

## **NZROHA MEMBERSHIP POLICY – April 2008**

This policy outlines the responsibilities, benefits, categories, qualifications, and other requirements of NZROHA membership.

For those who practice and/or advocate professionalism in the Therapeutic Art and Science of Aromatherapy NZROHA have two classifications - Professional and Associate membership.

### **PROFESSIONAL MEMBERSHIP:**

Professional  
Professional (Teacher)  
Retired Professional  
Lifetime Membership

### **ASSOCIATE MEMBERSHIP:**

Student  
Schools  
Suppliers

In addition, a Journal subscription to the NZROHA quarterly journal 'Sharing Aromatherapy' is available to any person, business or other organisation with an interest in Aromatherapy who is not a Register member.

## **RESPONSIBILITIES OF MEMBERSHIP**

### **ALL members are required to:**

- apply to the Secretary for initial membership.
- pay the annual membership fee; renewals are due by 31 March annually (membership valid from 1 April to 31 March).
- comply with and uphold the NZROHA Rules, Membership Policy, Code of Practice, and Code of Ethics which are reviewed and brought into line with the Charter Standards as necessary.

### **In addition, all members, in their practice, study, support or advocacy of Aromatherapy, are expected:**

- to mean by 'Aromatherapy' the use of concentrated vegetal extracts known as essential oils to enhance health and wellbeing and prevent ill health (Ref: Rule 32. vi)
- to use un-adulterated 100% pure essential oil sourced with a guarantee that the oil is from a single specified botanical origin, harvested, and processed with due care for their therapeutic potential
- to use a holistic analysis to assess the needs of the individual client.
- to use the following methods only for the application of essential oils:
  - inhalation and vaporisation,
  - massage,
  - water immersion (bath),
  - compress,
  - and/or topical application methods [applications to the skin].

**NZROHA does not support the internal use of essential oils unless the Practitioner is specifically trained to do so.**



## **BENEFITS OF MEMBERSHIP**

### **ALL members are entitled to:**

- receive the quarterly 'Sharing Aromatherapy' journal
- pay reduced fees for NZROHA conference and workshops
- be nominated to serve the Register as a member of the NZROHA Executive Committee. The Executive Committee is to be comprised of current financial members of which only two can be Associate members (Ref: Rule 20. ii)
- borrow from the library
- apply for individual membership with New Zealand Charter of Health Practitioners Inc
- apply to NZ Charter of Health Practitioners for Professional Liability Insurance

### **Only NZROHA Professional Members are entitled to:**

- the NZROHA Certificate of Professional Membership and NZROHA Annual Accreditation Certificate
- use the initials "NZROHA" and the "NZROHA" logo
- be promoted in the *Sharing Aromatherapy* Journal Register and Website directory, [www.aromatherapy.org.nz](http://www.aromatherapy.org.nz)
- vote on NZROHA matters at Annual General Meetings and General Meetings upon maintaining a current Annual Accreditation Certificate
- nominate or be nominated for the NZROHA Fellowship Award or Lifetime Membership
- participate in NZROHA sponsored promotions

#### **And**

In the event of any person making a complaint against a NZROHA member, may give notice to the NZROHA Executive, in accordance with the NZROHA Complaints Procedure.

- in the event of any person making a complaint against a Chartered Health Practitioner, may also give notice to the NZ Charter of Health Practitioners or the NZROHA Chairman. In accordance with the New Zealand Charter of Health Practitioners Inc By Law No. 4 – Complaints & Discipline – Chartered Health Practitioner.

NZ Charter of Health Practitioners Address:

Charter Office

PO Box 303 305

North Harbour

Auckland

Email: [email@healthcharter.org.nz](mailto:email@healthcharter.org.nz)

Telephone: (09) 414 5501.

NZROHA elects a Charter Representative at each AGM to attend Charter Meetings and to update the Executive Committee of developments and current issues.

### **Training Providers**

We would like to give recognition where Training Provider courses meet the NZROHA Minimum Qualifications for Professional membership.



## **MEMBERSHIP CATEGORIES**

### **NZROHA Professional Members are:**

Holistic Aromatherapists who

- have met NZROHA Professional Member application criteria and been approved into the Register by the Executive Committee and Registration Board when necessary.
- adhere to the 'All Member' & Professional Member responsibilities
- abide by the Rules, Membership Policy, Code of Ethics, Code of Practice
- display their NZROHA current Annual Accreditation Certificate
- are advised to participate in regular peer mentoring or peer supervision

### **Professional Membership Application:**

Applicants for Professional Membership are required to have met the Register Criteria for Professional Training, Annex X. They will need to submit to the Registration Board:

- photocopied evidence of their qualifications
- a copy of their current first aid certificate or comparable qualification
- their completed NZROHA Professional Application form.

Once approved by the Registration Board and Executive Committee, and upon payment of their membership fee, new Professional Members are issued a NZROHA Certificate of Professional Membership.

### **To retain membership all Professional members, with their membership renewal, will:**

- **pay membership renewals** due 31 March, covering 1 April through to 31 March
- update the Register, and **maintain** their current comprehensive **first aid** certificate (NZQA unit standards 6400, 6401, 6402 or comparable) obtained through Red Cross, St John's, Triple Care or as part of Nursing Registration or St Johns Officer training.
- provide Register with evidence of **20 hours professional development every 2 years** (recommendations Annex Y)

### **NZROHA Professional Teacher:**

Professional members who wish to be recognised by the Register as Teachers will be required to:

- maintain their status as Professional members
- have a minimum of three years experience in clinical practice
- hold a Certificate in Adult Education, or R.P.L. equivalent
- provide evidence of assessment and/or peer review of their teaching competency, annually.

### **Retired Professional** will:

- be retired or on leave from Professional practice
- retain voting rights
- pay reduced fees ie: Associate membership fee

**and**

- if coming out of retirement, NZROHA Professional practice requirements will become mandatory



### **Lifetime Membership:**

This is an elite recognition for continued outstanding support to NZROHA by a Professional or Retired Professional Member of NZROHA.

These members are entitled to free lifetime membership, and will be presented with a framed certificate, and receive recognition in the way of a profile in “Sharing Aromatherapy” and on the NZROHA Website.

**Practicing Lifetime** members are required to **provide evidence** of their ongoing **professional development and current first aid certificate** to ensure they retain their voting rights.

Nominations must be presented in writing or email, from a minimum of ten financial Professional Members, to the EC by 31 March of the relevant year. The EC will analyse the nominations in confidence and a decision will be made at their discretion.

The successful nominee will be notified to ensure they can attend the presentation of their award at the annual NZROHA AGM.

### **Associate Membership**

**Associate Members will be:**

- Aromatherapists, who are prospective professional member applicants working towards their accreditation for NZROHA registration.
- Training Providers  
(The Register recognises the NZ Aromatherapy training courses that meet or exceed the NZROHA qualification standards)
- Suppliers of essential oils and/or vegetal extracts
- Wholesalers of essential oils and/or vegetal extracts
- Retailers of essential oils and/or vegetal extracts
- Growers and/or producers of essential oils and/or vegetal extracts
- Any other persons, businesses or organisations wanting to be involved in the professional Aromatherapy community in New Zealand;

**And will be**

- obliged to meet the responsibilities for ‘all members’ listed above.

### **Resignations**

Application for Leave or Resignations must be submitted in writing to the Executive Committee. Members will be deemed resigned if their subscription payment is not received by the 30th June.

All Professional Members who resign from NZROHA are required to return their ‘Certificate of Professional Membership’ to the NZROHA Secretary.



## Annex X TRAINING REQUIREMENT for PROFESSIONAL MEMBERSHIP

### NZROHA Professional Membership

740 Classroom and Treatment/Consultation contact hours to include:

- ❖ 150 hours – Holistic Aromatherapy Consultation/Treatment
- ❖ 250 hours – Anatomy, Physiology & Pathology
- ❖ 200 Hours - Aromatherapy and Essential Oils
- ❖ 140 hours - Aromatherapy Massage Technique and Theory

If the applicant qualified prior to 2004 with a Level 4 Diploma, they must submit 20 hours of Client Case Studies for Clinical work post-2004.

Note: First Aid Certificate and homework/private study is additional to these hours.

There is general agreement that each hour of class contact is backed up by one hour of self-directed study. 740hrs contact equates to 1480hrs total study. Add First Aid Training, then total training is around 1500 hours. NZROHA Diploma – level 6 .

### **640 CLASSROOM and TREATMENT/CONSULTATION contact hours to include:**

*[NB. First Aid Certificate and homework/private study is additional to these hours]*

#### **200 HOURS - AROMATHERAPY AND ESSENTIAL OILS**

History of Aromatherapy

Origins of a minimum of 60 essential oils and 10 carrier oils

Extraction methods

Storage and Quality

Blending, and dosage of essential oils

Pathways of absorption

Essential oil profiles – Major chemical constituents and properties and their effect on skin, mind and body

Application methods

Toxicity and Contra-indications

Safe Practice – understanding of common ailments and specific application on the systems

Wellness Education; (ie: environment about and within, body, mind and spirit)

Applied Aromatherapy eg: Conception and Pregnancy, Post Natal care, Early childhood, Childhood, Adolescence, Women's health, Men's health, Essential oils for Sports people, Older Person, Hospice/Palliative Care, Working in the Hospital/Health Institution setting, Environmental Hygiene and Animal care.

Client needs assessment using holistic analysis and record keeping which determine expectation and outcome

Personal Health, appearance and hygiene maintenance for Aromatherapists

Scope of practice, ethics and legal obligations of competency based practice

Referring to allied Health Professionals

Communication skills (of significant need - Listening and Helping skills)

Business and Professional Practice management

Fire and Premise safety (clinic equipment and environmental set-up)

Lifelong Post-graduate training

Keeping in touch with peers and developments in Aromatherapy



### **140 hours - Aromatherapy Massage Technique and Theory**

**Technique** to include:

Non-invasive, relatively gentle massage techniques to promote relaxation and enhance and quicken the absorption of essential oils.

**Theory** to include:

Massage history and current approaches

Professional and Legal issues

Physiological, Pathological and Psychological effects of Aromatherapy massage

Principles (beliefs), and Protocols (procedure, rule of conduct)

Benefits and Contra-indications

Classification and application of massage movements

Body Mechanics while giving a massage

Equipment, environment, pre-massage procedures, positioning and draping.

### **150 hours – Anatomy, Physiology & Pathology**

*NB: The Charter A&P requirement for all Natural Therapies is a minimum level 4 of the NZQA Nursing Standards.*

### **150 hours – Holistic Aromatherapy Consultation/Treatment**

Which must be submitted to the NZROHA Registration Board in the NZROHA format and comprises:

100 Hours Case histories (ie: Notes as used in clinic), completed at any time.

20 Hours Case histories completed post-graduate

30 Hours Case studies completed post-graduate (ie: Overview which includes synopsis of client – social and environmental background, personality, medical history, Aims, Objectives, Outcomes.)



## **Annex Y NZROHA RECOMMENDATIONS FOR PROFESSIONAL DEVELOPMENT**

Professional Development must be relative to the on-going development and enhancement of Professional Aromatherapy practice for self and others.

1. Self-directed learning (maximum 6 hours claimable when accompanied by a short overview of the learning outcome)
  - a. correspondence training courses
  - b. book purchases or Library loan,
  - c. magazines/journals.
2. Oil nights and Regional gatherings of Register members and potential new members for peer support – sharing knowledge, encouragement/coaching. (1 hour each, maximum 10 hours claimable)
3. Attending Ordinary General Meetings, Special General Meetings or Annual General Meetings of the NZROHA and other relevant organizations (2 hours approx. each – maximum 6 hours claimable)
4. Learning through workshops/seminars/conferences/courses/tertiary education (aromatherapy or allied health, medical, wellness related) eg bodywork therapies, counselling, social sciences, medicine and related science, business skills (no limit to total hours claimable).
5. Preparation of lectures, workshop or conference presentations and articles accepted for journal publication (maximum 10 hours claimable)
6. Receiving professional supervision, or mentoring as self-care (1 hour approx. each - maximum 10 hours claimable)
7. Providing professional supervision (1 hour approx. each - maximum 10 hours claimable)
8. And other topics of learning such as:
  - a. Essential Oil production and research
  - b. Cultural Safety
  - c. Health and Disability, Privacy and Ethics (no limit to total hours claimable)
  - d. Research & study of subjects such as the Therapeutic Goods Act, Educational Development as related to Aromatherapy practice & products
  - e. Aromatherapy Research ie: specific, relevant topics (max. 10 hours claimable)

### Annex Y

In accordance with:

Rules 5iii) to retain Professional Status a member will be required to: -

- a) pay the annual subscription (membership)
- b) provide evidence of a current first aid certificate
- c) complete bi-annually, from April 2000, at least 20 hours of professional development consistent with recommendations of the Register; and
- d) provide evidence to the Register in an approved form of the professional development undertaken.