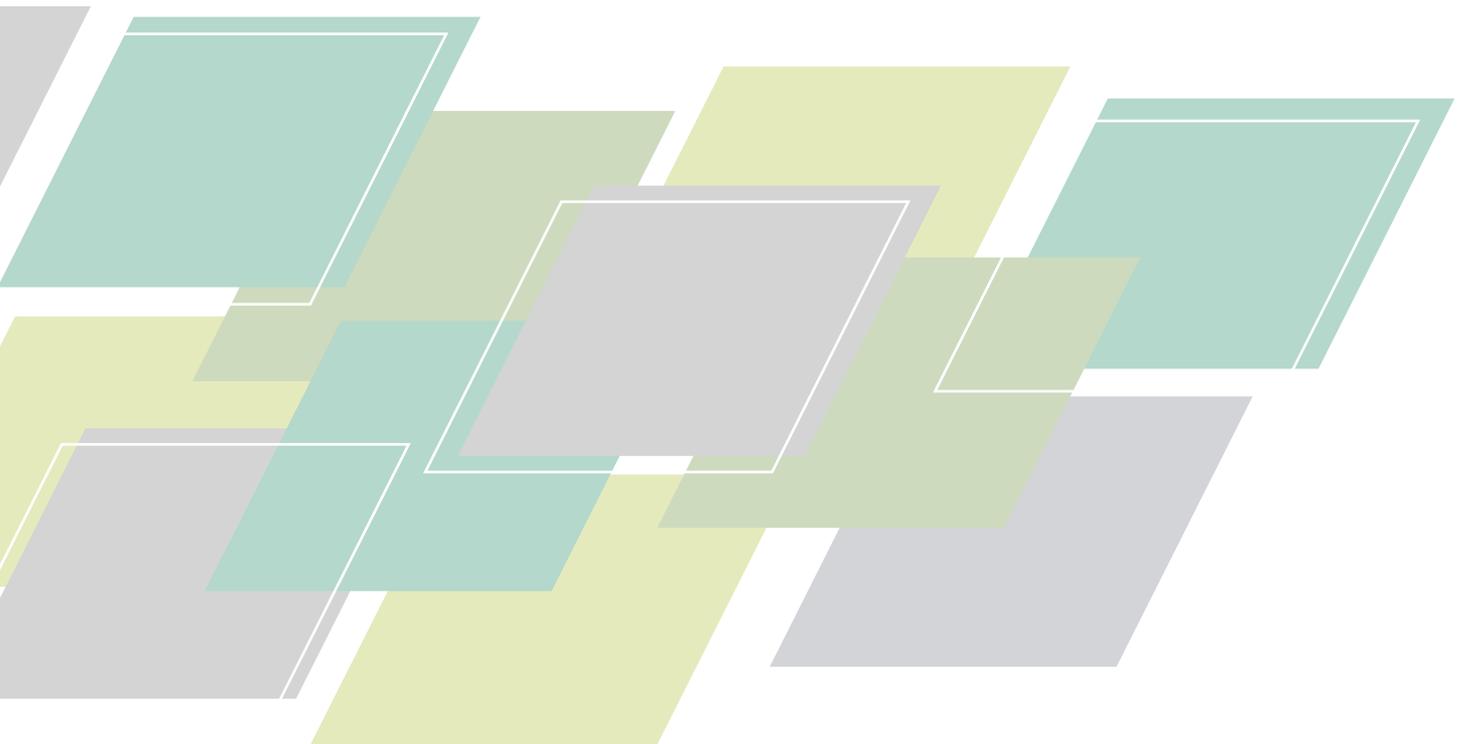


Dietitians Board
Te Mana Tohunga Matai Kai

ANNUAL REPORT

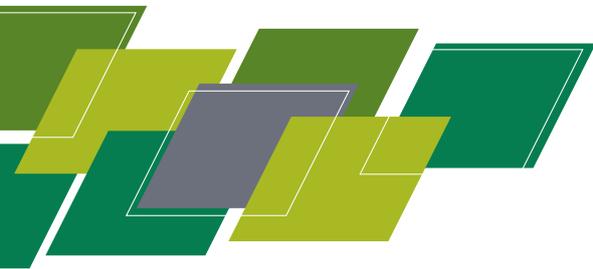
2014/2015



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 2015 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 2015.

Over the past year the Board focussed on further developing robust standards and policies that are current and fit for purpose; that their regulatory work is reflective of the continued focus on protecting the public by ensuring high quality accredited training programmes, vigorous assessment processes and entry requirements for overseas trained dietitians and providing practitioners with access to a continuing competency programme that supports and guides them in their learning and development resulting in effective healthcare.

With the retirement of Jane de Lisle, the Board's Registrar of almost ten years, in May 2014, the Board successfully recruited Sue Domanski to the role. Sue has a strong education background and over the past year has managed a number of key projects for the Board.

Health Regulatory Authority Secretariat (HRAS) has, for the past few years, provided secretariat services to the Dietitians Board; however, the company was disestablished during this financial year. To provide assistance to the Registrar to cover this period of change the Board appointed Lucy Moulard as part time Registry Administrator in February 2015 on a fixed term contract to provide administrative support to the Registrar.

The Code of Ethics and Conduct for Dietitians was completed and published in November 2014. The Board was pleased with the final publication. As an addition, in February 2015 the Board began work on guidelines for practitioners on the use of social media and electronic communication. The guidelines are intended to assist New Zealand Registered Dietitians on using social media and electronic communications. The Principles of the Code of Ethics and Professional Conduct for Dietitians in New Zealand can be applied to social media and electronic communications.

As reported in previous years, discussions have continued with other Responsible Authorities regarding a shared service model. The Board are very pleased to report that agreement has been found with 9 other health regulators to co-locate and share back-office

services. This will in due course result in cost savings and more focussed regulation. The Nursing Council of New Zealand will provide back-office corporate service support which will include finance, payroll, database and property & operations support.

Following on from the consultation process undertaken late in 2012 for Dietitian 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. At 31 March 2015 the Board, and the profession, were waiting for the Social Policy Cabinet Committee to complete their considerations which would then enable final approval from Cabinet.

Over previous years the Board had discussed the need to review the Overseas Candidate Registration Examination (OCRE) and that an alternative would be required. The Board collaborated with the Dietitians Association of Australia (DAA) and from March 2015 overseas trained dietitians are required to sit a written Multi Choice Question (MCQ) examination run by the DAA but developed in collaboration with the Board, along with a new oral Objective Structured Clinical Examination (OSCE) developed, and run, by the Board in New Zealand. All overseas trained dietitians (except those trained in Australia) once assessed as sufficiently suitable to sit the examinations will firstly undertake the MCQ, and then on successful completion of the written component will undertake the OSCE: once they have passed both successfully they will be eligible for Registration in New Zealand. This has required a change in examination fee which was consulted on and gazetted.

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 audit for the year ending 31 March 2015 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, as one of the smaller Responsible Authorities operating under the HPCA Act (2003) there is always a potential risk for unpredicted costs associated with competence/disciplinary issues of dietitians. The Board is very conscious of keeping down the regulatory costs to practitioners but with some unexpected complaints and competence issues being put to the Board over the past year the Board needs to consider the cost implications relating to these and how they manage them going forward.

Board tenures came to an end for three Board members during the past year and the Board farewelled two of them and saw the reappointment of the third. Sandy Clemett was reappointed for a further three years and Eruera Maxted and Carol Wham stepped down after a considerable length of service. Both Carol and Eruera have been strong contributors, supportive, passionate and dedicated to their roles and have been wonderful assets to the Board. Both have served time on various Board committees and contributed comprehensive and robust academic, clinical, cultural and educational perspectives and understanding. Eruera also served as the Boards Chair. New Board members will be appointed going forward to replace Carol and Eruera who agreed to stay on for a considerable length of time whilst the Ministry of Health completed the appointments process.

The time and expertise of many individuals has, as always, been much appreciated over the past year. All have contributed their various skills and expertise as Board members, assessors, auditors, supervisors, or in other contracted positions. We very much appreciate the continued support and commitment to the regulation of the dietetic profession.

We look forward to working with the Board on a variety of projects and initiatives over the next year and the challenges and opportunities that lay ahead.

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

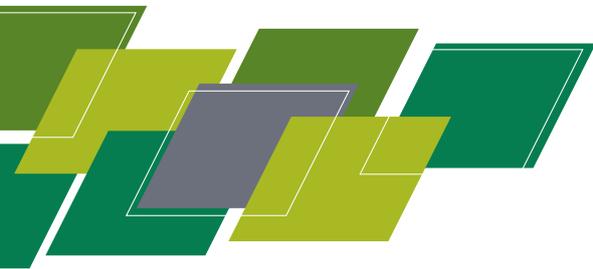
Our mission is to ensure Dietitians are safe, effective and competent to practice

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 Board's 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 2014/2015 year were:

- Recruiting a new Registrar
- Undertaking the accreditation process for a third university dietetic training provider
- Finalising and publishing the Board's *Code of Conduct & Ethics for Dietitians*
- Continuing exploring the potential co-location of some of the 16 Health Responsible Authorities (RAs)
- Addressing staffing issues to enable efficient and effective regulation of the profession
- Monitoring Dietitian Prescribing
- Signing off on the final part of the process regarding Designated Prescribing Rights
- Finalising the move to the new Board Registration Examination and developing policy around this
- Preparing for the review of Registration Competence Requirements

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 relationships and communications with stakeholders are effective and aid 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.

Each year the Board holds a half day strategic planning session to celebrate their achievements, refocus their priorities and plan for the year ahead.

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 2015** were:

Vicky Campbell of Auckland

CHAIRPERSON

.....

Sandy Clemett of Christchurch

DEPUTY CHAIRPERSON

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Eruera Maxted of Whangarei

.....

Stella Friedlander of Auckland

.....

Carol Wham of Auckland

.....

Leasa Carlyon of Wellington

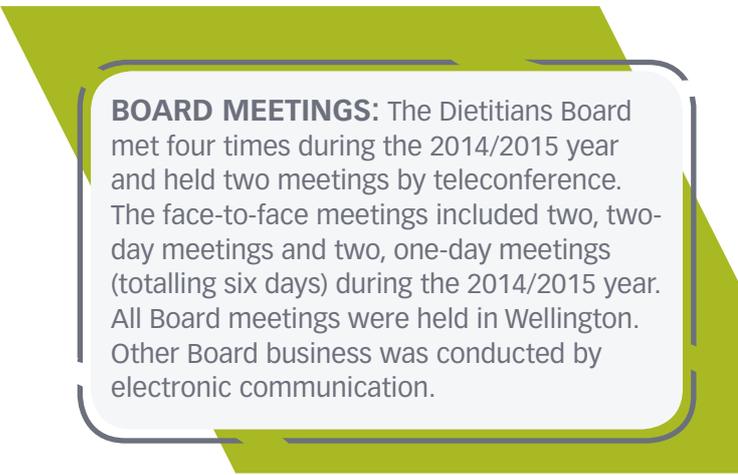
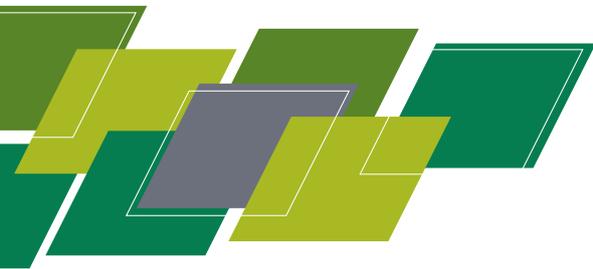
LAYPERSON

.....

Bonnie Roger of Tauranga

LAYPERSON

.....



BOARD MEETINGS: The Dietitians Board met four times during the 2014/2015 year and held two meetings by teleconference. The face-to-face meetings included two, two-day meetings and two, one-day meetings (totalling six days) during the 2014/2015 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.

Current term ends – 9 June 2016

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 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.

Current term ends – 23 May 2018

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.

Term ended – 1 September 2014 – remained on Board until May 2015

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.

Current term ends – 9 June 2015

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.

Current term ends – 9 June 2016

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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.

Term ended – 1 September 2014 – remained on Board until May 2015

.....

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.

Current term ends – 8 May 2016

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

Bonnie Roger, Leasa Carlyon and Vicky Campbell

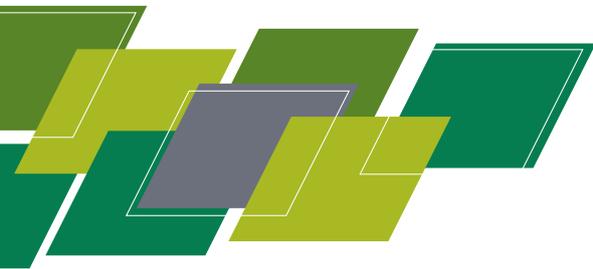
This committee monitors administrative and financial processes to ensure efficiency, reviews and sets fees charged by the Board, and promotes public awareness of the Boards responsibilities through the website and publications.

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 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.

A representative from each university usually 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 2015, Both the University of Otago and Massey University have full accreditation to provide dietetic training in New Zealand at a Masters' degree level. University of Auckland currently has provisional accreditation.

Currency of practice

The Board monitors the lecturers and tutors involved in teaching dietetics at all three universities; requiring them to have currency of practice, with the expectation 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 late 2013. To date over 60 graduates have obtained Registration.

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.

The first of the graduates with a Master of Science (Nutrition & Dietetics) degree applied for Registration in 2014. By 31 March 2015 19 graduates had obtained Registration.

Auckland University

Auckland University's Faculty of Medical and Health Science continues to operate with provisional accreditation for a two year Master of Health Sciences in Nutrition and Dietetics; a full accreditation process was undertaken in July 2014; the University has been asked to meet Board standard staffing levels before full accreditation is bestowed.

The first of the graduates with a Master of Health Sciences in Nutrition and Dietetics applied for Registration in early 2014. By 31 March 2015 9 graduates had obtained Registration.

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 of New Zealand accredited dietetic programmes from 2014 onwards.

For Dietitians who graduated prior to 2014 the Board run a Dietitian Prescriber training course – this includes an online module and a one day face to face workshop. The combination of the online 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.

New Zealand trained graduates from 2014 onwards have this prescribing content built into their Masters coursework.

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 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.

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 Dietitian Prescribers' course as a presenter; the support of PHARMAC, who sends 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:

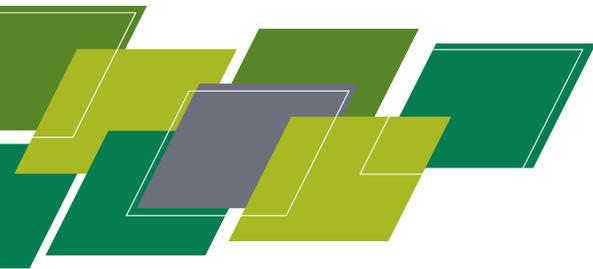
- Have a prescribed qualification or equivalent
- Be competent to practise in the scope of practice
- Be fit for registration

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 2015 the total number of currently practising Dietitians in New Zealand was 611.



Applications for Registration

	HPCA Act Section	Number of Applications	Outcomes	
			Registered no conditions	Registered with conditions
NZ trained dietitians (PG Dip Diet)	15 (1)	–	–	–
NZ trained dietitians (Masters)	15 (1)	38	–	38*
Overseas trained (UK and others)	15 (1), (2), (3)	9	–	9*
Australian trained	15 (1), (2)	5	–	5*#
Total		52	–	52

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

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

Applications from UK trained and registered dietitians for Equivalency Assessment

	Equivalency Assessments	Assessed as suitable for registration	Outcomes	
			Granted registration in 2014/15 year	Did not apply for registration within 2014/15 year
UK trained and registered dietitians	9	9	7*	2

* **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) and examination outcomes

	Equivalency Assessments	Assessed as suitable to sit OCRE	Outcomes	
			Ineligible to sit OCRE	Sat and passed OCRE by end of 2014/15 year
Other overseas trained dietitians	3	2	1	3

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 continues to hold 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. From March 1 2015 all overseas trained dietitians will be required to pass the new Board Registration Examination.

Applications for an Annual Practising Certificate

	HPCA Act Section	APCs issued in the period to 31 March 2015	Outcomes		
			APCs	APCs with conditions	Comparative number of APCs issued in the period to 31 March 2014
2014/15 APC applications	26	611	611	65*	575

* 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, Fitness to Practise and Recertification

Dietitians must meet and maintain the standards that have been set by the Board to protect the health and safety of the public.

Dietitians must possess the current knowledge and skills required to practise competently and safely at the time of Registration and every year declare they are competent in their scope of practice, remain fit to practise and meet the recertification requirements when applying for their APC.

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.

Competence

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.

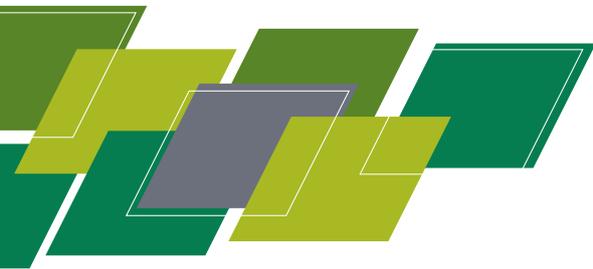
The goal of competence is the delivery of best or evidence based practice to protect the health and safety of the general public at all times.

Quality Assurance and Recertification

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 Inc.

The 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 patient and client care is of the highest quality



- Demonstrating to patients, 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.

Registered Dietitians are accountable for undertaking continuing competency – it is a requirement for the issuing each year of an APC. Participating in the Continuing Competence Programme (My CCP) 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 Competency 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.

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 Continuing Competence 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.

The Board strongly recommends that all practitioners work with a mentor or peer to discuss their individual learning plans and goals, selected activities and supporting evidence.

Continuing Competence Audit

Each year approximately 5-10% of the profession, and anyone of concern, is audited. The audit is not a form of performance appraisal or competency assessment; it is a regulatory requirement of the Board to assure it that

Registered Dietitians are engaging appropriately in learning activities that maintain and enhance their dietetic practice.

It also provides guidance and support in its feedback to practitioners for future learning.

The 2014/15 Audit assessed 38 portfolios and of these 27 met the audit requirements. There were no audit recommendations for improvements on 10 of these portfolios but 17 had at least one recommendation for improvement. Eleven portfolios did not meet the audit requirements and remedial work was required. This was a smaller percentage at 29% as compared to the previous year when 50% required remedial work which was pleasing to see.

Health and Fitness to Practise

The Board had no notifications during the 2014-2015 year in relation to the health or fitness to practise of practising dietitians.

Notifications of Competence

There were two notifications of competence concerns during the 2014-2015 year.

The Board considered the notifications and undertook enquiries. One was sent to a Competence Review with no further action required and the other required the practitioner to have a supervisory condition placed on their APC for 12 months. Both practitioners will be called for audit at the end of the next practising year.

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

Complaints and Discipline

The Board received 4 complaints during the 2014-2015 year. The Board took no formal action on any of these complaints; enquiry was made into all of them and in some cases educational letters were sent to the practitioner in question.

No matters were referred to a Professional Conduct Committee (PCC) during the last financial 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 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 2014 the Board collaborated with the DAA regarding changes to examining overseas trained dietitians and working on a shared entry examination. A representative appointed by the Board sits on the written MCQ Expert Panel. The planned changes to the overseas examination will be implemented over the next year with the first written MCQ examination sat by candidates in September 2015.

The Board will also discuss the alignment of Entry Level Competencies for practitioners on both sides of the Tasman going forward.

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.

The Board will collaborate with the Universities going forward when addressing the Boards oral examination and the Registration Competency requirements which are due for review over the next couple of years.

HRANZ Collaborations

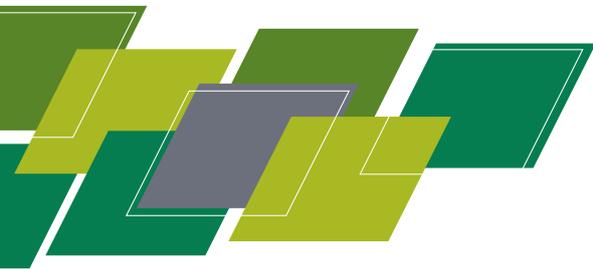
The Board is required under the HPCA Act S 118(j) *‘to liaise with other authorities appointed under this Act about matters of common interest’*.

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 2015**

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 2015, 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 2015; and
 - financial performance for the year ended on that date.

Our audit was completed on 31 July 2015. 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.

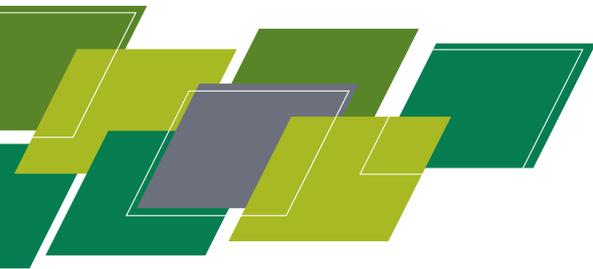
Independence

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 2015

	2015 \$	2014 \$
REVENUE		
Practising Certificates	288,861	273,214
Registration	13,304	10,422
Equivalency Assessment Fees	3,755	6,497
Examination Fees	6,257	3,862
Interest Income	10,135	9,524
Other Income	18,409	29,660
Prescribing Rights Training Fees	4,357	11,700
Total Income	\$345,078	\$344,879
Less Expenses		
Accident Compensation Levy	237	284
Annual Report & Newsletter	2,107	1,554
Assessors Fees	1,359	4,130
Audit Fees	5,477	5,836
Authority Member Fees	23,430	25,590
Bank Charges	4,845	5,402
Catering	5,267	6,114
Chair Fees	28,750	22,515
Cleaning	535	1,166
Committee Fees	2,385	2,310
Computer Software & Support	7,092	3,159
Conferences & Seminars	1,809	1,331
Continuing Competence Audit	3,515	3,780
Examination Costs	4,622	2,754
General Expenses	6,629	2,693
Hire of Plant & Equipment	1,627	3,261
Legal Expenses	10,957	7,083
Postage	2,016	2,450
Printing & Stationery	4,413	2,727
Professional Fees	34,369	38,742
Projects	28,918	14,187
Rent	12,555	14,370
Repairs & Maintenance	0	0
Salaries & Staff Costs	103,098	70,633
Secretariat Operating Costs	27,379	50,872
Teleconferencing	27	779
Telephone	1,971	1,193
Travel & Accommodation	25,085	25,013
Utilities	625	616
Venue Hire	1,067	1,802
Website Expenses	5,853	1,890
Total Expenses	358,019	324,236
Net Surplus Before Depreciation & Amortisation	(12,941)	20,643
Depreciation	1,179	2,310
Amortisation	29	9,598
NET SURPLUS	(\$14,149)	\$8,735

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

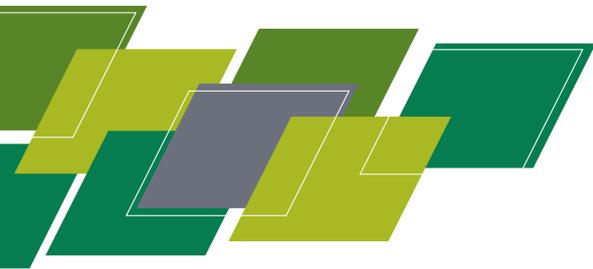
DIETITIANS BOARD OF
NEW ZEALAND

Statement of Movements in Equity

*For the Year ended
31st March 2015*

	2015 \$	2014 \$
EQUITY AT START OF PERIOD	126,454	117,719
Net Surplus for the year	(14,149)	8,735
EQUITY AT END OF PERIOD	\$112,305	\$126,454

*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 2015

	Note	2015 \$	2014 \$
CURRENT ASSETS			
Westpac Cheque Account		297,505	19,425
Westpac Savings Account		44,921	291,438
Westpac Term Deposits		100,000	140,000
Petty Cash		200	61
Accounts Receivable		0	115
Accrued Income		60	825
Total Current Assets		442,686	451,864
NON-CURRENT ASSETS			
Fixed Assets	5	1,223	2,402
Website	6	0	29
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		7,771	8,979
TOTAL ASSETS		\$450,457	\$460,843
CURRENT LIABILITIES			
GST due for payment	1(e)	35,012	32,787
Accounts Payable		32,793	39,758
Credit Cards		342	179
Income in Advance		265,410	256,800
PAYE Payable		4,595	2,936
WHT Payable		0	1,930
Total Current Liabilities		338,152	334,389
TOTAL LIABILITIES		338,152	334,389
NET ASSETS		\$112,305	\$126,454
EQUITY			
Retained Earnings		112,305	126,454
TOTAL EQUITY		\$112,305	\$126,454

Chairperson:

VM Campbell

Registrar:

SM Domanski

Date:

31 July 2015

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

Notes to the Financial Statements

For the Year ended 31st March 2015

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

The Board entered into a new sub lease for a period of three years which runs from 1 April 2014 to 01 April 2017. Current portion is \$12,054; non-current. \$12,054. There is a three year right of renewal to 1 April 2020.

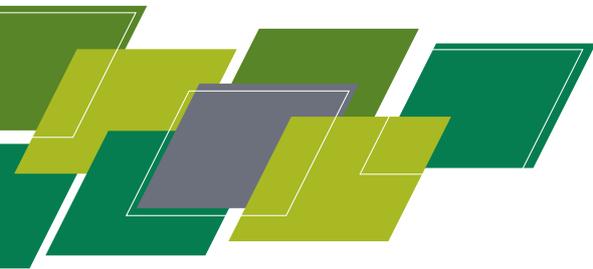
	2015	2014
	\$	\$
Current	12,054	0
Non-current	12,054	0
Total	\$24,108	\$0

At balance date there are no known contingent liabilities.

There are no capital or other commitments at balance date (2014 \$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.



DIETITIANS BOARD OF NEW ZEALAND

Notes to the Financial Statements

For the Year ended 31st March 2015

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 \$27,379 (2014 \$ 50,872). 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.

5. FIXED ASSETS

	2015 \$	2014 \$
Office Equipment		
At Cost	12,572	12,572
Less Accumulated Depreciation	11,349	10,170
Total	\$1,223	\$2,402

6. INTANGIBLE ASSETS

	2015 \$	2014 \$
Website		
At Cost	28,823	28,823
Less Accumulated Amortisation	28,823	28,794
Total	\$0	\$29

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 2015 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.



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