

DAA General Policy and Procedure Manual
Professional Recognition and
Credentialing

Advanced Accredited Practising Dietitian (AdvAPD) Policy

Statement of Purpose

This policy outlines the management of the AdvAPD credential and application process.

Background

An AdvAPD is a proactive leader who integrates high-level nutrition and dietetic skills to generate new knowledge to influence the health of the community. APDs are awarded the recognition of AdvAPD upon demonstration of a range of high level skills in their professional work. AdvAPDs demonstrate an ability to appreciate the wider context of dietetics as well as skills in business, planning, supervision, resource management and industrial relations issues.

The AdvAPD credential provides evidence that the APD is working at an advanced level. The credential must be reapplied for every 5 years demonstrating ongoing practice at this level.

An AdvAPD is required to maintain the requirements of the APD program including annual Continuing Professional Development (CPD) and online logging, adherence to the Code of Professional Conduct and Statement of Ethical Practice. They are subject to the annual 5% random audit of APDs and they can be subject to Complaints and Disciplinary procedures if warranted.

Eligibility for Advanced APD

To be eligible, it is essential that applicants must:

- Currently have Full APD status
- Complete a portfolio of evidence (see template) demonstrating competence
- Provide a current CV – which will form part of the evidence
- Have obtained two professional referees (one from a Full APD, ideally an AdvAPD, who works at a higher level), that can comment on how the candidate has worked at the higher level

Desirable criteria

- It is strongly recommended that the candidate has been a working as a dietitian for a minimum of 5 years.

Achieving AdvAPD status

The professional recognition program uses a competency-based assessment process and is managed via the independent Dietetic Credentialing Council (DCC). The program is evidence-based, with applicants required to meet established criteria in the form of the competency standards. Responses to the competency standards must demonstrate an overarching theme of leadership, and be underpinned by seven performance criteria. The four competency standards include:

1. Develops **innovative** methods and approaches
2. **Inspires** and motivates others
3. Demonstrates **impact** on health and nutrition outcomes and/or services
4. Exerts significant **influence**

See **Attachment 1** for the performance criteria. Examples of each performance criteria can be found in the AdvAPD application guide.

To achieve the AdvAPD credential the APD submits a portfolio of evidence (following the template provided) to show how each competency standard and performance criteria are met.

To be successful in achieving the AdvAPD credential the APD must meet:

- 100% of the performance criteria for each competency standard

Applicants are advised that:

- Their CV forms an integral part of their assessable evidence towards their AdvAPD application. Assessors will use the CV to cross reference the activities, tasks and outcomes to assist in determining if each criterion was met.
- Their choices of referees are integral to support their application. Ideally one referee should be an AdvAPD and both referees should be able to comment on their performance at a higher level. The referee should be someone who also works at a higher level (not necessarily a supervisor).
- For each competency, they should include only the example of evidence that best demonstrates they meet the requirement (not every example).
- Their evidentiary material should include examples of different styles of writing e.g. evaluation reports, business plans. It does not need to include PowerPoint presentations, whole journal articles or letters of invite. Evidentiary material should not exceed 25 pages.
- 100% of performance criteria must be accounted for within each competency standard, and supported with examples. The performance criteria must be presented in numerical order under each competency standard.
- An electronic version of their application saved as a PDF (with bookmarks for ease of navigation) must be submitted.

Assessment Process

A desktop assessment will occur at DAA office to ensure eligibility and completeness.

AdvAPD applications will be assessed by a panel which will include two AdvAPDs who have renewed for a second 5 years. Assessors are asked to declare any conflict of interests with any of the applicants prior to applications being sent out.

Copies of the portfolios will be sent to each two reviewers who will independently assess them against the competencies and return completed assessments to the Credentialing Dietitian. They will then be reviewed by the Executive Manager of Credentialing and Professional Services (EM-CaPS).

Where the decision is clear either with support or not for AdvAPD status, the applicant will either be recommended to the Board at the next Board Meeting or informed that they have been unsuccessful.

The assessors may request further clarification from the applicant prior to making their decision. However, there is strict criteria for this:

- Further information provided by the applicant must only be specifically related to the evidence currently provided.
- No additional examples or evidence will be accepted.
- The applicant must provide this within 7 days only.

Outcome

- Two 'meets competency' results = successful, recommend outcome to Board.
- Two 'did not meet competency' results = unsuccessful, applicant is provided with feedback and invited to resubmit the whole application anytime in the future.
- If there is a divergent of results, ask 'no' assessor if there is a clarification point that would help the decision—based on the evidence already provided, not additional evidence (as per above guidelines). If further clarification is requested and reviewed and this:
 - changes that assessor's verdict = successful, recommend to Board.
 - does not change the 'no' verdict, the application will progress to a 3rd assessor who will be a Fellow DAA.

Following progression to 3rd assessor, they make the final decision on the outcome.

Where there continues to be a divergence of views, a teleconference between the assessors may be organised to determine a resolution.

The Board's decision is final.

Application Process

Applicants are required to send:

- Portfolio of evidence (see template) demonstrating competence, along with evidentiary material
- Current CV
- Two professional referee reports (including one (Adv)APD)

Applicants must send a bookmarked PDF electronic copy of their application to the Credentialing Dietitian, either:

- via email to credentialing@daa.asn.au, OR
- on a USB/flash drive addressed to:
Credentialing Dietitian,
Dietitians Association of Australia,
1/8 Phipps Close, Deakin ACT 2600

By the end of January or by the end of June, each year.

All enquiries to:

Credentialing Dietitian

credentialing@daa.asn.au or 02 6189 1210

Presentation of the Credential

The recipient is advised of the outcome and presented with an AdvAPD certificate via post.

AdvAPD 5-year Renewal

After 5 years of active AdvAPD status, AdvAPDs are required to renew their AdvAPD credential. When applying to renew, applicants need to demonstrate that they have continued their skills and applied **advanced level** skills in their practice over the last five years. Applicants need to show their continuing development as a professional and demonstrate their growing skills as a dietitian. To do so, applicants must submit:

- A Statutory Declaration outlining that the applicant has continued to work at the level of an AdvAPD for the preceding 5 years
- Two examples of advanced practice focusing on outcomes achieved against at least two different performance criteria
- Current CV
- Two references (at least one an APD, preferably an Advanced APD)

Applications are due on the 31 August annually. Applications will be assessed by the EM-CaPS and recommended to the DAA Board. Where a conflict of interest exists, this task will be delegated to another Executive Team Member of DAA or a member of the DCC as appropriate.

Where a renewal application is unsuccessful, or the AdvAPD has not submitted their renewal application by the due date, their AdvAPD status will be revoked. Full reapplication is then needed to hold the AdvAPD credential at any time in the future.

Maintenance of the AdvAPD Credential

Maintenance of APD status is checked annually on renewal to ensure the APD is still eligible to hold the AdvAPD credential.

A break in APD status is permissible (e.g. career break) up to a maximum of 3 years, without the need to meet additional application requirements upon return to the APD program. If a break extends beyond this 3-year timeframe, the APD will be required to reapply for the APD program, as per the APD Policy.

If a break from the APD program extends up to 5 years, the APD can resume their AdvAPD credential with nil additional requirements upon their return. Renewal of their AdvAPD credential will still be required after 5 years of active AdvAPD status. The timeframe of this break will be excluded from the five-year period, meaning the AdvAPD will have a new renewal date.

If a break from the APD program extends beyond 5 years, AdvAPD status will be revoked and a new AdvAPD application is required to hold the AdvAPD credential in the future.

Related Documents

FDAA policy
AdvAPD Application Guide
AdvAPD 5-year renewal application guide

Attachments

1. Advanced APD competency standards

DAA General Policy and Procedure Manual

Professional Recognition and Credentialing

Attachment 1: Competency Standards for AdvAPD

Advanced Accredited Practising Dietitians Competency Standards	Demonstrates Leadership			
	Develops innovative methods and approaches	Inspires and motivates others	Demonstrates impact on health and nutrition outcomes and/or services	Exerts significant influence
	<p>Performance Criteria for Advanced Practice</p> <ol style="list-style-type: none"> 1. Advances the profession of nutrition and dietetics 2. Engages in personal and professional development of self and of others 3. Effectively implements change 4. Evaluates and disseminates practice and evaluation, research or quality improvement outcomes widely 5. Engages in quality learning and teaching, training/supervision 6. Recognised as an expert resource and advocate 7. Manages complex problems effectively in ways that enhance outcomes while navigating service requirements and stakeholder relationships 			
National Competency Standards for Dietitians	Practises professionally	Positively influences the health of individuals, groups and/or populations to achieve nutrition outcomes	Applies critical thinking and integrates evidence into practice	Collaborates with clients and stakeholders