



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

Practice Supervision Policy

PRACTICE SUPERVISION POLICY

This policy replaces the following Board policy:

Policy name	Approved
Practice Supervision Policy	January 2018

This policy should be read in conjunction with the following Board documents:

Policy	Approved
Professional Standards and Competencies for Dietitians	November 2017
Code of Ethics and Conduct for Dietitians	November 2017
Deadlines for Registration/first APC applications: New Zealand graduates	May 2017
Deadlines for Registration/first APC applications: Overseas graduates	May 2017
Return to Practice Policy	August 2017
<i>Changing Dietetic Practice Context Policy (under development)</i>	X 2020

Guidelines/Statement	Approved
<i>Practice Supervision Guidelines (under development)</i>	X 2020

This policy refers to the following key legislation:

[Health Practitioners Competence Assurance Act 2003](#)

- Requirements for registration of practitioners ([s15](#))
- Fitness for registration ([s16](#))
- Applications for registration of health practitioners and authorisations of scopes of practice ([s17](#))
- Contents of authorisation of scope of practice ([s22](#))
- Restrictions on issue of annual practising certificate ([s27](#))
- Orders concerning competence ([s38](#))

Revision Schedule

Version	Date Approved	Next Review
1	24 June 2020	2022

Policy Statement

The Dietitians Board (the Board) protects public health and safety by ensuring registered dietitians are competent and fit to practise at all stages of their career.

(Health Practitioners Competence Assurance Act 2003 [[HPCA Act](#)])

As part of meeting this objective, the Board requires all registered dietitians in their first year of practice in New Zealand to have practice supervision for a minimum of 12 months. The requirement for practice supervision is entered as a condition on the practitioner's Annual Practising Certificate (APC) ([S22\(3\)](#) HPCA Act).

Practice supervision may also be required for other registered dietitians (e.g. under [S27](#), [S38](#) HPCA Act).

Practice supervision is workplace related and based on formal peer/practice review. It is a supportive process that enables practitioners to consolidate and enhance their professional and dietetic skills and lifelong learning habits.

The HPCA Act defines 'supervision' as: "Supervision means the monitoring of, and reporting on, the performance of a health practitioner by a professional peer" ([S5\(1\)](#)).

1. Dietitians for whom Practice Supervision applies

- all New Zealand trained dietitians when they start practising for the first time
- all overseas trained dietitians when they start practising in New Zealand

It may also apply to:

- dietitians [returning to work](#) in New Zealand after a break of more than 2 years
- dietitians changing a dietetic practice context¹ in which they have not previously practised, or have not practised for more than 2 years
- dietitians with identified [competence](#) deficits

2. Practice supervisor requirements

The practice supervisor must be a New Zealand Registered Dietitian with:

- a current APC (and no condition 'to practise under supervision'), and
- the equivalent of at least 3 years (full time) dietetic work experience, and
- practice supervision training.

The practice supervisor should have expertise in the supervisee's area of dietetic practice for formal observations and practice/peer review. Therefore, if a supervisee works across dietetic practice contexts¹, she/he may require more than one practice supervisor.

3. Duration and frequency of Practice Supervision

Duration:

All dietitians in their first year of practice in New Zealand are required to have practice supervision for a **minimum of 12 months**. If they work less than 16 hours per week, then 12 to 24 months of

¹ The [Scope of Practice](#) refers to dietetic practice contexts, including public health, medical nutrition therapy, managing food and health systems, and to broader practising roles (policy development, leadership, management, research, education, communication).

practice supervision is required. The practice supervisor must sign them off as demonstrating competence and fitness to practise before the condition of practice supervision is considered to have been met.

All other dietitians to whom this policy may apply are required to have practice supervision until their practice supervisor signs them off as demonstrating competence and fitness to practise. This may take approximately 6 months for those returning to work or changing area of practice, and approximately 12-18 months for those with identified competence deficits. For the avoidance of any doubt, the Board may specify the duration of practice supervision, and any other conditions of practice, on a case by case basis.

Frequency:

Where a supervisee works 16 or more hours per week, the Board requires **at least fortnightly practice supervision for the first 6 months** of the supervisory period.

Where a supervisee works less than 16 hours per week, the Board requires **at least monthly practice supervision for the first 12 months** of the supervisory period.

Dietitian employed ≥ 16 hours per week 12 months supervision required		Dietitian employed ≤ 16 hours per week 24 months supervision required	
1 st 6 months	Minimum 12 sessions (at least fortnightly meetings)	1 st 12 months	Minimum 12 sessions (at least monthly meetings)
2 nd 6 months	Minimum 6 sessions (at least monthly meetings)	2 nd 12 months	Minimum 6 sessions (at least bi-monthly meetings)

Regular review of the supervisee's development through formal observations and practice/peer review will assist in setting a realistic and useful meeting schedule.

Dietitians in their first year of practice in New Zealand should have 1 hour of formal practice supervision each week to begin with (as well as informal meetings with the practice supervisor as and when needed). This should be reviewed regularly by the practice supervisor in discussion with the supervisee and may be changed to 1 hour of formal practice supervision fortnightly where appropriate.

For all other dietitians to whom this policy may apply, the frequency of practice supervision is as set out in this policy. For the avoidance of any doubt, the Board may specify the frequency of practice supervision, and any other conditions of practice, on a case by case basis.

Meeting requirements:

Practice supervision meetings may be in person or virtual, and may include oral and/or written communications. It is the supervisee's responsibility to keep accurate records of all supervisory sessions and to routinely log them on the Dietitians Board's practitioner portal.

4. Guidelines for Practice Supervision

Practice supervisors and supervisees must read this policy and the Board's *Guidelines for Practice Supervision*. Topics in the Guidelines include:

- The Practice Supervision agreement and process
 - The role of the practice supervisor (supervisor responsibilities)
 - Supervisee responsibilities
 - Task considerations for supervisee and supervisor
 - Conflict resolution
-