

Accredited Practising Dietitian (APD) Policy

STATEMENT OF PURPOSE

This policy outlines the requirements of the Accredited Practising Dietitian (APD) Program including credentialing standards, application process and ongoing APD recertification requirements. This policy is aligned with the Dietitians Australia values of being committed to excellence and acting with integrity.

BACKGROUND

The Accredited Practising Dietitian (APD) Program is the national program for recognition of qualifications, ongoing training and practice standards for dietitians. The Dietitian and Nutritionist Regulatory Council (DNRC), an independent council of the Dietitians Australia Board, provides governance of the APD Program. The Regulatory Services Portfolio manages implementation of the APD Program.

The Constitution and By-laws make provision for the credential 'Accredited Practising Dietitian'. Dietitians who hold this credential are entitled to:

- Mandatory listing on the National Register of Accredited Practising Dietitians
- Certificate of APD credential
- Use of trademark associated with the credential in association with their name and practice.
- Use of the post-nominals 'APD' and 'AN'.

Definition of Dietetic Practice

The Definition of dietetic practice is:

"Dietetic Practice includes using professional knowledge in both clinical and non-clinical relationships with patients or clients, communities and populations and can be working in management, administration, education, research, advisory, communication, program development and implementation, regulatory or policy development, food service, food security, food supply, sustainability and any other roles that impact on safe, effective delivery of services in the profession and/or using professional skills."

ELIGIBILITY CRITERIA FOR THE APD CREDENTIAL

To join the ADP Program a dietitian must:

1. Meet the definitions to be a member as defined in the Member By law and
 - Have graduated from an accredited dietetics program with the past three years *or*
 - Have graduated from an accredited dietetics program more than three years ago and satisfied the DNRC requirements for recency of practice *or*

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- Have graduated from an accredited dietetics program more than three years ago but less than five years ago and satisfied the DNRC requirements for Resumption of Accredited Practising Dietitian pathways *or*
 - Have satisfied the requirements of Dietetic Skills Recognition (DSR) By Law *or*
 - Have satisfied the requirements of a mutual recognition agreement between Dietitians Australia and the applicant's country of dietetic registration.
2. Payment of a prescribed fee
 3. Agreement to undertake a program of Continuing Professional Development in accordance with the requirements set down by the DNRC.
 4. Agree to adhere to the Code of Conduct for Dietitians and Nutritionists.
 5. Agree to adhere to recency of practice standards.

APPLYING FOR THE APD CREDENTIAL

- The Regulatory Services Portfolio will check eligibility for APD status; once confirmed and the applicant is a financial member in an APD eligible category, they will be sent information with instructions how to join the APD program.
- Applicants join APD program by completing workforce data information and the APD Declaration. In the event the applicant does not meet the requirements of the credential, the Regulation portfolio will approve or decline these.

MAINTAINING THE APD CREDENTIAL

To maintain the APD credential, APDs are required each year to:

- Keep and maintain records of their Continuing Professional Development (CPD) learning goals, activities and learning outcomes for the previous year through the Dietitians Australia online CPD log. All APDs must complete the minimum requirement of 30 hours of CPD annually. A minimum of 10 hours of CPD must relate to professional competence in the APDs current area of practice.
- Complete the APD declaration after membership has been renewed or reinstated each year.
- Declare they have met the minimum requirements of dietetic practice, APDs must annually declare they have undertaken 450 hours of Dietetic Practice in the preceding 3 years or 150 hours in the preceding year. This declaration applies once three years has elapsed since the APD graduated from their accredited dietetics program or completed the DSR examination. For thresholds for mandatory declarations of dietetic practice, please refer to the [APD Mandatory Declarations Policy](#).
- Maintain Dietitians Australia membership or pay the prescribed fee for the APD program without Dietitians Australia membership (APD only).

Applications for exemptions for the CPD requirement need to be made in writing to the regulation portfolio. This should contain strong justification and evidence to support the application can be provided by the APD in the case of extenuating circumstances.

Extenuating circumstances may relate to personal circumstances and/or professional hardship. If the case is approved by the regulation team, the APD will have a deferment backdated. This will result in

a reduction in the annual CPD requirement. The CPD requirement will only be waived completely in extreme circumstances.

APDs who do not meet the CPD requirements for the previous calendar year by the end of the APD year, will be required to adhere to the CPD requirements of the [APD Audit Policy](#).

AUDITING THE APD PROGRAM

Participants in the APD program are subject to auditing of CPD (goals, activities and outcomes) and recency of practice with the exception of those who meet exclusion criteria as defined in the [APD Audit Policy](#). Audits are undertaken annually and are conducted on a minimum 5% random sample of all APDs the audit process is outlined in the APD Audit Policy.

APD REINSTATEMENT FEE

If your APD credential lapses, you will need to pay a reinstatement fee in addition to any membership fees for your APD to be current.

If an APD does not renew or defer their APD by the end of the renewal period or at the end of each instalment period, their APD status will lapse. Any APD lapse processed after membership expiry will be backdated in line with membership expiry.

An APD who lapses multiple times or demonstrates insufficient evidence or commitment to the APD requirements may be requested to present a case to granting re-entry to the program. In the instance of multiple misdemeanours will be referred to the DNRC for determination.

If an APD lapses and they wish to change that to deferred, they will need to contact apd@dietitiansaustralia.org.au by email. A late deferral fee invoice will be issued. Late deferral is only effective on the APD absence and does not change the membership absence from lapsed to deferred. Late deferral does not change the dates of the absence.

*Fee may be subject to change at any time

BREAKS FROM THE APD PROGRAM

There is provision for members who are unable to maintain the requirements of the APD program to apply for deferment of APD membership.

- Deferment of APD status can be done at any time and for up to 3 years without incurring any additional requirements to re-join the Program as a Full APD, providing evidence of Recency of Practice can be demonstrated.
- At the commencement of the deferment period, members must complete a [Deferment Application](#) form online.
- It is expected APDs who are taking a break from the APD Program will enter CPD Learning Goals, Activities and Learning Outcomes via the Dietitians Australia online CPD log prior to commencing their break. Each learning goal must have at least one activity allocated to it.

Without this information the APDs last completed year will be the previous year (this will affect the absence period).

- Any APD who takes a break from the program is to undertake a minimum of 2.5 hours per month of CPD that they are active prior to deferment and record it via the online portal as evidence of it being undertaken.
- Back-dated deferrals are generally not permitted unless evidence of extenuating circumstances can be provided. Granting is at the discretion of Regulatory Services.
- During the deferment the dietitian must not use the credential 'Accredited Practising Dietitian'.

If an APD has had over 3 years of continuous lapsed/deferred APD status, an application via Resumption of Accredited Practising Dietitian (RoAPD) pathways must be submitted to determine the most appropriate pathway for re-entry.

RESUMPTION OF ACCREDITED PRACTISING DIETITIAN PATHWAY

A dietitian who has not practised for greater than three years, but less than five years may enter the APD program after meeting Resumption of Accredited Practising Dietitian Pathway requirements as determined by the DNRC, or delegate. Alternatively, the dietitian can choose to undertake competency assessment via the Dietetic Skills Recognition (DSR) process as specified in the APD Policy and outlined in the DSR By Law.

A dietitian who has not practised for greater than five years will be required to undertake competency assessment via the DSR process.

A dietitian who has had their APD revoked due to insufficient Recency of Practice will have 12 months to re-enter the Resumption of Accredited Practising Dietitian Pathway, should the time exceed 12 months they will need to return via the DSR process.

ADVANCED CREDENTIAL

APDs with suitable experience and qualifications are eligible to apply for the Advanced APD credential. For further information, see the [Advanced APD Policy](#).

An Advanced APD must comply with the requirements of the APD program.

This status is valid for 5 years from credentialling, after which the dietitian must reapply to maintain their status.

USE OF THE APD CREDENTIAL AND LOGO

The APD logo may be used by individual APD members or by group dietetic practices on their business letterhead/cards/materials/website, as long as only APDs use the business materials with the APD logo. APDs must follow the [Brand Guidelines](#), which provides all the pertinent specifications needed to maintain the integrity of the credential.

APD Entry Assessment Flowchart

