



# Dietitians Board

## Te Mana Tohunga Matai Kai

JUNE 2015

Newsletter to the Profession

Protecting the health and safety of the New Zealand Public  
Promoting and enhancing the wellbeing of New Zealanders by ensuring dietitians  
practice safely, competently and effectively

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### CONTACT DETAILS

New Zealand Dietitians Board  
Te Mana Tohunga Matai Kai

DDI: (+64) 4 474 0746  
Fax: (+64) 4 474 0709  
Level 9, 79 Boulcott St  
Wellington 6011

PO Box 10-140, The Terrace,  
Wellington 6143

#### Email

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

#### Website

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

*Tēnā koutou & Welcome to the June 2015 Newsletter – once again full of important information to assist you practise safely, competently and effectively!*

### APC RENEWALS

Online APC renewal ran from 2 March 2015 through until 31 March 2015 and ran remarkably smoothly over that short period of time. It was great to see the majority of practitioners renewing by 20 March as requested. Thank you for making our task easier.

Every year, dietitians who wish to practise are required to hold an APC and in order to obtain an APC are legally required to complete the minimum Continuing Competence Programme requirements. As the renewal process happens at the same time every year make sure it is in your diary so you have sufficient time to complete the renewal process.

### Tips for a smooth renewal process

For the majority of practitioners the process was smooth and quick. Here are some tips for ensuring next year's renewal process runs smoothly for you:

- Don't leave your My CCP until the last minute
  - Remember your log in password
- Don't leave Dietitian Prescriber Annual Update until the last minute
  - Remember your log in password
- Remember to complete the Dietitian Prescriber Annual Update before renewing
- Remember to organise supervisor sign off before renewing
- Remember that the online renewal process runs through My CCP
- Remember to update your contact details
- Ensure you have enough funds in your bank
- Remember to reference your registration number in the payment
- Make sure you provide the correct credit card number
- To avoid getting timed out of the online process make sure you are prepared
- Renew well before 30 or 31 March 2016

### Completing My CCP

A small number of practitioners found they could not proceed on the online

platform because they had not completed their My CCP in full. Here's a reminder of what needs to happen. You can only apply online if you have practised dietetics during the 2014/2015 year and you have:

- Successfully completed your learning goals
- Achieved your annual minimum of 15 My CCP credits
- Completed at least one 3+ credit activity
- Completed an activity from all three categories

If you hadn't completed those bullet points the system would not have let you proceed – you would not have seen the "congratulations" box!

If an employer pays the Board directly with a bulk payment it causes delays for practitioners and frustration for administrators as they have to try to figure out who the large wodge of money with no reference might be for. We again request you to pay the APC Fee yourself and then seek reimbursement. It is a practitioner's responsibility to renew and pay – not an employer's.

The APC is a legal document – you need to make sure you apply for it in a timely manner and keep it in a safe place once you receive it.

We will remind you all again towards the end of the year about some of these things but perhaps keep this newsletter on file for future reference and put a reminder in your calendar for APC renewal 2016!

### **BOARD REGISTRATION EXAMINATION**

As advised last year there have been changes made to the Boards Registration Examination.

This examination is for ALL overseas trained dietitians wishing to gain Registration in New Zealand. It is also a recertification requirement for practitioners wishing to return to practising dietetics who have been out of the workforce for 9 years or more.

On successful completion of the Registration Examination Dietitians will be able to work across all domains of practice.

If you currently have a condition to practise in a clinical domain only on your APC you might want to consider sitting this examination to enable you to work across all domains of dietetics.

The Dietitians Board of New Zealand and the Dietitians Association of Australia (DAA) have worked together to develop a written examination that is robust, valid and comprehensive and assesses the competencies required to practise as a Dietitian in both New Zealand and Australia.

The next available Written Examination is **3 September 2015**.

The exam can be sat in Auckland or Christchurch in New Zealand.

The closing date for applications for the September 2015 Written Examination is **22 June 2015**.

Candidates who successfully pass the written exam are eligible to sit the oral exam. The Board is yet to set the date for the oral examination but it is expected to be late October/early November 2015. Please check the website.

You can obtain further information about the Boards Registration Examination by looking at the Boards website or contacting the Registrar.

### DIETITIAN PRESCRIBER REMINDERS

Dietitian Prescribers need to ensure they have as a My CCP goal **Successfully undertake the Prescriber Annual Update on Moodle** – <http://nzdb.moodle.co.nz/> - this will be available from July 1 2015.

Once again there have been a number of incorrect ID's noted in recent quarterly reports we receive from the Ministry of Health. Please ensure you are correctly writing your registration number on your scripts.

If a Prescriber changes positions and therefore their **Prescribing Supervisor(s)** changes, the Board must be notified immediately and a new Supervisor found. The supervision form is on the website.

### DIETITIAN PRESCRIBER TRAINING COURSE

**The next Dietitians Prescriber Training Course will be held on 18 July 2015**

The course is being held in Auckland, the cost is \$200.

Dietitians graduating with a Post Graduate Degree from 2014 meet the requirements for Dietitian Prescriber endorsement and are not required to undertake the Dietitian Prescriber Training Course (as long as they undertook this component and passed it in their training).

Prior to attending the course you are required to undertake an online learning course. It is important you undertake this online learning to maximise your experience at the workshop and pass the summative assessment at the end of the day.

Contact The Registrar [dietitians@dietitiansboard.org.nz](mailto:dietitians@dietitiansboard.org.nz) for an application form or more information or visit the Boards website.

### DESIGNATED PRESCRIBING REGULATIONS

The long awaited designated prescribing regulations come into force on **3 August 2015** – this means prescriber dietitians will be able to prescribe a number of new products - high dose pancreatic enzymes, zinc and high dose Vitamin D.

The Board requirements for education and training that Registered Dietitians must undertake before commencing prescribing are as follows:

- A Master of Dietetics degree (University of Otago) or Master of Science (Nutrition and Dietetics) degree (Massey University) or Master of Health Sciences in Nutrition and Dietetics degree (University of Auckland), conferred after January 2014; or
- For all other New Zealand Registered Dietitians the successful completion of the Dietitians Board Prescriber Training Course – consisting of an online course and a face to face workshop with a summative assessment which demonstrates knowledge to safely prescribe dietetic prescription medicines and knowledge of the regulatory framework for prescribing.

Registered dietitians who prescribe must:

- be in an ongoing supervised prescribing relationship and advise the Board of their supervision arrangements; and
- include prescribing and prescribing related developments as part of their continuing professional development; and
- complete the Board's online Annual Prescriber Update on an annual basis.

Registered dietitians authorised to prescribe must provide to the Board each registration year, with their application for a practising certificate, evidence that they have maintained their prescribing competence through:

- Successful completion of the online Annual Prescriber Update; and
- Ongoing supervision of their prescribing practice by a registered prescriber
- Undertake a practice review of their prescribing

Further information regarding Designated Prescribing Regulations will be available on the Board website from 3 August 2015

### **Prescribing Survey**

Dietitians within New Zealand who are endorsed prescribers are entitled to prescribe special foods; however, it is unknown how Dietitians are prescribing in different settings/areas. An independent short survey is being undertaken to analyse current prescribing practices, to determine the need for further support and ultimately help standardise prescribing practices nationwide. Results will be published and sent to all participants. You can contact [SophiB@adhb.govt.nz](mailto:SophiB@adhb.govt.nz) for the survey link or further information.

### **SOCIAL MEDIA & ELECTRONIC COMMUNICATION GUIDELINES**

At its recent Board meeting the Board ratified guidelines for practitioners on the use of social media and electronic communication. The guidelines have been developed 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.

Dietitians who use social media and electronic communication should ensure that they are familiar with these guidelines and that they comply with the Code of Ethics and Professional Conduct.

The guidelines may be reviewed and/or amended from time to time. The most recent version of the *Social Media and Electronic Communication Guidelines* will be available on the Dietitians Board website.

### **BOARD MEMBERSHIP**

Carol Wham and Eruera Maxted have recently stepped down from the Board after many years of service (Carol since 2007 and Eruera since 2006). Both Carol and Eruera have been great contributors, very supportive, very passionate and dedicated to their roles and have been great assets to the Board. Between them they contributed comprehensive and robust academic, clinical and educational perspective and understanding – they will be much missed.

The Board is very pleased to advise the appointment of two new Board

members Hiki Pihema and Louise Mainvil and is confident they will bring skills and knowledge to build on the work Carol and Eruera (and others before them) have contributed to, as well as a fresh perspective.

The Board is also very pleased that Sandy Clemett's appointment has been extended for another 3 years.

The current Board are:

- Vicky Campbell – Chair
- Sandy Clemett – Deputy Chair
- Stella Friedlander - Practitioner
- Dr Louise Mainvil - Practitioner
- Hiki Pihema - Practitioner
- Leasa Carlyon - Layperson
- Bonnie Roger – Layperson

### **Louise Mainvil**

Dr Louise Mainvil is an experienced public health dietitian who works for the University of Otago. Her research and teaching interests include exploring psychological, social, cultural, environmental and economic factors influencing food distribution and consumption.

Louise has been a NZ registered dietitian since 1996. She started her dietetics career in the USA working as a clinical dietitian (1989).

Louise lives in Dunedin with her husband and young son and enjoys family time exploring nature's beauty.

### **Hiki Pihema**

Hiki lives in Gisborne and is from Te Whanau a Ruataupare, from Tokomaru Bay. She has been a registered Dietitian since 1976 and has worked in many areas of dietetic practice including food service, management, clinical and public health. She has worked in numerous settings including hospitals, GP clinics, schools, community and marae. Hiki has served on many national nutrition committees in an advisory capacity. She was a member of the Board of Food Standards Australia and New Zealand for 8 years.

Hiki is currently employed by Tairāwhiti DHB as a Dietitian, Team Leader. She is also employed by Otago University as a Professional Practice Fellow in the Interprofessional Education (IPE) programme, and a tutor for the Masters of Dietetics programme.

Hiki is a member of Te Kahui Manukura o Kai Ora, the Maori Dietitians Group of Dietitians NZ.

Hiki is a keen runner, enjoys kapa haka and spending time with her four mokopuna, and is planning to return to Tokomaru Bay to live.

### **MY CCP AUDIT**

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

Each year approximately 5% of the profession, and anyone of concern, are

audited.

The audit is not a form of performance appraisal or competency assessment; it is a regulatory requirement of the Board to assure them 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.

#### **The challenges – comments from the Auditor**

- Well written learning goals in SMART format continue to be a challenge for many practitioners. Poorly focussed goals often resulted in a CCP without overall focus or direction.
- CCP portfolios submitted for audit were generally poorly organised. Electronic documents lacked identification, numerical or other systems to link them to the corresponding CCP activity.
- Some practitioners continue to submit far more documentation than is required for an activity. In many cases it appeared that practitioners had chosen documents from their work without thought as to whether they were appropriate CCP evidence.
- Often a range of documents that were difficult to relate to each other and did not form a coherent path of learning were submitted as evidence for an activity.
- In many cases a reflective summary of learning would have provided a more relevant and concise record of learning.

There are a number of things the Board is planning to do to assist practitioners going forward:

- Guidance on developing your My CCP to be a coherent and concise record of learning including specific advice on:
  - Development of learning goals and learning plans
  - What constitutes appropriate peer comments and advice for submission
  - Guidance on organisation of portfolios and documentation
- Update the CCP Manual so that it is easier for practitioners to understand the requirements of the CCP and requirements for audit.
- Review My CCP with a view to making it easier for dietitians to record the appropriate information and evidence.

A reminder that the Board's audit system is as follows:

- APC holders are selected in late November for audit at the start of February.
- Dietitians selected for auditing are notified in writing to submit evidence for their documentation.
- Practitioners are required to submit their plans and evidence of learning for the year.

## MY CCP - YOUR LEARNING GOALS FOR THE YEAR

We are now a couple of months into the practising year so you should have started to develop your learning goals – It is pleasing to see a good number of practitioners already underway with their learning goals and their planned activities.

For those of you still to start – think about the following:

- Are your goals SMART? **Specific, Measurable, Achievable, Relevant, Timely**
- Have you developed your goals around each learning category including continuing competence, practice review and cultural competence?
- Are your goals and activities appropriate for your area(s) of nutrition and dietetics in which you currently practise?
- Is your current work experience, length of time in this work and level of experience congruent i.e. consistent, with the goals, learning activities and credits you have assigned to them?

### Reflecting on your learning - writing

When you reflect on your goal and learning activity ask yourself the following questions:

- What was something important you learnt from the topic or activity?
- As a result of what you learnt what will you change in your day to day practice and how will you implement the new learning into your daily practice?
- How would you be able to prove that you have actually changed your practice if audited on the changes you said you would make?
- What do you still need to learn?
- How will you learn it?

### Cultural Competence

Having the competence to ensure you can build and maintain a strong rapport and provide a clear understanding when communicating with patients and consumers of other cultures is imperative to a Registered Dietitian.

In its simplest form cultural competence is having the ability to interact effectively and respectfully with consumers and patients who have a different background or perspective on life than that of your own.

Undertaking learning activities to develop your cultural competence can be drawn from diverse opportunities and experiences.

When you are planning your learning around cultural competence over the course of the year think about whether it will be to assist you in meeting your patient and consumer needs or extend your own knowledge, skills and attitudes. Talk to your colleagues, consider the demographics of your community and explore what local resources are available for you to tap into.

My CCP requires all Registered Dietitians to complete a cultural competence activity each year – this could be an activity where you learn new skills, knowledge or attitudes, equally it could be whereby you develop an activity or initiative. Additionally you are required to undertake a Treaty of Waitangi related activity every 5 years.

### **Evidence required to support credits**

The Board is interested in the quality of the evidence not the quantity. If you are called for audit the auditors require documentation to be supplied to support learning credits claimed at the 3, 4 and 5 levels for Continuing Education and Cultural Competence activities.

For Practice Review activities, evidence must be submitted for all credits (including 1 and 2) to show that practice has been reviewed by others. If you are providing a review think about what you write – is it useful for the practitioner and does it reflect a good overview of the activity?

Helpful tips for planning and reflecting on your continuing competence and professional development activities can be found on the Boards website <http://www.dietitiansboard.org.nz/audit-process-information>

### **UPCOMING PROJECTS**

The Board has a busy couple of years ahead with a number of key projects to undertake and will be seeking practitioner and stakeholder participation.

Further development of the Registration Examination, a review of the Registration Competency Requirements, a fee review, monitoring of prescribing, My CCP review, and policy reviews – we look forward to your input.

Stay warm and well through the winter months.

*Vicky Campbell - Sue Domanski*

*Chairperson - Registrar*

**JUNE 2015**