



# Dietitians Board

## Te Mana Mātanga Mātai Kai

NOVEMBER 2018

Newsletter to Practitioners

### DRIVING THE CREATION OF A WORKFORCE THAT IS RESPONSIVE TO THE HEALTH AND WELLBEING NEEDS OF NEW ZEALANDERS



#### *Tēnā koutou!*

Welcome to the November Newsletter – the second half of this year just seems to have flown by and the festive season and summer break will soon be upon us. This Newsletter contains a variety of information regarding the Board's work and your obligations as a registered health practitioner. We hope you can find a nice sunny spot to sit and read it.

#### BOARD REPORT – RECENT ACTIVITY

The Board met in Wellington on November 8 and 9 and had a very busy two days of deliberations and planning, covering off a large amount of work. Two key agenda items were:

- **Strategic Direction** – the Board revisited the Strategic Direction to 2024 acknowledging that its primary role under the HPCA Act is to promote and protect public interest by providing mechanisms to ensure that Dietitians are qualified, competent and fit to practise their profession. The Board recognised the need to be more outward focused and agreed its **Strategic Direction to 2024** will be to **drive the creation of a workforce that is responsive to the health and wellbeing needs of New Zealanders**.

From this the Board identified 3 key priorities for the next 12 months:

1. **Engage with stakeholders to strengthen relationships.**
2. **Influence and respond to changes and developments in the regulatory environment in New Zealand.**
3. **Lead and enable registered dietitians to make positive work choices that build professional reputation and competence.**

A work plan will be developed and the Board will keep practitioners updated on initiatives and activities around the 3 key priorities.

- **Accreditation Standards** – the Board signed off the [Guidelines for Accreditation of New Zealand Dietetic Education Programmes](#) and the [Accreditation Process for New Zealand Dietetic Education Programmes](#).

The [Accreditation Standards](#), published in May 2018, specify the criteria against which education and training programmes are assessed for accreditation. The standards support the defined knowledge, competencies and professional attributes required of graduates to register as a Dietitian as outlined in the [Professional Standards and Competencies for Dietitians](#).

The Board will be visiting with education providers over the next few weeks to discuss the move to an outcomes based accreditation approach, the Board's expectations and the process.

All three [education providers](#) will undergo accreditation against the new Accreditation Standards during 2019.

## STAKEHOLDER ENGAGEMENT

**Dietitians New Zealand** – The Board congratulate Kath Fouhy on her appointment to General Manager at Dietitians New Zealand. The Boards Registrar Sue Domanski and Kath recently met to discuss areas of common interest and the Board looks forward to strengthening the relationship between the two organisations.

**DHB Leaders Meeting** - The Board's Chairperson, Laila Cooper and Registrar Sue Domanski, recently attended an afternoon forum in Auckland hosted by the dietetic leaders from all DHB's. This was a valuable opportunity for Board representatives to meet with dietitians who are working in the DHB's, and also to meet with Kath Fouhy from Dietitians New Zealand and representatives from the Dietetic Education Programme providers. Participants shared experiences and observations about dietetics in New Zealand, and Laila and Sue spoke about Legislation, Health Workforce, Strategic Direction, Engagement and regulation of Nutritionists. Thank you to Helen Little for coordinating this forum.

## EXPRESSIONS OF INTEREST

**ACCREDITATION REVIEW TEAM** - The Board will soon be appointing an Accreditation Review Team (ART) and will delegate responsibility to this team for the assessment of a dietetic education programme against the Accreditation Standards and Criteria. ART assessors work within the policies, procedures and Terms of Reference set by the Board.

The ART has three key functions:

- **Investigation**- to review the education provider's evidence and to collect additional evidence, as necessary, in order to clarify and verify evidence,
- **Assessment**- to determine whether available evidence sufficiently demonstrates programme compliance with each Accreditation Standard and Criterion,
- **Recommendations**- to provide an overall recommendation to the Board on an accreditation outcome, and to recommend quality improvements.

Each accreditation review is conducted by an expert group of assessors. The ART has a balance of expertise to allow transparent assessment of the programme with sufficient academic rigour.

When forming an ART, the Board ensures that there are 'experts' in: academic quality, dietetic education (modern educational principles and competence assessment practices), the three core dietetic practice contexts (public health nutrition, medical nutrition therapy, food service management), New Zealand dietetic practice (health care context), and accreditation assessment processes.

The ART typically has four members supported by the Board's Secretariat, although it may be smaller or larger depending on the context of the assessment. An ART includes at least:

- two senior dietetic academics with strong understanding of modern educational principles and competence assessment practices,
- a senior dietetic practitioner who has significant practice and supervision experience in New Zealand, and
- a professional who is experienced in conducting tertiary education accreditation assessments.

**The Board is now seeking 'Expressions of Interest' (EOI) from academics, accreditors and practitioners** – please contact the Board's Registrar for further information and/or a copy of the Terms of Reference. The closing date for EOI is **7 January 2019**. Should you wish to be considered for the ART please provide a CV and a covering letter outlining your suitability to the role.

## DOWNLOADABLE APC

When you next renew your APC you will be able to print off a physical certificate - downloadable from your personal Dashboard via the Dietitians login section of the website. It will be available within 10 calendar days from the date of your declaration/payment. You can choose to print the certificate onto card and frame it as some other registered health practitioners do.

The **Register** of Dietitians (<http://dietitiansboard.org.nz/Search-Register>) shows your status as a registered dietitian. This Register is linked live to the Board's practitioner database and is the record the public, clients and employers should be using to check an individual's registration or practising status.

## MyCCP AUDIT 2018/2019 PRACTISING YEAR – Continuing Professional Development (CPD)

120 practitioners have been selected for audit of their CPD records. An email has been sent to these practitioners advising them of their selection.

**Please note that there is no expectation from those selected for audit to provide more detail than what is required in any given year when undertaking CPD, and logging it, for recertification purposes.**

Practitioners are randomly selected; although practitioners who did not initially meet requirements of previous audits may be recalled and overseas-trained practitioners are also called following their first year of practise in New Zealand. Anyone of concern to the Board may also be called for Audit.

The Board wishes to remind practitioners this audit is not a form of performance appraisal or competency assessment; it is a regulatory requirement of the Board to provide assurance that Registered Dietitians are engaging appropriately in CPD that contributes to the maintenance and enhancement of their dietetic practice and are meeting their professional standards and obligations.

Auditors will be checking that practitioners have engaged in relevant professional development and met their recertification requirements and practitioners will receive an email advising them of the audit outcome (Met Requirements/Not Met Requirements) – unlike previous years no further feedback will be given. Should a practitioner's CPD records not meet requirements they will be given directions on what they need to do to meet the requirements and may be called for audit again the following year.

Use the Credit Key to ensure you apply the correct value to the CPD you have undertaken.

### PLEASE REMEMBER!

- ❖ An **APC** is required if, with an entry on the Board's Register, you are undertaking any role outlined in the [Scope of Practice: Dietitian](#)
- ❖ **Endorsed Dietitian Prescribers** - the MOODLE Annual Prescriber update must form part of your CPD for the year. The Annual Update can be found at <http://nzdb.onlearn.co.nz> The Board also recommended all active prescribers include peer review of their prescribing as part of their practice/peer review. A template *Prescribing Peer Review* is available under My CCP practice/peer review which can be used to document your meeting and discussion with your prescribing supervisor.
- ❖ **Personal details** - Please keep these up to date by logging in to the Dietitians Portal and checking your contact details are correct, to prevent mail being 'Returned to Sender' or emails bouncing.
- ❖ **Extended Leave/Parental Leave** - Please advise the Board of any leave/change to Non-Practising status – we can pro rata MyCCP requirements where required.
- ❖ **Changes in your practice** – Please advise the Board should you change your area of practice – a period of supervision may be required to support you and assure the Board it is complying with its statutory responsibility to assure itself that dietitians are competent and fit to practise at all times.
- ❖ **Supervision:** New to practice? Returning after an extended break? Changed your supervisor? Make sure you have selected your supervisor and they have **Signed On**.
- ❖ If you **do not** have a Supervision Condition on your APC you **should not** have a supervisor selected on your dashboard page - make sure you unselect them. A few of you still have a supervisor selected when you don't need to – this will cause an issue for you at APC renewal time if you do not unselect them now.
- ❖ If you haven't already, start logging your CPD now to avoid undue stress in February and March – we recommend that you set a quarterly reminder throughout the year to keep on top of it. We do understand though that there are many of you who like to leave it to the deadline and will do it in March. ☺
- ❖ **If ever you are uncertain about your regulatory obligations, or if your individual circumstances fall outside the advice available on the Board's website, please contact the Board's office to discuss further.**

### HPCA ACT 2003 AMENDMENT BILL

The Health Select Committee has published its report on the Health Practitioners Competence Assurance (2003) Amendment Bill. You can view the report [HERE](#). The amendments will have some implications for the Board going forward and we will keep practitioners updated.

## BOARD APPOINTMENTS

The Ministry has advised it hopes to confirm the three outstanding May 2018 appointments in early December 2018. The appointment process is also underway for a lay-person position (tenure ended September 2018) and a practitioner position (tenure ends May 2019).

## BOARD SECRETARIAT STAFFING

Brady Miller, our new Registration Officer, started the week of 19 November 2018 and replaces Helen Whittaker. Brady comes to this position from the Annual Practising Certificates team at the Medical Council (MCNZ). He is familiar with the HPCA Act (2003) and his primary responsibility at MCNZ was to audit compliance and investigate matters pertaining to participation, as well as good standing in the training & recertification programmes, and/or overseas jurisdictions. Brady will invariably be your first point of contact when you contact the Board.

## ANNUAL REPORT

The Annual Report for year ending 31 March 2018 is now available on the website – you can find it [HERE](#).

## BOARD MEETINGS

- February 13<sup>th</sup> and 14<sup>th</sup>
- May (TBC)
- August 21<sup>st</sup> and 22<sup>nd</sup>
- November 6<sup>th</sup> and 7<sup>th</sup>

Please contact the Board's office at least 15 days prior to ensure any matter can be incorporated into the agenda.

The Board has a [FEEDBACK tab on the website](#) and is always interested in your feedback.

Should you have any questions about information held by the Board or about registration, holding an APC, MyCCP or supervision please contact the Boards office and talk to Sue & Brady (Registration Officer) – they are happy to assist you meet your regulatory obligations and have their finger on the pulse of current policy and legislation.

*Laila Cooper Chair of the Board - Sue Domanski Registrar*

**New Zealand Dietitians Board**  
Te Mana Mātanga Mātai Kai

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