

New Zealand Society of Diversional and Recreational Therapists Inc.

Te Kaituku haumanu ā-rēhia o Aotearoa

To improve the Quality of Life of the People in our care and support through Diversional and Recreational Therapy



Handbook for the Registration of Qualified Diversional and Recreational Therapists

Mission Statement

*To improve the Quality of Life of the People in our care and support through
Diversional and Recreational Therapy*

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1.0 INTERPRETATION

- a) “The New Zealand Society of Diversional and Recreational Therapists Incorporated”, “The Society” “NZSDRT Inc.” means the incorporated society of that name.
- b) “The National Executive Board” means the duly constituted executive body of the New Zealand Society of Diversional and Recreational Therapists Inc.
- c) “The National Registration Board”, “The Board” means the board constituted under the rules set out in this handbook.
- d) “The NZSDRT Inc. Code of Ethics and Standards of Practice” means the code setting out standards for acceptable ethical practice, as revised and amended annually by the Society.
- e) “Publication” means the Magazine, Newsletter and /or Media published regularly by the New Zealand Society of Diversional and Recreational Therapists Inc.
- f) “Casebook” means the reference collection of documents about decisions of the National Registration Board to ensure consistency and fairness are maintained.
- g) “Supervised Practice of Diversional and Recreational Therapy” means Specified Hours.

2.0 OBJECTIVES OF NATIONAL REGISTRATION

2.1 The New Zealand Society of Diversional and Recreational Therapists Inc. shall establish a National Registration Board to maintain a Register of Registered Diversional and Recreational Therapists and endorse National Registration and issue Practising Licenses, and badges to persons who meet the criteria required by the Society.

2.2 The objectives of the National Registration system are to:

- a) Ensure that only people who are qualified to practice and adhere to the NZSDRT Inc. Code of Ethics and Standards of Practice, are recognized as professional Diversional and Recreational Therapists and Allied Health Professionals. They are permitted to use the term New Zealand Registered Diversional and Recreational Therapist (DRTh).
- b) Provide a benchmark for quality assurance as occurs with other professions.
- c) Provide employers, contracting agencies and individuals with the assurance that the qualifications and professionalism of Diversional and Recreational Therapists meet current and appropriate standards.
- d) Ensure that Registered Diversional and Recreational Therapists maintain their competence, professional development, and skills through the annual renewal of their license.
- e) Provide a process for grievances and complaints to be objectively evaluated and appropriate sanctions applied.

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3.0 THE NATIONAL REGISTRATION BOARD

3.1 Functions

- a) The New Zealand Society of Diversional and Recreational Therapists Inc. shall establish an independent National Registration Board. The Board will:
 - i. Have the authority to register and issue Practising Licenses, and badges to Qualified Diversional and Recreational Therapists that meet the criteria required by The Board.
 - ii. Be responsible for developing and implementing procedures for registration and the maintenance of all records related to registration and renewals.

3.2 Powers

The National Registration Board shall have all the powers necessary to enable it to perform its functions.

3.3 Fees

Members of the National Registration Board are volunteers who make a commitment to this role and run the board. The National Registration Board liaises with the Executive Board virtually and meets the applicants virtually, for assessments, by utilizing current electronic communications (e.g., email, zoom). The one-off fee for the registration application is \$105.

3.4 Annual Report

The Registrar on behalf of the National Registration Board shall provide a full Report of its activities for the previous year to each Annual General Meeting of the New Zealand Society of Diversional and Recreational Therapists Inc.

3.5 Decisions

Decisions of the National Registration Board will be valid if made by a majority of its members.

3.6 Membership

- a. The Board shall consist of a minimum of four (4) and a maximum of five (5) Licensed Diversional and Recreational Therapists, who are also current financial full Members of NZSDRT Inc.
 - i. **Two (2) persons from the NZSDRT Inc. Executive, being the President and the Registrar of NZSDRT Inc. or proxy selected by the President.**
 - ii. **Two (2) or Three (3) Registered Diversional and Recreational Therapists elected at the AGM, who shall not be a member of the NZSDRT Inc. Executive or any of its committees.**

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3.7 Term of Appointment

Members of the National Registration Board shall be appointed for a two-year term, renewable for one further term. In the event of a resignation, the vacancy shall be filled as soon as practicable by the means appropriate to that vacancy.

- a. Nominations will be called for through the NZSDRT Inc. publication. People may self-nominate or be proposed by any member.
- b. National Board positions are for a two (2) year term. Positions will be voted on and those successful shall take office after the AGM.
- c. Current Board members shall be eligible for re-election at the end of their term if nominated.
- d. If a vacancy occurs between one Annual General Meeting and the next, the Registrar must inform the National Executive Board immediately. **The National Executive Board in partnership with the National Registration Board Members** shall have the power to co-opt a replacement. Such replacements must be Full Member of the Society who is qualified and registered for the remaining time until the next Annual General Meeting takes place.

4.0 A NEW ZEALAND REGISTERED DIVERSIONAL AND RECREATIONAL THERAPIST

4.1 To Become a New Zealand Registered Diversional and Recreational Therapist, the Candidate shall:

- a) Be currently employed in the field of Diversional and Recreational Therapy for a minimum of 20 hours per month, and has been working in the field for a minimum of 12 months.
- b) Show evidence of one (1) consecutive year of current financial full membership with NZSDRT Inc.
- c) Have completed a minimum of (3000) hours of Diversional and Recreational Therapy practice.
- d) Adhere to the NZSDRT Inc. Code of Ethics and Standards of Practice.
- e) Have paid for the Registration Application Fee, provided all the required evidence documentation, and successfully completed a virtual assessment with a member of the National Registration Board.

The successful candidate will be issued with a printable Practising License and a Registration badge. The license is valid for one year.

5.0 PROCEDURE FOR REGISTRATION OF DIVERSIONAL AND RECREATIONAL THERAPISTS

5.1 Applicants need to complete an application form, pay the fee, and deliver this to the National Registration Board through the National Registrar via email or online system.

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5.2 All applicants will be required to have a **virtual** assessment before registration can be granted.

5.3 The National Registration Board shall consider each application and inform the applicant of the progress of that application.

5.4 The Registration Board may:

- a) Approve the application unconditionally and provide a Practising License valid for one year (Full Registration); or
- b) Decline the application, with reasons for the decision (Request for further information).

6.0 RENEWAL OF REGISTRATION

6.1 Each Registered Diversional and Recreational Therapist shall be required to renew their practicing license annually, before its expiry date. The dates of membership and renewal are the same. The current annual membership fee for a Licensed Diversional and Recreational Therapist is \$115.

Please note: There is no extra fee for renewing a practicing license. The Licensed Diversional and Recreational Therapist will only pay \$115 annually which is a fee as a **FULL REGISTERED (LICENSED) DIVERSIONAL AND RECREATIONAL THERAPIST MEMBER** and this MUST not be confused with a member that may have Full Membership Status which is someone that may not necessarily have a License.

The Registrar shall provide suitable information and forms. Candidates will be asked to supply a summary outline of their continuing competencies under the following headings:

- a) Practice of Diversional and Recreational Therapy
- b) Continuing Diversional and Recreational Therapy Education and raising awareness relevant to Diversional and Recreational Therapy
- c) Leadership and Supervision in Diversional and Recreational Therapy
- d) Education and Research in Diversional and Recreational Therapy
- e) Other professional development in Diversional and Recreational Therapy

6.2 The Points System must be completed, and the required validation provided. Applicants **must** provide references from supervisors/managers, or other team members. Applicants **may** be asked for a copy of the latest appraisals.

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7.0 EXPIRY OF NATIONAL REGISTRATION – CANCELLATION OF PRACTISING LICENSE

7.1 National Registration or your Practising License will expire if:

- a) If A License is not renewed within 3 months maximum of the expiry date, then, the registration badge number will be deregistered.

7.2 Renewed License will normally run from the date of expiry of the previous License and aligns with the membership date.

8.0 APPROVED QUALIFICATIONS LEADING TO REGISTRATION

8.1 Qualifications acceptable to the National Registration Board are:

- a) NZQA-approved qualifications in Diversional and Recreational Therapy
- b) International Qualifications, which are approved and/or recognized by an association that has a Memorandum of Understanding with NZSDRT Inc. (**e.g., ARTA, DTAJ, NAAP, CTRA, NAPA**)

The Registrar is responsible for consulting with the association if a Qualification is approved by local authorities and/or recognized by them.

The Registrar is responsible for keeping an updated list in an electronic copy and the Website of all the current and accepted Qualifications.

8.2 New Zealand Educational Providers must be accredited by NZQA

8.3 Student entry criteria, quality of teaching staff, the programme of study, practical experiences, research requirements, supervision, facilities and resources, student assessment, and course evaluation procedures shall be the responsibility of the Educational Provider with the support of the NZSDRT Inc.

9. APPEALS AND COMPLAINTS

9.1 Any Qualified Diversional and Recreational Therapists applicant may appeal a decision of the National Registration Board, or lodge a complaint, in accordance with these rules.

9.2 Appeals

- a) An applicant may appeal any decision of the National Registration Board.
- b) The appeal shall be commenced by delivering to the National Registrar and the President of NZSDRT Inc.:
 - i. Written notice specifying the decision intended to appeal.
 - ii. Other documents supporting the appeal.

- c) No appeal shall be considered unless the written notice is received within 30 days of the date of the decision.
- d) The appeal shall be decided by the NZSDRT Inc. President or proxy selected by the president, in partnership with the National Registration Board shall have unfettered discretion to allow the appeal (in whole or in part) or decline it.
- e) The NZSDRT Inc. National Registration Board shall have full discretion to determine its process in dealing with any appeal, including determining the appeal on the documents provided and/or calling for external advice.
- f) The appellant shall have the right to be heard in person or by video conferencing (video and microphone must be available).
- g) The appellant may be required by the National Registration Board to provide more written material.
- h) The National Registration Board shall have the discretion to require an appellant to contribute towards the reasonable costs incurred by the National Registration Board in determining an appeal.
- i) The decision of the National Registration Board on an appeal shall be final and binding.

9.3 Complaints and Compliments

- a) Any member may lodge a complaint or provide a compliment regarding the operation of the National Registration Board, or the conduct of any board member, in accordance with these rules.
- b) A compliment shall be lodged by delivering to the National Registrar the written details for the compliment, and the National Registration will keep the record, and will share the message with all the National Registration Board members during their monthly meeting.
- c) A complaint shall be lodged by delivering to the NZSDRT Inc. National Executive Board President the written details of the complaint.
- d) The NZSDRT Inc. National Executive Board shall have unfettered discretion to choose how to deal with any complaint; this may include, (without limitation) calling for an independent investigation, conducting a hearing, referring the complaint to any appropriate governmental agency or body, referring the complaint to any relevant employer or, discussing the complaint with or without further consideration.
- e) If the NZSDRT Inc. National Executive Board chooses to conduct a hearing, it shall have the discretion to allow the complainant and/or subject member to provide written submissions or appear in person.
- f) The NZSDRT Inc. National Executive Board shall have the discretion to require the complainant and/or subject member to contribute towards the reasonable costs incurred by the NZSDRT Inc. National Executive Board in determining a hearing.

Full Legal Name:

Signature:

Date: