



Guideline to obtain a Practising License as a Registered Diversional and Recreational Therapist

This guideline helps to support the assessment of a Qualified Diversional and Recreational Therapist (DRTh) to meet the National Standards to practice Diversional and Recreational Therapy in Aotearoa New Zealand.

If the DRTh is competent, they will be issued with National Registration status, and provided with a Badge and a Practising License that will be recognised by NZSDRT Inc. The applicant will then be known as a Registered Diversional and Recreational Therapist (RDRTh).

Before the Virtual Assessment takes place, the Assessor will have received and reviewed:

- The complete DRTh application form
- The Manager/Supervisor Endorsement Form
- All evidence required for each question in the Assessment.

Examples include and are not limited to any of the following electronic copies:

- ✓ Three Assessments link to the relevant Care plans. Maori or Pasifika assessments and care plans are desirable.
- ✓ Three Monthly Calendars (Recreational Programme)
- ✓ Three Advertising specific to therapeutic recreational programmes e.g., flyers
- ✓ Once the Resource Manual
- ✓ One Quality improvement project
- ✓ Diversional and Recreational Therapy Policy or procedure

Before the Virtual Assessment takes place, the DRTh will have received:

- A copy of the Code of Ethics
- A copy of the Standards of Practice
- A copy of the Virtual Assessment
- A copy of this guideline

Step 1

The Assessor contacts the DRTh and arranges for a VIRTUAL appointment that suits both parties. The preferred virtual communication for NZSDRT Inc. assessors is Zoom or Teams, you are welcome to provide an alternative communication choice, given the communication platform is proven to be stable for virtual assessments.

Consider using a laptop, desktop, or tablet – avoid using a phone, unless the phone is stable and will not be moving during the interview. The communication platform must be able to do video conferencing (camera and microphone) and can share views. Sharing views is important, in case the assessor requires you to share documents during the virtual assessment.

The DRTh must be fully versed in the NZSDRT Inc. Code of Ethics and Standards of Practice. These documents are also available on the website. The DRTh and the assessor will have a copy of the assessment form during the virtual session. The assessment would have already been emailed to the DRTh when the application was accepted.

Step 2

During the Virtual meeting, the assessor and DRTh will go over the Assessment document together making an emphasis on:

- The NZSDRT Code of Ethics
- The NZSDRT Standards of Practice
- The DRTh assessment process to develop care plans.
- Policies and Procedures relevant to DRT practice
- Cultural Safety to DRT practice
- Ngā Paerewa Health and Disability Services Standard and the relevance in DRT practice
- Quality Management, Quality Assurance and Quality Control in DRT practice
- Discussion regarding your commitment to Te Tiriti o Waitangi

Step 3

If the assessor believes you need to provide more evidence, the DRTh will be given 7 days to do so.

Step 4

When the virtual assessment is completed, the Assessor explains what happens next. The next steps are not limited to:

- The Assessor completes the Assessment Form and the Assessor Endorsement Form
- The Assessor forward all the relevant documents to the National Registration Board in the next 72 Hrs.
- The Registration Board members have 5 – 7 days to get back to the Assessor and ask any questions they may have about the assessment.
- The assessor has 3 – 5 days to contact the DRTh (if required) and to get back to the Registration Board Members
- After any questions are clear, or in the case that no questions were asked, the Registration Board members will provide their vote of confidence for the DRTh to gain National Registration Status in the following 7 days.
- The National Registrar collates all the votes within 72 Hrs.
- The National Registrar emails the new Licensed DRTh to Congratulate her/him/they/them for the achievement in the next 3 days. The National Registrar

- attaches the Printable Practising Licensed in the email and cc'd National Executive and the DRTh Manager / Supervisor about the new Licensed DRTh achievement.
- The National Registrar sends an email to the Manager / Supervisor with a Workplace Certificate to acknowledge they have a fully Qualified and Licensed DRTh in their workplace.
 - The National Registrar posts the Registration Badge within 5 - 10 days.
 - The National Registrar enters the newly Licensed DRTh details in the [Public National Public on the NZSDRT Inc. website](#)
 - The National Registrar informs the Treasurer about the change in the status, which is updated in the National Data Base
 - When the new Licensed DRTh receives her new badge and certificate, she/he/they/them is welcome to send a photo to our Social Media Executive for us to celebrate her on our Facebook page. Photos need to be emailed to – Socialmedia@diversionaltherapy.net.nz

*****If the Registration assessment requires more evidence and potentially a new virtual assessment, the applicant will not have to pay the fee again. The Registration Board through the Registrar and via email will provide the applicant with recommendations and a list of evidence the DRTh will need to submit back to the Registration Board for review within 1 - 3 months*****

Important:

The National Registration Board is run by volunteers; therefore, the Registration process may take between 8 - 10 weeks approximately.

Thank you for reading this document.