

UK Voluntary Register of Nutritionists (UKVRN)

Guidance Notes for applications for Registered Nutritionist (RNutr) via Experience in Evidence Based Nutrition (EEBN)

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Introduction

This guide explains how to apply to join the UKVRN as a **Registered Nutritionist (RNutr)** in a specialist area of competence **via Experience in Evidence Based Nutrition (EEBN)**.

If you are already registered with the UKVRN as an Associate Nutritionist (ANutr) and wish to transfer category, please read 'Application Guide for UKVRN Registration - Transfer from Associate (ANutr) to Registered (RNutr)'.

How to Apply

To apply for **Registered Nutritionist (RNutr)** in a specialist area of competence via **Experience in Evidence Based Nutrition (EEBN)** you will typically have graduated with a BSc or MSc or equivalent in nutrition science (either in the UK or overseas) and have a minimum of ten years' work experience in evidence-based nutrition practice. Recent experience must be at a senior level in industry, research, academia, sport, government, charity, NGO or health care settings. Exceptional nutrition scientists with less than ten years peer-recognised professional experience, or evidence-based nutrition experience in other settings, may be considered.

You will need to demonstrate your experience in evidence based nutrition and demonstrate you meet competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in your chosen specialist area of competence with a CV and a supporting statement. We will also require details of two referees who must confirm your experience in evidence based nutrition and your competence for registration as a Registered Nutritionist (RNutr) in your chosen specialist area of competence for your application to be successful. It is not compulsory to send in any further evidence but, where possible, the assessors would like to see some evidence of degree content, such as university transcripts, brief examples of evidence based practice and a recent CPD record.

Please ensure that you

- Read 'Competency Requirements for Registered Nutritionist' in full, and select the specialist area of competence you wish to apply for.
- Read this document in full
- Complete 'Application for Registered Nutritionist (RNutr) – via Experience in Evidence Based Nutrition (EEBN)'.
- Complete and submit all items in the section 'What do I need to send?'

Choosing the right Specialist Area of Competence

1.1 All Registered Nutritionists (RNutr) choose to demonstrate they meet one or more of the following specialist areas of competence;

- a) Animal
- b) Food
- c) Nutrition Science
- d) Public Health
- e) Sports & Exercise
- f) Healthcare Medical

1.2 The first step is to establish which of these areas you most readily identify yourself as falling within (i.e. which best covers the *majority* of your professional work). Read the definitions provided in the 'Competency Requirements for Registered Nutritionist'.

1.3 If, after reading the definitions, you remain unsure which specialism to apply for, please use the detailed specialty examples of relevant areas of knowledge, skills and application required which are listed against core competencies 1-4 to help you reach a decision.

1.4 If you consider that you are able to meet two specialist areas equally, you will need to show that you are able to meet the competency requirements in both areas. The additional paperwork that you will need to send is stated in section 4 of this document 'What do I need to send'.

How is my application assessed?

2.1 After preliminary checks by our Registration Office, applications are assessed by an assessor.

2.2 The assessor may request further information from you in order to assist them in reaching a decision. You will be informed of this via the Registration Office and given 3 to 4 weeks to provide the information.

2.3 In accordance with AfN 'Registration Rules for the Competence, Eligibility and Procedures for UKVRN Registration', the assessor may decide that the application cannot be decided via the EEBN route and that the applicant must submit a full portfolio.

2.4 Our assessors are experienced Registered Nutritionists across all specialist areas of competence. They assess applications as part of their commitment to raising standards within the profession. All assessors are trained and have access to guidance documents to assist their decision making.

How long will it take to assess my application?

3.1 Applications take between two and four months to assess. The exact timeframe will depend on the clarity of the application you make, the speed with which your references are received and whether more than one assessment is required.

What do I need to send?

4.1 Applicants need to send the following with their application:

- **A certified copy of identification** - photo page of passport or driving licence signed by an independent professional (e.g. notary, doctor, lawyer, police officer, teacher, line manager) stating "I certify this is a true copy" together with their name, job title, signature and date.
- Payment of the application fee
- and **TWO COPIES** of the following documents:
 - Completed 'Application for Registered Nutritionist (RNutr) via Experience in Evidence Based Nutrition (EEBN)'
 - Supporting Statement
 - Curriculum Vitae (CV) with details of qualifications, job roles, CPD and publications
 - Extra documentation if applicable/possible (eg recent CPD record, degree transcript, examples of evidence based practice)
 - If applying for Healthcare Medical, evidence of your GMC registration, current licence to practise, and certificate of good standing.

4.2 In addition to the above, applicants for two specialisms need to send:

- A Supporting Statement which covers both specialisms, or two Supporting Statements

How do I pay?

5.1 The relevant fee can be found on the application form and fee information is also available on our website. The initial application fee is comprised of an administration charge covering the costs of the assessment and the annual registration fee.

5.2 The administration charge is non-refundable. In the event that your application is not successful, the annual registration fee will be refunded to you. Please note that debit and credit card payments can only be refunded to the card used for the original payment.

5.3 Methods of payment:

- Credit or debit card by completing details within the application form. Please note that we do not accept Diners or American Express. If you prefer to make card payment over the phone, tick the 'Phone payment' box and we will contact you to arrange.
- Cheque, payable to 'Association for Nutrition'
- BACS transfer to the below account. Please reference with your full name.

Account Holder - Association for Nutrition, Bank - Natwest, Branch - Strand
Account number - 32197144, Sort code – 60 40 05.

What is Fitness to Practice?

6.1 As part of the application, you are asked to make declarations regarding Fitness to Practice. More information can be found on the AfN website in our [Fitness to Practice Rules](#).

Do I need to be an expert in everything?

7.1 No. You must be able to evidence your knowledge and understanding of all the ANutr sub-competencies as this is the baseline standard for registration on the UKVRN. You will then demonstrate your practical experience covering all five core competencies. However, you do not need to be an in-depth expert in all of the listed example areas. The exception is Core Competency 5 – Professional Conduct – where all areas listed must be fully evidenced.

7.2 Your application will be assessed as a whole and the assessors will come to a balanced judgement about your knowledge, understanding and professional experience. In your application it is important to demonstrate that you are aware of the limits of your own knowledge and of your strengths and weaknesses rather than attempting to prove you are an expert in everything.

Writing the Supporting Statement

8.1 The supporting statement is a vital part of this application. As in a covering letter for a job it should summarise your skills and experience and explain how you meet each Core Competency in your chosen specialism, giving examples of individual competencies in brackets, e.g. *member of local research ethics committee (CC 5c)*. The assessors require you to write the statement in a systematic way, for example a paragraph relating to each Core Competency.

8.2 To keep the assessment process fair, assessors only judge your application on what has been clearly explained to them. Do not assume that the assessor knows you or can interpret your experience, knowledge or understanding.

8.3 There is no set length for the Supporting Statement. It would typically be approximately four pages of A4 long.

Applications should be sent to:

Registration Office, Association for Nutrition, 28 Portland Place, London W1B 1LY

For more information:

Please contact registration@associationfornutrition.org or telephone 020 3795 8823