

New Zealand Register of Holistic Aromatherapists (NZROHA)
P O Box 18 399, Glen Innes, AUCKLAND 1743



NZROHA INFORMATION PACK

Website: www.aromatherapy.org.nz

E-mail: nzroha@aromatherapy.org.nz

NZROHA Secretary
Christine Burn
Telephone: 03 545 6218

Contents:

2. History & Background, Aims and Objectives
3. Membership Policy, Responsibilities of Membership
4. Application Form for Professional Membership
5. Annex X – Training Requirement for Professional Membership
7. NZROHA Rules
8. Annex Y – Retain Professional Status
9. Code of Ethics
10. Code of Practice



New Zealand Register of Holistic Aromatherapists Inc (NZROHA)

History and Background of NZ Register of Holistic Aromatherapists Inc

The NZROHA was initially formed in 1993 by Aromatherapists to provide a support group for each other and to inform the public of the benefits of consulting a trained Aromatherapist.

NZROHA has established itself as the national register for qualified Holistic Aromatherapists supporting, informing and promoting Aromatherapy in NZ. It is a founding member of the NZ Charter of Health Practitioners Inc and is developing affiliates with other Natural Health Modalities including the NZ Health Trust (the proposed Natural Health Training Organisation).

The Register consists of members each being engaged or trained in Aromatherapy and other interested parties. The Register sets professional standards for practicing members. All members are required to abide by the NZROHA Rules, Membership Policy, Code of Ethics and Code of Practice.

The NZROHA Executive Committee meets regularly to ensure the Register is conducting itself in accordance with acts and the requirements of the Register. In June the Annual General Meeting is held in conjunction with the Conference. General Meetings can be called at the discretion of the Chairperson to inform and discuss current issues with members.

The NZROHA Website (www.aromatherapy.org.nz) has been established to further promote Aromatherapy in New Zealand. "Sharing Aromatherapy", the quarterly journal, is packed with interesting information and is available to Members and Journal Subscribers.

Our comprehensive Membership Policy and NZROHA Rules are enclosed for your information, please read through carefully, if you have any questions please contact the Secretary. Copies of the NZROHA rules, policies, guidelines and protocols can be obtained from the Secretary or the Website.

Our Aims and Objectives:

NZROHA Mission Statement: The preservation of health by advancing the knowledge, practice of, and expertise in Aromatherapy; educating, teaching and training and other lawfully charitable means. The Register aims to:

- Promote the establishment and maintenance of a programme of professional education to improve standards of Aromatherapy practice. Making available and disseminating as widely as possible all available information relating to the practice of aromatherapy.
- Promote the establishment of ethical professional standards for the practice of Aromatherapy to benefit the general public and members of the profession.
- Promote, support, and encourage scientific research applicable to aromatherapy and its practice.
- Promote the establishment and maintenance of a programme to inform the general public of the benefits of Aromatherapy and of the requirements for the ethical and professional practice.

The New Zealand Register of Holistic Aromatherapists Inc is an organisation that supports Aromatherapists and promotes Aromatherapy within our industry and in the wider community. The Executive Committee at NZROHA are a dedicated, enthusiastic group of volunteers eager to represent our Register to encourage professionalism, growth in membership, and to lift the profile, and awareness of Aromatherapy in New Zealand.



NZROHA MEMBERSHIP POLICY – as of 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.



NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INC.
PO Box 18.399 Glen Innes Auckland, 1743

APPLICATION FOR PROFESSIONAL MEMBERSHIP

Name:.....Date of Birth.....

Address:.....

Post Code:..... Telephone (Day Time Contact).....

E-Mail:..... Website:.....

Aromatherapy Training course.....

Course Commencement date..... Date Diploma received.....

Anatomy & Physiology Course.....

First Aid Course..... Expiry Date.....

Additional professional qualifications/areas of expertise:.....

I solemnly declare that the above details are correct. I have read the Code of Practice, the Code of Conduct and Conditions of Membership and agree to abide by them

Please initial :.....

I enclose copies of my qualifications and I enclose payment for the appropriate fee as indicated on the remittance slip enclosed within the information pack.

Signed:..... Date:.....

I agree to have my name, telephone number and area listed in the Register Journal which is distributed to NZROHA members, on The Register Website and to the public: YES / NO (Please circle one.)

Please return this completed form to the NZROHA together with:

- ❖ A copy of your Aromatherapy Diploma, Anatomy & Physiology Certificate, and/or Massage Certificate and current First Aid Certificate, (or equivalent)
- ❖ \$45 application fee: Fee must be enclosed to allow your application to be processed by a Registration Board member.
- ❖ Annual Membership fee \$135, or if joining between 1st October & 31st March the fee is \$70. (This will only be processed once your application is accepted).

You may submit your application fee via internet banking

NZROHA ASB Henderson 12 3039 0017356 00 Date banked

- ❖ A written confirmation of support from a current NZROHA professional member

FOR OFFICE USE ONLY

<i>First Aid</i>	<i>Membership:</i>	<i>Certificate:</i>
<i>Fees Paid:</i>	<i>Insurance:</i>	<i>Register:</i>



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.)



NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INCORPORATED

(Registered under the Incorporated Societies Act 1908)

THE RULES:

The rules of NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INCORPORATED

1. NAME

The name of the Society is NEW ZEALAND REGISTER OF HOLISTIC AROMATHERAPISTS INCORPORATED.

2. OBJECTS

The Mission Statement of the NZROHA shall be the preservation of health by advancing the knowledge, practice of and expertise in aromatherapy by education, teaching and training and other lawfully charitable means.

The objects for which the Register is established are:

- i) To promote the establishment and maintenance of a programme of professional education designed to improve the standards of the practice of aromatherapy by making available and disseminating as widely as possible all available information relating to the practice of aromatherapy.
- ii) To promote the establishment of ethical and professional standards for the practice of aromatherapy for the benefit of the general public and the members of the profession.
- iii) To promote the support and encouragement of scientific research applicable to aromatherapy and its practice.
- iv) To promote the establishment and maintenance of a programme to inform the general public of the benefits of aromatherapy and of the requirements for the ethical and professional practice thereof.

3. MEMBERSHIP AND CLASSES OF MEMBERSHIP

- i) The Register shall consist of members each being trained, interested or engaged in Aromatherapy or any person interested in furthering the objects of the Register. Members must abide by the Rules, Code of Ethics and Code of Practice.
- ii) There shall be two classes of membership:
 - a. PROFESSIONAL MEMBER STATUS: Holistic Aromatherapists who meet the Standards of Training criteria

b. ASSOCIATE MEMBER STATUS: all other persons

- iii) The Executive Committee is also empowered in its sole discretion, to set such additional requirements or conditions of membership as it may deem necessary or advisable in the best interest of the NZROHA.

4. NEW MEMBERS

- i) New members shall be admitted upon receipt by the Register of the official application form in writing signed by her/himself and payment of Annual Subscription.
- ii) To be admitted as a new Professional Member, applicants must also meet the requirements set out in Clauses 5.i) and 5.ii)

5. PROFESSIONAL MEMBERS

- i) Each application for registration as a new Professional Member must be accompanied by an application fee. Upon acceptance onto the Register as a Professional member, the applicant will then forward the appropriate full or part subscription to fulfil Professional Membership.
- ii) To be accepted onto the Register as a new Professional Member, an applicant must meet the Register's criteria for professional training. A précis of the criteria is to be available from the Register and printed in the Register's official journal.
- iii) To retain Professional Status a member will be required to:
 - a. pay the annual subscription;
 - b. provide evidence of a current first aid certificate;
 - c. complete bi-annually, from 1 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.
- iv) Re-registration of lapsed Professional members be accepted subject to:
 - a. Submitting a portfolio of on-going professional development to the Executive Committee for approval;



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.



NZ REGISTER OF HOLISTIC AROMATHERAPISTS INC.

CODE OF ETHICS

Any class of Member of the New Zealand Register of Holistic Aromatherapists Inc. who is in practice will be expected to follow this Code of Ethics and to conduct herself/himself and to practice in such a manner as to uphold and maintain the high standards of the profession of Aromatherapy.

1. The member must recognise that the primary obligation is towards the client and at all times must practice her/his skills to the best of her/his ability for the benefit of the client. The comfort and welfare of the client must always have priority.
2. Consultation, assessment and treatment should only be carried out with the full consent of the client (or parent or guardian in the case of minors).
3. The Aromatherapist shall at all times respect full confidentiality.
4. All reasonable care must be taken to ensure the optimum hygiene, quality of materials supplied and safety of equipment used. The Member's premises or clinic are to be maintained in such condition as to reflect credit on the profession of Aromatherapy.
5. A Member shall not knowingly interfere with any ongoing treatment instigated by another Practitioner whilst the patient is under that Practitioner's care.
6. A Member shall be free to advertise his/her professional services in any way provided that such advertisements uphold the dignity and status of the Aromatherapy profession. Promotional material should be of an acceptable standard.
7. Members are expected to maintain a high standard of self-care and to be aware of their own health and wellbeing.

Any person considering that the above Code of Ethics has been breached should address their complaint in writing to the Registration Board, NZ Register of Holistic Aromatherapists Inc., PO Box 18 399, Glen Innes, AUCKLAND, 1743.



NZ REGISTER OF HOLISTIC AROMATHERAPISTS INC.

CODE OF PRACTICE

Introduction

The aim of this Code of Practice is to set out the basic standards which the New Zealand Register of Holistic Aromatherapists expects its Members to maintain. This Code of Practice lays down minimum standards necessary for Members of the Register. Clients who attend a registered practitioner should expect a professional approach by the practitioner and this professionalism should be reflected in the equipment, furniture and premises.

1. Insurance

If required by law, adequate professional liability and professional insurance must be held by all practising members.

2. Premises

Consultation and treatment rooms must be clean, adequately lit, properly ventilated and in a good state of general repair.

A wash basin with hot and cold water supply and toilet facilities should be available.

If the consultation and treatment rooms are not directly accessible from the street, all entrance ways and stairs must be adequately lit and kept clean.

3. Personal hygiene

The Aromatherapist must ensure that her/his health and personal hygiene are such as to cause no danger to the client.

The Practitioner must not eat, consume alcohol, or smoke in the treatment area.

The Aromatherapist must be aware of the elements of public hygiene and local safety bylaws and specifications in connection with Aromatherapy.

5. Client Register and Remuneration

A card index or suitable means should be set up to register client names, addresses and other relevant information including dates of attendance, essential oils used – and kept in a secure place to maintain confidentiality.

The member shall be due reasonable remuneration only as and when appropriate for services provided.

6. Important Notes

It is the responsibility of the practising Aromatherapist to observe any local by-laws with regard to the therapy undertaken. All necessary legal (pharmaceutical and cosmetic) requirements must be complied with in regard to all materials used and stored, purchased complete or assembled and labelled on practice premises.

The Register expects members not to presume a specialist knowledge outside their own training. Members must be wary of giving advice on skin and bodily ailments outside the limitations of their own specialised knowledge.

No Aromatherapist shall dispense essential oils for internal ingestion nor shall any Aromatherapist advocate or promote such use of essential oils unless the practising Aromatherapist has medical qualifications or the equivalent qualifications in the natural therapies.

7. Liaison with other professionals

Liaison with other professionals should be of a co-operative and sharing nature

8. Public Relations, Advertising and Articles promoting the NZROHA

A Member who wishes to advertise, promote or give a press release on behalf of the Register will submit their promotion to the Executive Committee before publication. This will enable the Register to keep a high standard.

9. Investigation and Dismissal

Any member who breaches this code shall be subject to investigation and on being found in breach of the Code of Practice dismissed from the Register.

Such dismissal shall be notified and other relevant organisations notified.