



**BANT**<sup>®</sup>

British Association for Nutrition and Lifestyle Medicine

# **SETTING UP IN PRACTICE CHECKLIST**

**A GUIDE FOR GRADUATING STUDENTS**

# PRELIMINARIES

## TO SUPPORT YOUR PROFESSIONAL PROFILE

- ✓ **Confirmation of training: [that meets the requirements for full BANT membership](#)**, usually PDF of graduation certificate or letter from your training provider confirming you have completed your training and PDF of start date of your course.
- ✓ **Completed CNHC reference form and application:** This is required for registration as a Registered Nutritional Therapist, unless you are CNHC exempt due to being statutorily regulated or live and work with clients outside the UK only. The template reference form document can be found [here](#). Most students can use the fast track process during their BANT application for CNHC registration, the fast track process for CNHC registration is completed as part of the BANT full membership application. BANT will forward your details direct to CNHC after approving your application.
- ✓ **A business name and practice details** to complete your profile for clients to find you. See what it looks like at [BANT Practitioner Search](#).
- ✓ **Evidence of insurance: [Professional Indemnity Insurance](#)** is required prior to entering the process of becoming a full BANT member and registering with the CNHC. BANT does not administer insurance cover but members get preferential rates from the [providers listed on the BANT website](#).
- ✓ **BANT application for full membership:** information on upgrading your membership can be found [here](#) and a short video [here](#).



# BUSINESS START-UP

## SETTING UP A NUTRITIONAL THERAPY BUSINESS

- ☑ **CNHC Certificate of Registration:** once obtained you can use the Registered Nutritional Therapist/ Registered Nutritional Therapy Practitioner **CNHC titles**. This is used for your clinical 1-2-1 work.
- ☑ **BANT certificate of full membership:** once you have obtained this, in addition to Registered Nutritional Therapy Practitioner title, you can also start using **BANT Registered Nutritionist ®**. This is used for all other work outside of your clinical practice including, group work, writing, academia, corporate work, working in industry or other professional roles.
- ☑ **Register as business or sole trader:** this is required to inform the government of your working status and to register for tax and National Insurance purposes in the UK, more information can be found on **gov.uk**.
- ☑ **Business premises:** If running a practice from home, members must ensure they are entitled to do so under the lease agreement or title deeds. Members must ensure the home or clinic is suitable for a professional consultation and that consultations can be conducted confidentially to comply with **UK GDPR**. Practitioners must be aware of any relevant business and **insurance requirements**, including **health and safety requirements**.





# BUSINESS ADMINISTRATION

## GETTING ORGANISED

- ☑ **Packages and prices:** Clearly advertising these ensures transparency
- ☑ **BANT logo:** the BANT member logo is available for download from your BANT dashboard. Using the logo can give the general public and potential employees confidence in you as a professional, full information on use can be found [here](#).
- ☑ **CNHC Quality Mark:** the **CNHC Quality Mark** (access for registrants only) can also be used but check the **CNHC guidelines** around its usage rights. Remember, this logo only represents your clinical work and as such can be used in fewer situations than the BANT members logo.
- ☑ **Website and social media:** This is something you may wish to consider to help to advertise your business and services. Remember to check the BANT guidelines [regarding professionalism in practice](#).
- ☑ **UK GDPR:** Nutrition practitioners must be aware and ensure they adhere to current **UK GDPR rules**
- ☑ **Information Commission's Office Registration:** Nutrition practitioners process personal information and must therefore register with the **Information Commission's Office (ICO)** and **pay the annual data protection fee**. You get a slightly reduced rate if you pay by direct debit.
- ☑ Ensure you add your practice details if you wish to be included in BANT's public-facing **Practitioner Search**. Members of the public can search for practitioners by location, health condition and later in 2022 by areas of specialist interest that require additional post graduate CPD. You may also wish to investigate other similar paid for registerers such as [www.nutritionist-resource.org.uk](http://www.nutritionist-resource.org.uk)

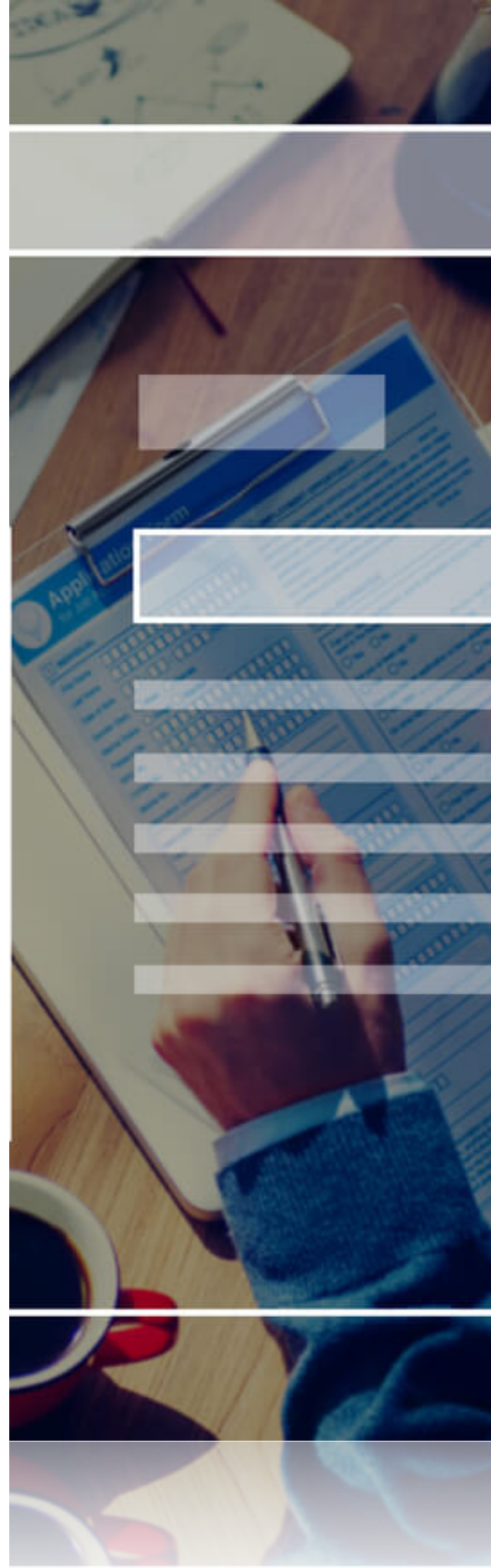




# CLINICAL DOCUMENTATION

## PREPARING FOR CLIENTS

- ☑ **Client questionnaire:** You may wish to brand and personalise the questionnaire you used in your training clinic or adapt a practice software such as Practice Better, there are many others as there are payment systems such as Stripe and invoice2go.
- ☑ **Red Flags List:** urgent GP referral is required if your client reports any of the red flag symptoms outlined in the [BANT Professional Practice Handbook](#).
- ☑ **Forms**
  - ☑ **The Terms of Engagement document:** this document is to be signed by both client and practitioner before the initial consultation to provide mutual protection and reference throughout the client-practitioner relationship.
  - ☑ **Privacy and GDPR information/handout:** [Click here](#) to check you comply.
  - ☑ **Practice/Clinical Self Audit Tool:** As a Nutritional Therapist it is prudent to conduct an audit of your practice at least once a year. This tool can be used if the business premises are at home, in rented premises or if employed at another company.
- ☑ These forms and templates can be found in the BANT Professional Practice Handbook which is an easy, searchable online resource on the [BANT website](#).
- ☑ **Your Terms of Service** Find out more information about different consultation guidelines and documentation [here](#).



# CLINICAL RESOURCES

## SUPPORTING YOUR PRACTICE

☑ **Member resources:** Familiarise yourself with all of BANT's member resources to support your practice:

- ☑ **Wellbeing guidelines**
- ☑ **Tracking tools** such as MYMOP, Meal Planner and Symptom tracker
- ☑ **Campaign materials** including:
  - Fact Sheets**
  - Infographics**
  - Food and Lifestyle Guides**

☑ **Your personalised tools:**

- ☑ Selection of editable handouts for personalisation: [this document](#) can be used to aid you in creating your own handouts



More information on setting up in practice can also be found within the **BANT Professional Practice Handbook** on the [BANT website](#).

**BANT Science and Education**, includes access to the **Natural Medicines Database**, **Nutrition Evidence Database** and the **BANT Learning Zone** with top quality webinars, podcasts and learning zone modules that will support your clinical practice, provide the latest clinically relevant sciences, and help you complete your annual CPD requirements.



 **BANT**<sup>®</sup> **25**<sup>TH</sup> **ANNIVERSARY**  
1997-2022



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