authority
- Exercise and perform any other functions, powers and duties that are conferred or imposed upon it by or under the Act or any other enactment.

Our Vision and Functions

Our vision is to promote and enhance the health of New Zealanders by ensuring that dietitians practise safely and competently.

The Dietitians Board is one of 16 Regulatory Authorities established under the Health Practitioners Competence Assurance Act 2003 (HPCA Act) that enables self-regulation of various health professions - the principle purpose of the act being to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are qualified, competent and fit to practise their profession.

The Boards major roles are to:

- prescribe qualifications for scopes of practice by dietitians
- set standards
- accredit and monitor educational institutions and programmes
- grant registration of dietitians and issue annual practicing certificates
- review and promote the competence of dietitians
- deal with cases of dietitians who may be unable to perform professionally

Key issues for the Dietitians Board during the 2013/2014 year were:

- Completing the accreditation review process for two university dietetic training providers and commencing the process for a third
- Reviewing and developing the Board's **Code of Conduct & Ethics**
- Continuing exploring the potential consolidation of the 16 Health Responsible Authorities (RAs) into a single shared secretariat
- Monitoring dietitians' prescribing
- Designated Prescribing Rights
- Recruiting a new Registrar

Strategic Plan

Health and Safety for consumers is the overriding focus of the Dietitians Board Strategic Plan and consists of six key goals.

- **Goal 1 – Fitness to Practice**
Board policies and procedures ensure that dietitians are competent, fit and safe to practice.
- **Goal 2 – Dietitian Competence Standards**
Competence standards promote quality, excellence, safe and effective dietitian practice.
- **Goal 3 – Capability and Capacity**
Accredited programmes and the scope of practice enable the profession to meet the needs of current and future practice.
- **Goal 4 – Accountability to public and stakeholders**
The Board's relationship and communications with stakeholders is effective and aids understanding of the role of the Board.
- **Goal 5 – Organisational performance**
The Board operates as an effective and efficient organisation, aligned to its purpose.
- **Goal 6 – Governance Performance**
Board governance is effective and efficient, aligned to its purpose.

The Board has a number of Key Performance Indicators for each goal that they are working towards achieving by 2019.

Who we are

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 2014 were:

Vicky Campbell of Auckland

CHAIRPERSON

.....

Sandy Clemett of Christchurch

DEPUTY CHAIRPERSON

.....

Eruera Maxted of Whangarei

.....

Stella Friedlander of Auckland

.....

Carol Wham of Auckland

.....

Leasa Carlyon of Wellington

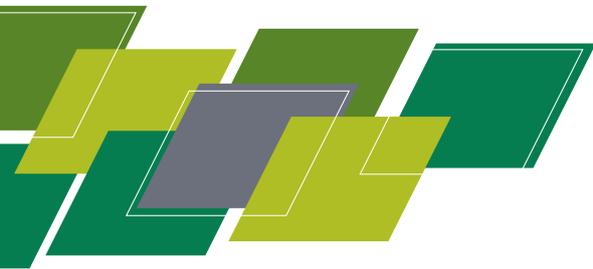
LAYPERSON

.....

Bonnie Roger of Papamoa

LAYPERSON

.....



BOARD MEETINGS: The Dietitians Board met four times during the 2013/2014 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 2013/2014 year. All Board meetings were held in Wellington. Other Board business was conducted by electronic communication.

The Board

Vicky Campbell has enjoyed a diverse career within Dietetics working across all the domains of practice. Vicky has broad experience in clinical dietetics, Food Service Management and more recently public health.

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 and enjoys making the most of her holidays with family and friends.

Sandy Clemett 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 enjoy outdoor activities.

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.

Leasa Carlyon JP 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, she is currently on the Training Practice Limited Advisory and Alzheimers Wellington Boards.

Leasa is 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.

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.

.....

Bonnie Roger QSM, JP 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.

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Stella Friedlander has been a NZ registered dietitian since 1991. She has worked in a variety of clinical roles, and is currently a paediatric clinical dietitian at Starship Children's Health where she has been since 2003.

Stella's current role covers the nutritional management of children with renal disease, inpatient eating disorders and assisting with the training of student dietitians. She lives in Auckland with her 2 teenage sons.

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Board Committees

Board members are on Board committees which are charged with undertaking 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.

Education and Accreditation Committee

Eruera Maxted, Vicky Campbell, Sandy Clemett and Stella Friedlander

This committee reviews the education programmes offered in New Zealand that prepare students for registration as Dietitians, as well as researching current tools for accrediting educational institutions and their degrees, courses or programmes, and makes the resulting recommendations on processes to the Board.

Registration and Assessment Committee

Carol Wham, Eruera Maxted and Sandy Clemett (and the Primary Assessor as needed)

This committee determines what evidence applicants for registration will have to submit, and works on the establishment of procedures for assessing qualifications and processing applications.

Finance and Administration Committee

Leasa Carlyon, Bonnie Roger and Vicky Campbell

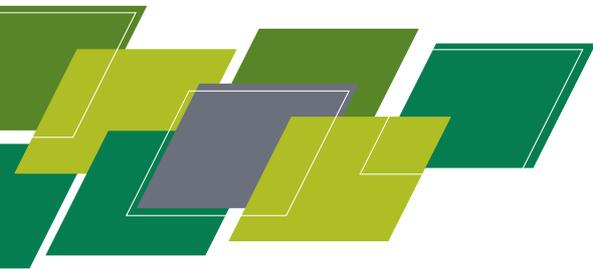
This committee governs the Board's spending, as well as issues related to public relations, including the design and production management of forms and publications. They review and set the fees charged by the Board. They also develop administrative processes to ensure efficiency and review the Board's website and other communications.

Continuing Competence and Prescribing Committee

Sandy Clemett, Carol Wham and Stella Friedlander

The role of this committee is to determine the required standard of competence, what areas competence must be shown in and to determine how it is to be proved to the Board, and all aspects of how the Continuing Competence Programme is run.

Complaints/Professional Conduct: The Board as a whole are responsible for any disciplinary matters or complaints needing investigation. The Board has procedures in place to facilitate the establishment of a Professional Conduct Committee should this become necessary at any time.



Accreditation and Examination

Accreditation and Dietetic Training

A major Board function (Sections 12(4) and 118(a) of the HPCA Act) 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.

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.

As of 31 March 2014, two universities had applied for and been granted full accreditation to provide dietetic training in New Zealand at a Masters' degree level. A third (currently with provisional accreditation) was awaiting an accreditation review visit in July 2014.

Currency of practice

The Board monitors that lecturers and tutors involved in teaching dietetics at all three universities, have currency of practice, by requiring 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 includes innovations such as a Student Dietitian Clinic and the Tairāwhiti Inter-Professional Education (TIPE) Programme.

The accreditation review process of the new Masters' qualification commenced in late 2012, with the formal accreditation review undertaken in June 2013 with a successful outcome.

The first of the graduates with a Master of Dietetics degree applied for Registration in early 2014.

Massey University

Massey University's Institute of Food, Nutrition and Human Health provides a two year Masters of Science (Nutrition and Dietetics) degree.

An accreditation review process of this new qualification was commenced in late 2012, and a full accreditation site visit undertaken in June 2013 with a successful outcome.

Auckland University

Auckland University's Faculty of Medical and Health Sciences continues to operate with provisional accreditation for a two year Master of Health Sciences in Nutrition and Dietetics, the full accreditation process will occur in July 2014.

Scope of Practice, Registration and Practising Certificates

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.

Dietitian Prescribing

The Board endorses the Scope of Practice as 'Dietitian Prescriber' for dietitians who have either passed a Dietitian Prescriber training course or are graduates from 2014 onwards.

For Dietitians who graduated prior to 2014 the Board run a Dietitian Prescriber training course – this begins with an online module and is followed up with a one day face to face workshop. The combination of the online training course consisting of 15-20 hours of course work and the one-day workshop enables participants 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.

Graduates from 2014 onwards have this prescribing content built into their Masters course work.

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 monitored by both the Registrar, the Board and a dietitian auditor, to ensure that only trained Dietitian Prescribers are prescribing, that the correct Special Foods are being prescribed and safe practice is being undertaken. All dietitian prescribers must undertake an annual prescribing update as part of their competency programme.

The Board 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 send a representative to speak at Dietitian Prescribers' courses; and Stella Friedlander, who is the Board's prescribing coordinator who also presents at courses.

Registration

The Registration of dietitians is one of the primary functions of the Dietitians Board. Dietitians wishing to practise dietetics in New Zealand (or be known as a dietitian) must, by law be registered with the Dietitians Board and must hold a current Annual Practising Certificate (APC). The same registration standards apply to all dietitians wherever they were trained.

To be registered under the Dietitians Board's scope of practice, applicants must:

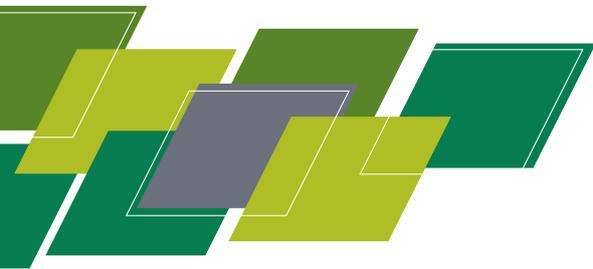
- **Have a prescribed qualification or equivalent**
- **Be competent to practise in the scope of practice**
- **Be fit for registration**

Applicants who hold and satisfy all the qualifications, competence and fitness for registration requirements of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) are likely to be eligible to apply for registration under the Dietitians Board's scope of practice.

Australian trained dietitians with full Accredited Practising Dietitian status (APD) credentialed by the Dietitians Association of Australia (DAA), are, through the Trans-Tasman Mutual Recognition Charter, eligible for registration in New Zealand.

For overseas trained dietitians an equivalency assessment of their education and training is required prior to an entry examination and registration, this is undertaken by the Board.

As at 31 March 2014 the total number of currently practising Dietitians in New Zealand was 569.



Applications for Registration

	HPCA Act Section	Number of Applications	Outcomes	
			Registered no conditions	Registered with conditions
NZ trained dietitians (PG Dip Diet)	15 (1)	1	–	1*
NZ trained dietitians (Masters)	15 (1)	44	–	44*
Overseas trained (UK and others)	15 (1), (2), (3)	10	–	10**
Australian trained	15 (1), (2)	2	–	2*#
Total		57	–	57

* **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'.

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

Applications from UK trained and registered dietitians for Equivalency Assessment

	Equivalency Assessments	Assessed as suitable for registration	Outcomes	
			Granted registration in 2013/14 year	Did not apply for registration within 2013/14 year
UK trained and registered dietitians	8	8	4	4

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.

Equivalency Assessment Applications from overseas trained dietitians (other than UK and Australia)

	Equivalency Assessments	Assessed as suitable to sit OCRE	Outcomes		
			Sat and passed OCRE by end of 2013/14 year	Not sat/passed OCRE by end of 2013/14 year	Ineligible to sit OCRE
Other overseas trained dietitians	6	5	2	3	1

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

Practising Certificates

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

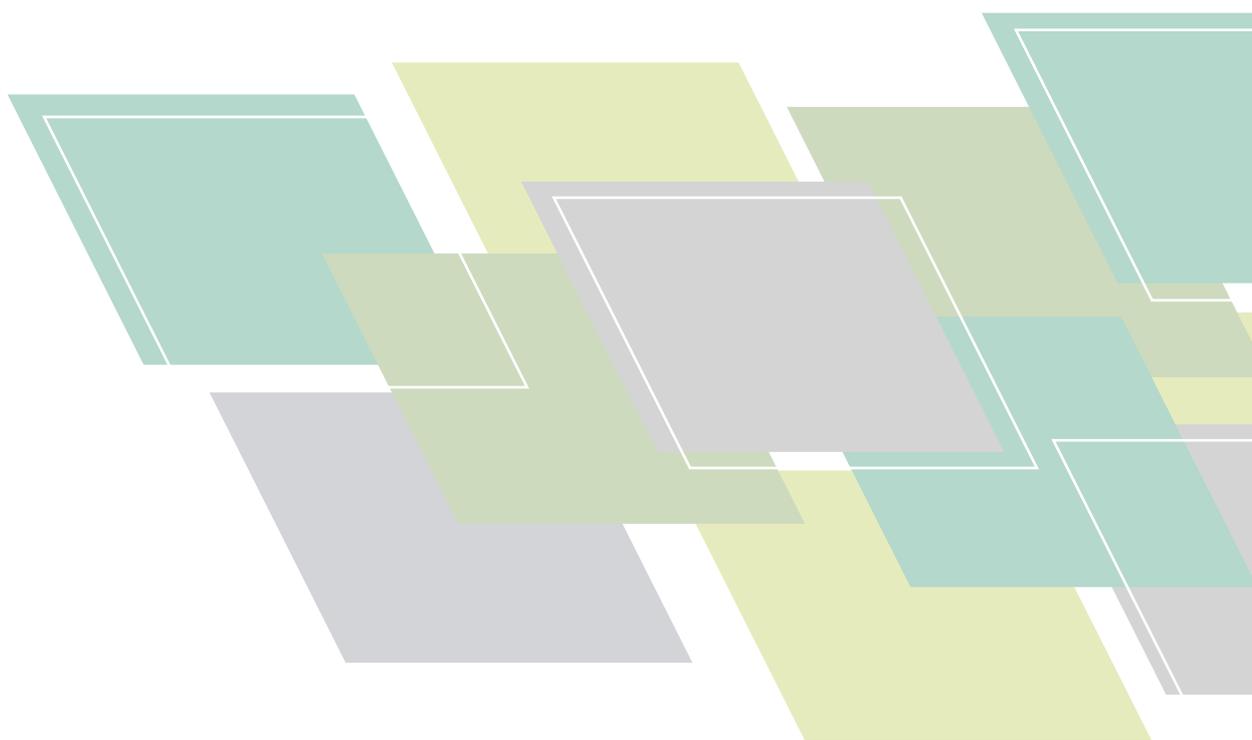
The Board held the cost of annual practising certificates at the same fee level as in the previous two financial years.

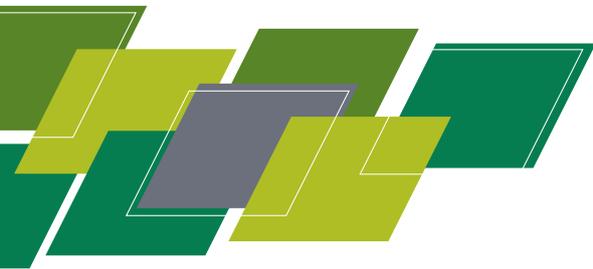
Dietitians who apply for registration and an annual practising certificate under the Board's United Kingdom (UK) Trained and Registered Dietitians policy, and overseas trained dietitians who have sat and passed the Clinical part of the Overseas Candidate Registration Examination (OCRE), are limited to working in a clinical domain of practice until such time they complete and pass the FULL OCRE. As entry level (to NZ) dietitians, they are all required to be under supervision for one year.

Applications for an Annual Practising Certificate

	HPCA Act Section	APCs issued in the period to 31 March 2014	Outcomes		
			APCs	APCs with conditions	Comparative number of APCs issued in the period to 31 March 2014
2013/14 APC applications	26	569	515	54*	555

*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

Quality Assurance

The Board's role is to protect the health and safety of the public. The Board operates a Continuing Competence Programme (My CCP) under Section 40 (1) of the HPCA Act, to maintain, examine or improve the competence of dietitians to practise their profession. This was set up as a joint initiative with Dietitians NZ (the professional body for dietitians).

My CCP assists dietitians maintain and enhance their practice by:

- Ensuring involvement in a range of continuing education activities directed at enhancing practice standards throughout their professional careers, so that dietetic practice and client care is of the highest quality.
- Demonstrating to clients, peers, government bodies and the community that they are committed to quality improvement in their work.
- Developing an approach that supports improvement of professional performance by encouraging review, reflection and evaluation of practice.
- Committing to lifelong learning.

The programme is the responsibility of the Dietitians Board and is funded from Annual Practising Certificate revenue.

Recertification

The HPCA Act mandates recertification of practitioners and this allows the Board to decline an Annual Practising Certificate if it is not satisfied that a practitioner is fit to practise and competent in their scope of practice.

Continuing Competence

Participating in the Continuing Competence Programme is compulsory for all registered practising dietitians, including those who work part time, full time, in a locum position and in paid or voluntary roles. If a practitioner does not complete the Dietitians Board's Continuing Competence requirements they will not be eligible for an Annual Practising Certificate and will no longer be able to practise as a dietitian or be known as a dietitian.

Competence requires the appropriate application of current dietetic knowledge and skills. As an individual

practitioner, dietitians are responsible for their own practice and professional behaviour and are required to demonstrate this by constantly reviewing practice principles, seeking and acquiring new knowledge, skills and attitudes and applying these in an environment that invites robust challenge, reflective practice, participation and openness.

The concept of a learner-centred approach and lifelong learning, where an individual either identifies gaps in their knowledge or skill set or identifies a new area to upskill in and develops learning objectives to meet these is key to an effective competence programme.

The goal of competence is the delivery of best or evidence based practice to protect the health and safety of the general public at all times. Participation in the Continuing Competence Programme by registered dietitians is a requirement for the continuing issue of Annual Practising Certificates.

The Board strongly recommends that all practitioners work with a mentor to discuss their individual learning plans and goals, selected activities and supporting evidence. The Continuing Competence (CC) Committee continues to make modifications to My CCP to assist practitioners in developing their professional development plans and maintain their competence for practising in the dietetic work place.

Health/Fitness to Practise

The Board had no notifications during the 2013-2014 year in relation to the health or fitness to practise of practising dietitians.

Notifications of Competence

There were no notifications of competence concerns during the 2013-2014 year.

Some dietitians whose competence was investigated by the Board over the past two years remain under professional supervision to support and assist them in improving their practice.

Complaints and Discipline

There were no complaints or discipline notifications during the 2013-2014 year.

Linking with Stakeholders

The Board continues to liaise with its various stakeholders as required. The Board communicates through its website, newsletters, attendance at conferences and workshops and meetings with stakeholder groups.

Professional Bodies

Dietitians NZ

The Board have collaborated with Dietitians NZ (the professional body for dietitians in New Zealand) regarding the revision of the Code of Ethics. Dietitians NZ undertook a survey of their members regarding 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" and provided feedback in their submission, the recommendations made have been taken into consideration by the Board.

Dietitians Association of Australia

The Board continues to liaise and collaborate with the Dietitians Association of Australia (DAA) regarding a number of projects and initiatives as well as reciprocal ratification of practitioners moving between the two countries to work.

Throughout 2013 the Board collaborated with the DAA regarding changes to examining overseas trained dietitians. A representative appointed by the Board sits on the MCQ Expert Panel. It is planned changes to the overseas examination will be implemented in 2015.

The Board are also discussing the alignment of Entry Level Competencies for practitioners on both sides of the Tasman.

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 is always grateful for the prompt responses of many international authorities and associations when seeking information regarding practitioners or consulting on policy and practice.

Universities

The Board continues to receive regular reports from the training providers which are considered and discussed at Board meetings. Meetings with representatives from each training provider occur throughout the year.

HRANZ Collaborations

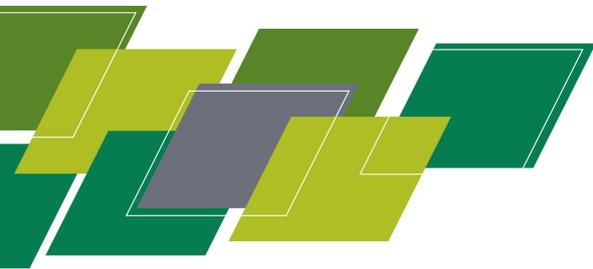
The Board is required under the HPCA Act S 118(j) 'to liaise with other authorities appointed under this Act about matters of common interest'.

Health Regulatory Authorities New Zealand (HRANZ) is a collaborative forum that enables the sharing of Best Practice around health practitioner regulation. It collectively discusses matters of common interest that supports public safety according to the HPCA Act 2003.

The Chairperson and Registrar have both attended the Health Regulatory Authorities NZ (HRANZ) Strategic meetings, and the Registrar also regularly attended the HRANZ Operational meetings.

The focus of the HRANZ Forum is to:

- Provide a forum for high level discussion and exchange of information
- Enable co-ordinated approaches to matters of common concern or interest
- Provide an opportunity for collegial contact between Regulatory Authority Chairs, Chief Executives and Registrars
- Enable collaboration to ensure the delivery of high quality health regulation in the interests of public health and safety



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**INDEPENDENT AUDITOR'S REPORT
TO THE READERS OF
DIETITIANS BOARD'S
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

The Auditor-General is the auditor of the Dietitian 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 2014, 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 2014; and
 - financial performance for the year ended on that date.

Our audit was completed on 25 August 2014. 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 Independent Member of Baker Tilly International.

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.

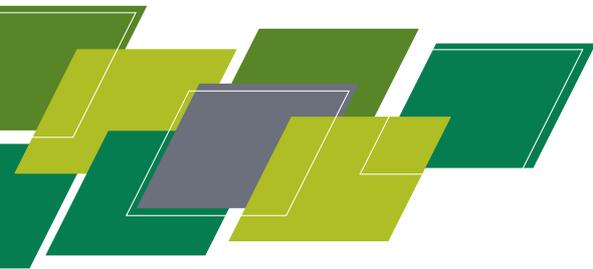
Independence

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



DIETITIANS BOARD OF
NEW ZEALAND

Statement of Financial Performance

*For the Year ended
31st March 2014*

	2014 \$	2013 \$
REVENUE		
Practising Certificates	273,214	263,963
Registration	10,422	8,648
Equivalency Assessment Fees	6,497	3,249
Examination Fees	3,862	3,196
Interest Income	9,524	8,254
Other Income	29,660	4,439
Prescribing Rights Training Fees	11,700	15,431
Total Income	\$344,879	\$307,180
Less Expenses		
Accident Compensation Levy	284	265
Annual Report & Newsletter	1,554	1,490
Assessors Fees	4,130	2,760
Audit Fees	5,836	5,515
Authority Member Fees	25,590	22,215
Bank Charges	5,402	5,005
Catering	6,114	4,111
Chair Fees	22,515	14,416
Cleaning	1,166	1,162
Committee Fees	2,310	4,380
Computer Software & Support	3,159	3,290
Conferences & Seminars	1,331	0
Continuing Competence Audit	3,780	4,165
Examination Costs	2,754	2,133
General Expenses	2,693	3,028
Hire of Plant & Equipment	3,261	3,598
Legal Expenses	7,083	6,638
Office Equipment - expensed	0	0
Postage	2,450	2,095
Printing & Stationery	2,727	1,921
Professional Fees	38,742	16,823
Projects – Database	14,187	0
Publications	0	36
Rent	14,370	14,370
Repairs & Maintenance	0	196
Salaries & Staff Costs	70,633	71,760
Secretariat Operating Costs	50,872	47,813
Teleconferencing	779	664
Telephone	1,193	1,157
Travel & Accommodation	25,013	15,292
Utilities	616	603
Venue Hire	1,802	844
Website Expenses	1,890	4,600
Total Expenses	324,236	262,345
Net Surplus Before Depreciation & Amortisation	20,643	44,835
Depreciation	2,310	699
Amortisation	9,598	9,598
NET SURPLUS	\$8,735	\$34,538

*To be read in conjunction
with the Notes to the
Financial Statements*

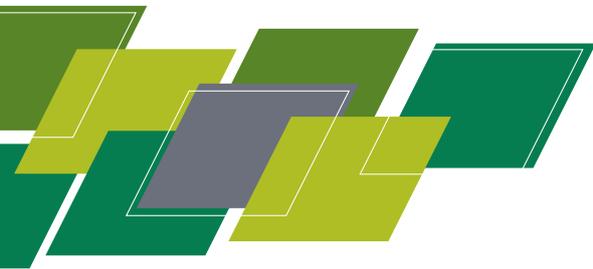
DIETITIANS BOARD OF
NEW ZEALAND

Statement of Movements in Equity

*For the Year ended
31st March 2014*

	2014 \$	2013 \$
EQUITY AT START OF PERIOD	117,719	83,181
Net Surplus for the year	8,735	34,538
EQUITY AT END OF PERIOD	\$126,454	\$117,719

*To be read in conjunction
with the Notes to the
Financial Statements*



DIETITIANS BOARD OF
NEW ZEALAND

Statement of Financial Position

As at 31st March 2014

	Note	2014 \$	2013 \$
CURRENT ASSETS			
Westpac Cheque Account		19,425	21,174
Westpac Savings Account		291,438	132,602
Westpac Term Deposits		140,000	250,000
Petty Cash		61	61
Accounts Receivable		115	0
Accrued Income		825	392
Total Current Assets		451,864	404,229
NON-CURRENT ASSETS			
Fixed Assets	5	2,402	1,661
Website	6	29	9,627
Investment in Health Regulatory Authorities Secretariat Ltd	3	20	20
Loan to Health Regulatory Authorities Secretariat Ltd	4	6,528	6,528
Total Non-Current Assets		8,979	17,836
TOTAL ASSETS		\$460,843	\$422,065
CURRENT LIABILITIES			
GST due for payment	1(e)	32,787	31,430
Accounts Payable		39,758	26,486
Credit Cards		179	284
Income in Advance		256,800	242,880
PAYE Payable		2,936	1,170
WHT Payable		1,930	2,096
Total Current Liabilities		334,389	304,346
TOTAL LIABILITIES		334,389	304,346
NET ASSETS		\$126,454	\$117,719
EQUITY			
Retained Earnings		126,454	117,719
TOTAL EQUITY		\$126,454	\$117,719

Chairperson:

UM Campbell

Registrar:

SM Domanski

Date:

25 August 2014

*To be read in conjunction
with the Notes to the
Financial Statements*

Notes to the Financial Statements

For the Year ended 31st March 2014

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

(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 (2013 \$0).

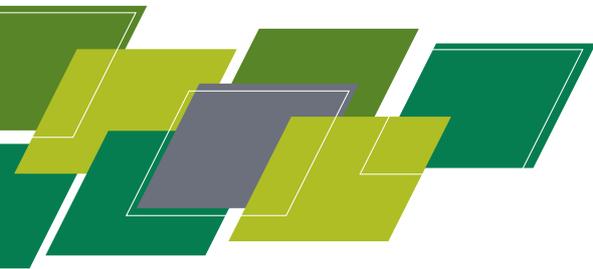
3. INVESTMENT

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 \$ 50,872 (2013 \$ 47,813). 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. The loan is repayable upon dissolution of HRAS, or if the Board decide to leave the HRAS Group.



DIETITIANS BOARD OF NEW ZEALAND

Notes to the Financial Statements

For the Year ended 31st March 2014

5. FIXED ASSETS

	2014 \$	2013 \$
Office Equipment		
At Cost	12,572	11,203
Less Accumulated Depreciation	10,170	9,542
Total	\$2,402	\$1,661

6. INTANGIBLE ASSETS

	2014 \$	2013 \$
Website		
At Cost	28,823	28,823
Less Accumulated Amortisation	28,794	19,196
Total	\$29	\$9,627

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 2014 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 (HWNZ), on behalf of the Minister of Health, issued a consultation document proposing a single shared secretariat and office function for all 16 health regulatory authorities (RAs). As at 31 March 2014, this proposal is no longer under consideration with any uncertainty disclosed in previous years being removed.



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