



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

Deadlines: registration and first APC applications – Overseas Trained Dietitians

Policy Statement

This document sets out Board policy concerning the period of time within which the Board requires overseas trained dietitians, who have met the requirements for registration, to register with the Board and to apply for a first annual practising certificate (APC).

Purpose

It is the Board's duty under section 15 of the Health Practitioners Competence Assurance Act 2003 to ensure that an applicant for registration is fit and competent to practise.

This policy seeks to avoid cases where overseas trained dietitians, having met registration requirements, take an extended period of time to register with the Board and apply for a first APC because this may pose a risk to public safety if knowledge and skills become out-of-date before any New Zealand work experience has been gained.

Policy

Each overseas trained dietitian who has had their qualifications recognised by the Board, and passed the written and oral registration examination, is eligible to apply for registration and subsequently an annual practising certificate.

It is Board policy that a candidate for registration must, **within 2 years of the date of the official notification from the Board** stating they have met registration requirements, both (1) register with the Board and (2) apply for and be issued with an APC.

If an applicant for registration or a first APC has not met this deadline but subsequently wishes to practise in New Zealand, their case will be referred to the Board for consideration. (For guidance on preparing a case for the Board, see *Demonstrating Competence*).

After considering the case, the Board may require the applicant to sit the Board examination again before being permitted to register/practise. Fees are payable for this examination, which is in two parts.

All registered practitioners should be familiar with the provisions of the Health Practitioners Competence Assurance Act 2003.

Demonstrating Competence

How do I demonstrate my competence for the purposes of this policy?

Practitioners who have not met the registration/APC deadline but who wish to practice in New Zealand are required to demonstrate their competence to the Board by providing:

1. a **letter** explaining:
 - why they did not register and/or commence practising in New Zealand within two years of the official notification that they had met the registration requirements; and
 - why they consider they are competent to practise

When providing information on their competence, a practitioner should include information to demonstrate

- how they have maintained currency of dietetic knowledge;
 - this might include details of work experience, courses undertaken, journals/books read
- 2. a **professional development plan** that demonstrates how the practitioner intends to maintain and develop their dietetic knowledge and skills.

Suggestions for formulating this plan

- What are my practice goals?
 - Where am I now and where do I wish to be in three to six months' time with regard to my professional development?
 - What must I do to achieve my goal/s?
 - How do I plan to grow and develop as a practitioner?
 - How do I intend to use practice supervision for my professional development?
3. a full **Curriculum Vitae** including any work experience since meeting the registration requirements.

Individuals who have subsequently undertaken an additional course of study which is relevant to their competence to practise dietetics, are required to provide a certified copy of the relevant syllabus.