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Policy on Vetting Dietitian Registration from Alternative Admission Route

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Document Number	
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Approved by	
Approval Date	

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1.0 Introduction

- 1.0.1 Hong Kong Academy of Accredited Dietitians (HKAAD) recognises registered dietitians graduated from dietetic programmes in Australia, Canada, Hong Kong, the United Kingdom, and the United States. To make the dietetic profession more inclusive, registered dietitians graduated from dietetic programmes in the countries/region not listed in Section 1.0.1 shall have the opportunity to apply for HKAAD membership if HKAAD competency standards (refer to the HKAAD document “Competency Standards of Accredited Dietitians of the Hong Kong Academy of Accredited Dietitians”) are met.
- 1.0.2 To uphold all HKAAD Accredited Dietitians would meet the standards and competencies, and to ensure quality of dietetic service to protect safety of the public, registered dietitians graduated from dietetic programmes in the countries/region not listed in Section 1.0.1 are required to submit their education and training information to Education & Training Committee (E&TC) for vetting before applying the HKAAD membership from alternative admission route.

2.0 Purpose

- 2.0.1 The purpose of vetting is to ensure the registered dietitians graduated from dietetic programmes in the countries/region not listed in section 1.0.1 meet the HKAAD standards and competencies.
- 2.0.2 This document is written to list the policy on vetting dietitian registration from alternative admission route and to standardise the procedure of vetting.

3.0 Scope

- 3.0.1 This policy deals specifically with vetting on competency of the registered dietitians graduated from dietetic programmes in the countries/region not listed in Section 1.0.1. Membership approval is not included in this policy and it shall be done by the Registration Committee (RC).

4.0 Responsibilities

- 4.0.1 Admin staff shall perform initial check of relevant documents submitted by applicants.
- 4.0.2 E&TC Chair shall initiate the vetting process after receiving an application.
- 4.0.3 E&TC shall request necessary documents from applicants as needed.

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4.0.4 E&TC shall review the documents provided by the applicants.

4.0.5 E&TC Chair shall report the results to the Professional Council (PC).

4.0.6 PC shall decide whether or not to endorse decisions made by E&TC.

4.0.7 Applicants shall follow the procedure and pay relevant fees of applying HKAAD registration from alternative admission route. The vetting fee is non-refundable whether or not the applicants succeed in their admission.

5.0 Definition

5.0.1 Dietetic programmes are programmes at bachelor level or above with supervised dietetic training including clinical nutrition in hospitals.

6.0 Eligibility

6.0.1 To be eligible for applying HKAAD membership from alternative admission route, applicants shall:

- (1) hold at least a bachelor degree in Dietetics, Nutrition, and other relevant areas;
- (2) have completed supervised dietetic placement of at least 800 hours or equivalent, with at least 50% in the area of clinical nutrition in hospitals;
- (3) be a dietitian with current registration in the country where the professional qualification was obtained;
- (4) demonstrate English proficiency by a valid (within 2 years) IELTS report with an overall score of 7.0 or above and no element below 6.5, or TOEFL score of at least 100/120 at the time of application;
- (5) demonstrate all of the competency standards set by HKAAD (refer to the HKAAD document "Competency Standards of Accredited Dietitians of the Hong Kong Academy of Accredited Dietitians") are met; and
- (6) undertake continuous professional development (CPD) of at least 15 points in the past 12 months at the time of application if the applicant has graduated for more than 1 year (1 CPD point is equivalent to 1 hour).

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7.0 Documents to be submitted

7.0.1 The following documents shall be submitted to E&TC for review:

- (1) a completed application form (Appendix 1);
- (2) proof of educational level and detailed information of curriculum, qualification assessment by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications may be required, if deemed necessary;
- (3) proof of passing and completing supervised dietetic placement of at least 800 hours or equivalent, with at least 50% in the area of clinical nutrition in hospitals;
- (4) proof of dietitian qualification issued by the country's registration body;
- (5) proof of meeting English proficiency as specific in Section 6.0.1;
- (6) proof of meeting all the HKAAD competency standards;
- (7) evidence of CPD attendance (if applicable);
- (8) curriculum vitae (optional);
- (9) reference letters to be sent directly to E&TC by referees, at least one must be a registered dietitian graduated from a recognised dietetic program, preferably a HKAAD member;
- (10) a non-refundable application fee of HK\$3000.

7.0.2 All copies of documents must be certified. Certification of documents can be done: (1) in person at HKAAD office; (2) at district offices of Home Affairs Department; or (3) by Hong Kong solicitors.

7.0.3 All documents must be presented in English. The applicant shall seek translation service from a professional translation agency. HKAAD reserves the right to reject documents due to inaccurate/unclear translation.

7.0.4 E&TC may request other relevant information, if deemed necessary.

7.0.5 An interview may be conducted as part of the vetting procedure.

8.0 Submit an application

8.0.1 To make an application, applicants shall fill the application form (Appendix 1) and prepare the documents listed in Section 7.0.

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8.0.2 Applicants must make an appointment with the admin staff for sending the documents to HKAAD office in person.

8.0.3 The admin staff will perform an initial check of relevant documents.

(1) If all necessary documents are provided, the staff shall notify the Chair of E&TC and the vetting process will begin.

(2) Any insufficient documents must be supplemented to the office within 4 weeks. Application fee is non-refundable.

9.0 Procedure of Vetting

9.1.0 Receipt of an application

9.1.1 As the Chair of E&TC receives notification from the admin staff, an acknowledgement message will be sent to the applicant via email within 2 weeks to confirm receipt of the application.

9.2.0 Vetting an application

9.2.1 The Chair of E&TC sends the application documents to its committee members for review.

9.2.2 Each committee member reviews the documents independently.

9.2.3 Within 12 weeks, E&TC members shall finish reviewing the documents.

9.2.4 The Chair of E&TC shall call for a committee meeting to discuss the application within 4 weeks after reviewing the documents.

9.2.5 E&TC may request for further information from the applicant, with an appropriate time frame given. The applicant must provide the information by the time frame.

9.2.6 Vetting will cease if the applicant is not able to provide the information by the time frame.

9.2.7 After receiving the documents, E&TC performs another round of review. The vetting procedure will repeat from Section 9.2.2.

9.2.8 E&TC may conduct an interview with the applicant, if deemed necessary.

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9.2.9 E&TC shall make a decision within 4 weeks after reviewing the application documents or after the interview.

9.2.10 A flowchart of vetting procedure is attached in Appendix 2.

9.3.0 Decision making

9.3.1 If the application is approved, the Chair of E&TC shall

- (1) report the application and decision to the Professional Council (PC),
- (2) seek endorsement from PC,
- (3) if endorsement from PC is obtained, the Chair of E&TC will notify the applicant the result of vetting, and
- (4) the applicant shall fulfil other membership requirements to apply for HKAAD membership within 1 year.

9.3.2 If the application is disapproved, the Chair of E&TC shall

- (1) report the application and decision to the PC,
- (2) seek endorsement from PC,
- (3) if endorsement from PC obtained, the Chair of E&TC will notify the applicant the vetting result, and
- (4) the applicant may apply for an appeal within 2 weeks.

9.3.3 If PC does not endorse the decision made by E&TC

- (1) PC shall give advice and/or a course of actions, and
- (2) E&TC shall follow the advice and take necessary actions suggested by PC.

9.3.4 In any case if there is any concern or disagreement among the E&TC committee members, the Chair shall seek advice from PC.

10.0 Appeal

10.0.1 Appeal must be made within 2 weeks from the date of the receipt of the vetting result.

10.0.2 Appellants must write to E&TC Chair by email.

10.0.3 The appeal application must include a statement of facts and grounds for leave to appeal. Examples of grounds of appeal include:

- (1) a proven mistake was made
- (2) an error in the process and procedure that resulted in the unfavourable decision

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- (3) new evidence would result in a different decision

10.0.4 Actions will be taken as follows:

- (1) The Chair of E&TC shall send an acknowledgement email to the appellant, and informs PC and the Board of Directors (BOD) on the receipt of an appeal within 2 weeks.
- (2) Within 12 weeks, BOD conducts an examination and advises on a course of actions (including setting up a special committee of at least 2 BOD members to make decision where necessary).
- (3) BOD confirms the final decision.
- (4) E&TC notifies result to the appellant within 2 weeks after the result confirms.

10.0.5 A flowchart of appeal procedure is attached in Appendix 3.

11.0 Conflict of interest

11.0.1 Members of the Panel and PC shall declare conflict of interest (if any). Member who made such declaration shall not be involved in the decision making of vetting procedure.

11.0.2 Examples of conflict of interest include, but not limited to: (1) the applicant is a relative or close personal friend of an E&TC or PC member, (2) the applicant works closely with a E&TC or PC member, or (3) any person to whom an E&TC or PC member owes a favour or is obligated in any way.

12.0 Internal and External References

12.0.1 Internal References:

1. Competency Standards of Accredited Dietitians of the Hong Kong Academy of Accredited Dietitians

12.0.2 External References:

1. Who are qualified dietitians? Hong Kong Dietitian Association
<https://www.hkda.com.hk/p/who-are-qualified-dietitians>
2. BDA Practice Based Learning, British Dietetic Association
<https://www.bda.uk.com/practice-and-education/education/dietetic-education-training/placements.html>
3. Accreditation Standards for Dietetics Education Programs Version 3.0. Dietitian Australia

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<https://dietitiansaustralia.org.au/sites/default/files/2022-05/Dietitians%20Australia%20Accreditation%20Standards%202022%20%28PDF%2C%20244KB%29.pdf>

4. Certificate of English language proficiency, UK Health and Care Professionals Council.

<https://www.hcpc-uk.org/registration/getting-on-the-register/international-applications/documents/certificate-of-english-language-proficiency/>

5. NASRHP Membership Standards (pt. 7), National Alliance of Self Regulating Health Professionals

<https://nasrhp.org.au/membership/>

13.0 Management Endorsement

This document has been endorsed by the Professional Council of HKAAD.

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Appendix 1

Application Form of Vetting Dietitian Registration from Alternative Admission Route

1. Hong Kong Academy of Accredited Dietitians (HKAAD) recognises registered dietitians graduated from dietetic programmes in Australia, Canada, Hong Kong, the United Kingdom, and the United States; thus, do not need to apply for vetting.
2. Registered dietitians graduated from dietetic programmes in the countries/region not listed in Section 1, shall apply for vetting before applying the HKAAD membership from alternative admission route.
3. The purpose of vetting is to ensure the registered dietitians graduated from dietetic programmes in the countries/region not listed in Section 1 meet the HKAAD competency standards (refer to the HKAAD document “Competency Standards of Accredited Dietitians of the Hong Kong Academy of Accredited Dietitians”).
4. To be eligible for applying HKAAD membership from alternative admission route, applicants shall:
 - (1) hold at least a bachelor degree in Dietetics, Nutrition, and other relevant areas;
 - (2) have completed supervised dietetic placement of at least 800 hours or equivalent, with at least 50% in the area of clinical nutrition in hospitals;
 - (3) be a dietitian with current registration in the country where the professional qualification was obtained;
 - (4) demonstrate English proficiency by a valid (within 2 years) IELTS report with an overall score of 7.0 or above and no element below 6.5, or TOEFL score of at least 100/120 at the time of application;
 - (5) demonstrate all of the competency standards set by HKAAD (refer to the HKAAD document “Competency Standards of Accredited Dietitians of the Hong Kong Academy of Accredited Dietitians”) are met; and
 - (6) undertake continuous professional development (CPD) of at least 15 points in the past 12 months at the time of application if the applicant has graduated for more than 1 year (1 CPD point is equivalent to 1 hour).

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5. The following documents shall be submitted to E&TC for review:

- (1) a completed application form;
- (2) proof of educational level and detailed information of curriculum, qualification assessment by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications may be required, if deemed necessary;
- (3) proof of passing and completing supervised dietetic placement of at least 800 hours or equivalent, with at least 50% in the area of clinical nutrition in hospitals;
- (4) proof of dietitian qualification issued by the country's registration body;
- (5) proof of meeting English proficiency as specific in Section 4;
- (6) proof of meeting all the HKAAD competency standards;
- (7) evidence of CPD attendance (if applicable);
- (8) curriculum vitae (optional);
- (9) reference letters to be sent directly to Education and Training Committee (E&TC) (education@hkaad.hk) by referees, at least one must be a registered dietitian graduated from a recognised dietetic program, preferably a HKAAD member; and
- (10) a non-refundable application fee of HK\$3000 by preferably bank transfer (Hang Seng Bank 369-385869-833), or a cheque payable to "Hong Kong Academy of Accredited Dietitians Limited".

6. All copies of documents must be certified. Certification of documents can be done: (1) in person at HKAAD office; (2) at district offices of Home Affairs Department; or (3) by Hong Kong solicitors.

7. All documents must be presented in English. The applicant shall seek translation service from a professional translation agency. HKAAD reserves the right to reject documents due to inaccurate/unclear translation.

8. All evidence documents should be numbered.

9. E&TC may request other relevant information, if deemed necessary.

10. An interview may be conducted as part of the vetting procedure.

11. To make an application, applicants must make an appointment with the admin staff by email admin@hkaad.hk to arrangement an appointment. All documents must be submitted to HKAAD office in person.

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12. It takes at least 22 weeks to review an application. A result notification will be sent to the applicant by email.

13. The information you provided will be used for the purpose of HKAAD administration only. Your information will be treated confidentially, and will be retained by HKAAD.

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Part 1. Applicant's Information (Name must match HKID/passport)

Title	
Name (English)	
Name (Chinese)	
Email Address	
Phone number	

Part 2. Education and Qualification (add additional pages if needed)

Degree	Name of University	Year Graduated	Evidence
<i><u>Example</u> BSc in Dietetics</i>	<i><u>Example</u> University of ABC</i>	<i><u>Example</u> 2022</i>	<i><u>Example</u> Evidence 1: Degree Certificate Evidence 2: Academic Transcript</i>

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Part 3. Dietetic Placement (add additional pages if needed)

Training Description	Number of hours	Area of practice (clinical, community, food service, or others: please specify)	Evidence
<u>Example</u> Management of diseases in hospital	<u>Example</u> 150	<u>Example</u> Clinical	<u>Example</u> Evidence 3: Summary of case studies and assessment result, Evidence 4: report from placement mentors

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Part 4. Information on the Current Registration of Dietitian

Registration organisation	Registration number	Date of registration obtained	Evidence
<u>Example</u> HKAAD	<u>Example</u> AD001	<u>Example</u> 19 September 2022	<u>Example</u> Evidence 5: Registration certificate

Part 5. English Proficiency

Test	Score	Date	Evidence
<u>Example</u> IELTS	<u>Example</u> Overall 7.0; Listening 7.0; Speaking 6.5; Reading 7.0 Writing 7.0	<u>Example</u> 19 September 2022	<u>Example</u> Evidence 6: IELTS report

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Part 6. Competency Standards (add additional pages if needed)

Read the HKAAD Competency Standards before filling this part.

	Competency	Description	Evidence
Dietetic Process and Professional Reasoning			
1.1	Applies the nutrition care process based on the expectations and priorities of individuals, group, community or population		
1.2	Engages in collaborative practice in providing high quality, cost efficient services to achieve positive health outcomes		
1.3	Reflects and reviews own dietetic practice		
1.4	Works independently and in partnership to integrate nutrition and dietetics into overall professional care/service		
1.5	Respects the unique emotional, social, cultural, religious, ecological needs of individuals, groups, communities or populations		
Evidence-based Practice and Application of Research			
2.1	Systematically search, judge, interpret, and apply findings from food, nutrition, dietetic, social, behavioural and education sciences into practice		
2.2	Identify, design, and participate in research and audit to enhance the practice of dietetics		
2.3	Apply food and nutrition science to solve problems		
2.4	Applies and evidence-based approach to dietetics practice		

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2.5	Shares evidence-based dietetics and nutrition with colleagues and key stakeholders		
Quality Assurance of Dietetic Practice			
3.1	Improve practice through continuous and systematic evaluation, maintaining clear and concise records of all activities		
3.2	Maintain competence to practice through continuing professional development and lifelong learning		
3.3	Assumes leadership, educational and mentoring roles		
3.4	Use current technologies, to collect and manage data responsibly and professionally for information and reporting purposes		
3.5	Accepts responsibility for ensuring practice meets legislative requirements		
3.6	Establish and maintain safe practice environment		
Professional Relationships, Communication and Partnerships			
4.1	Communicate effectively and responsibly using multiple means		
4.2	Demonstrate interpersonal skills, professional autonomy and accountability		
4.3	Build partnerships, networks and promote the dietetics profession		
4.4	Seek, support and promote opportunities for learning among peers, and others		
4.5	Advocate the contribution that nutrition and dietetics can make to improve health		
Knowledge Essential for the Practice of Dietetics			

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5.1	Integrates knowledge of food and food systems, human nutrition and dietetics in the provision of services		
5.2	Integrates knowledge of biomedical sciences in the provision of services		
5.3	Integrates knowledge of behavioural and social sciences in the provision of dietetic services		
5.4	Integrates business management principles and skills in the provision of service		
5.5	Integrates knowledge of organizational, professional and legislative requirements in the provision of dietetic services		

Part 7. Continuing Professional Education (add additional pages if needed)

You do not need to fill this part if you have graduated for less than one year

Year	Number of CPD points	Evidence
<u>Example</u> 2020-21	<u>Example</u> 15	<u>Example</u> Evidence 7-12: Attendance certificates of seminars and conferences

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Part 8. References

Reference letters should be sent directly from the referees to HKAAD Education and Training Committee at education@hkaad.hk

Name of Referee	Job Title & Institute	Email Address	Relationship to you

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Part 9. Application Checklist

Please ensure that the following items are included in your application.

- ☐ A completed application form;
- ☐ Proof of educational level and detailed information of curriculum;
- ☐ Proof of passing and completing of supervised dietetic training;
- ☐ Proof of dietitian qualification issued by the country's registration body;
- ☐ Result of English proficiency;
- ☐ Proof of meeting all the HKAAD competency standards;
- ☐ Evidence of CPD attendance (if applicable);
- ☐ Curriculum vitae (optional);
- ☐ Two reference letters to be sent directly by referees, at least one must be a registered dietitian graduated from a recognised dietetic program, preferably a HKAAD member; and
- ☐ A non-refundable application fee of HK\$3000.

Part 10. Declaration

- ☐ I confirm that I have provided complete and accurate information in this application.

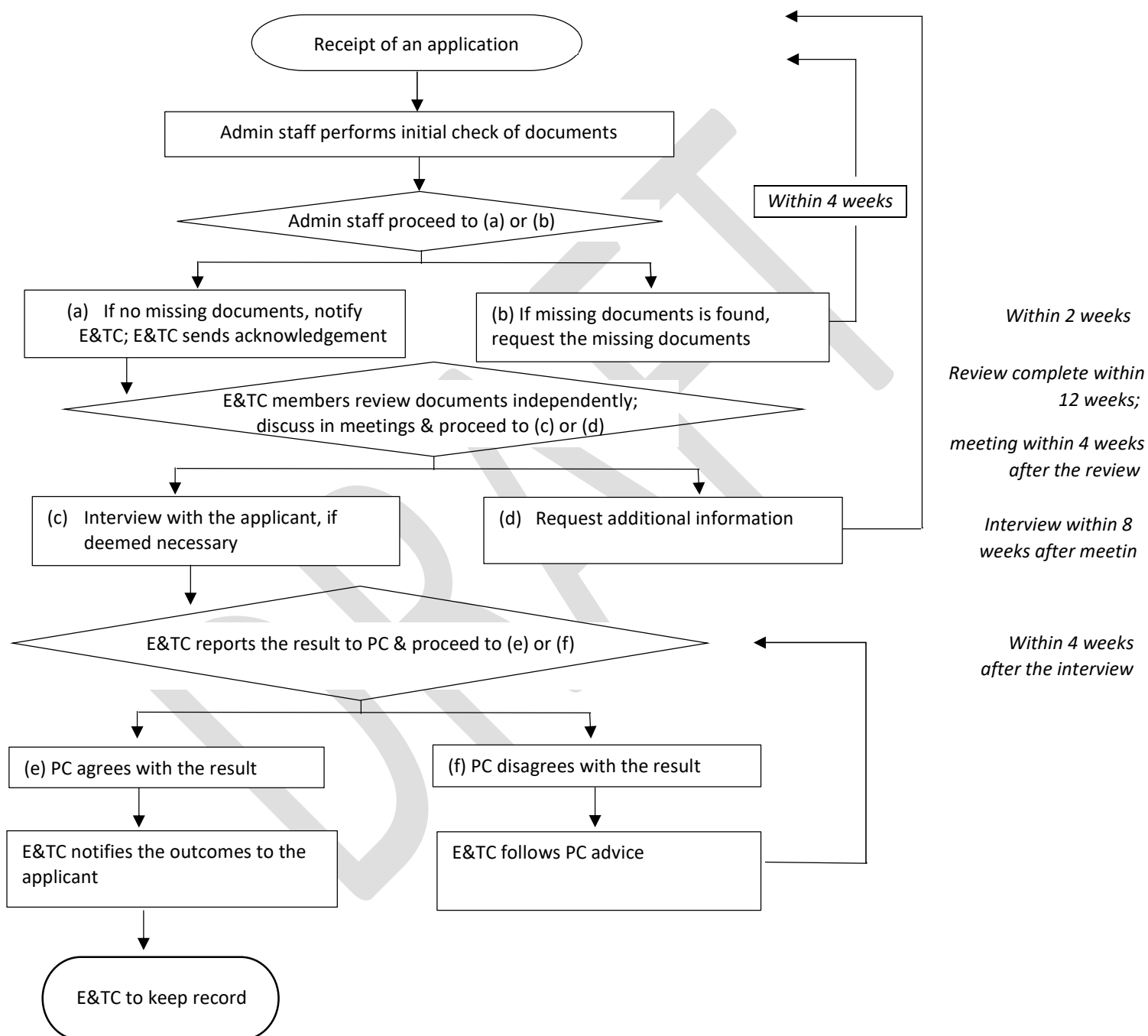
Signature of Applicant: _____

Date: _____

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Appendix 2

Flow Chart: Procedure of Vetting Dietitian Registration from Alternative Admission Route



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Appendix 3.

Flow Chart: Appeal of Vetting Dietitian Registration from Alternative Admission Route

