

APPLICATION FOR ASSOCIATE FELLOW

1. OBJECTIVE

To offer a credentialing service to members of the Australasian Association for Quality in Health Care (AAQHC) throughout Australia, New Zealand and the Asia Pacific that will enable them to receive recognition for their level of competence in quality and safety in health care. A Professional Development and Credentialing Committee (PDAC) Representative will act as a mentor during the preparation and processing of the application, and will assist members to identify their areas of strength and areas requiring further development. Employers and other associations will be informed of the AAQHC program to enable them to understand the value of the credential and the competence of those holding the credential. Advice about the credential will be provided to an employer where requested by a member.

2. ELIGIBILITY

Individual members of AAQHC (not Institutional) can apply for a AAQHC credential. AAQHC members who have not been awarded the credential may not use any post nominal related to the AAQHC but may continue to state 'Member of the AAQHC' in a resume. Intentional misrepresentation will result in loss of membership rights.

3. CREDENTIAL PERIOD

The credential once obtained is renewable every year for five years. Re-application is required after this time. A member who does not renew their credentialing status within three months of due notice will be deemed no longer a 'credentialed member'.

4. COST

The fee for credentialing is in addition to the annual membership fee. There is an application fee and an annual renewal fee for years two to five, of the five-year cycle. The application fee is \$100 and the annual renewal fee is \$38.50. Fees include GST and are used to support the Professional Development and Credentialing Committee and the Board of Examiners activities.

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3.3.1	Date Endorsed: August 2001
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5. PRIVACY

All applications will be managed in accordance with the AAQHC privacy policy that is available on the AAQHC website.

6. APPLICATIONS

The applicant should seek advice from a PDAC representative about their application. The applicant forwards the application and the application fee to the AAQHC secretariat for consideration by the Registrar.

The application and supporting evidence is allocated to one of the PDAC members to review and prepare a response. All PDAC members discuss the findings and a collective decision is made as to whether the application meets all of the domain criteria. Occasionally, additional information or evidence may be requested.

An application can be submitted and approved at any time during the year.

Applications are confidential between the applicant, the PDAC and the Secretariat.

7. SUCCESSFUL APPLICANTS

Successful applicants receive a certificate, the right to use the post-nominal of AFAAQHC and are given the opportunity for the credential to be presented formally at the annual national conference. Applications are confidential between the applicant, the PDAC and the Secretariat.

8. APPEALS PROCESS

The President convenes a committee to hear any matter where a dispute occurs.

***All members who are eligible to obtain a credential are encouraged to apply.
Under certain circumstances, due to the diversity of the membership,
criteria may not apply to all members.
This should not disadvantage an applicant who under normal circumstances
would have received a credential.***

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General Enquiries:

AAQHC Secretariat:

P.O Box 5170, Gold Coast MC QLD 9726

Telephone: (07) 5575 7054

Facsimile: (07) 5575 7551

Email: aaqhc@aaqhc.org.au

See the AAQHC website www.aaqhc.org.au for the contact details for the PDAC Representatives.

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ASSOCIATE FELLOW CREDENTIAL APPLICATION FORM
(Confidential)

Member Name:	Membership No:
Address:	Suburb/State/Postcode/Country:
Phone: (W) (H)	Mobile: Email:

What is your preferred mode and time for a PDAC Representative to contact you?

Date of first application to PDAC Representative

Date application sent to Secretariat

CHECKLIST:

1. Read material and conduct self-assessment
2. Consult a PDAC Representative (see contact details on www.aaqhc.org.au Credentialing)
3. Provide further material to the PDAC Representative if requested (further consultation if required)
4. Obtain a letter of support and endorsement from current or previous manager, or health care industry reference
5. Include the name, position title, contact details including an e-mail address of CEO / Director of your organisation if you wish them to be advised of the successful outcome of your application
6. Send application with application payment details or cheque to AAQHC Secretariat, PO Box 5170, Gold Coast MC QLD 9726.

NOTES:

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MANDATORY DOMAIN 1: Experience in health care and maintenance of continuing education and professional development.	SELF-ASSESSMENT Y/N <i>(assigned by Applicant)</i>	PDAC ASSESSMENT Y/N <i>(assigned by PDAC Committee)</i>	EVIDENCE SIGHTED Y/N <i>(assigned by PDAC Committee)</i>	<i>Evidence and comments – to be provided by Applicant</i>
1(a) The member has significant (more than 10 years) experience in healthcare.				
1(b) The member attends local meetings, seminars and networking opportunities in the area of quality management, risk management and health care safety.				

MANDATORY DOMAIN 2: Management and Leadership	SELF-ASSESSMENT Y/N <i>(assigned by Applicant)</i>	PDAC ASSESSMENT Y/N <i>(assigned by PDAC Committee)</i>	EVIDENCE SIGHTED Y/N <i>(assigned by PDAC Committee)</i>	<i>Evidence and comments – to be provided by Applicant</i>
2(a) The member has experience (within the last five years) in advising, facilitating, co-ordinating or participating in quality and or risk management and safety programs..				
2(b) The member has achieved, or is working towards, a relevant (post-graduate / undergraduate) tertiary qualification or equivalent, and / or has evidence of ongoing learning and competency in quality, risk management and safety if a formal qualification has not been attained.				

MANDATORY DOMAIN 3: Knowledge of / Experience with External Assessment	SELF-ASSESSMENT Y/N <i>(assigned by Applicant)</i>	PDAC ASSESSMENT Y/N <i>(assigned by PDAC Committee)</i>	EVIDENCE SIGHTED Y/N <i>(assigned by PDAC Committee)</i>	<i>Evidence and comments – to be provided by Applicant</i>
3(a) The member has demonstrated (is or has been demonstrating over the last 5 years) knowledge of, or is engaged in, coordination and / or facilitation of performance monitoring of the health care system via an organisationally relevant external assessment. (e.g. ACHS, QHNZ, QIC, NATA, Mental Health standards, Aged Care, WHO, ISO 9000, JCAHO)				

MANDATORY DOMAIN 4: Training/Education	SELF-ASSESSMENT Y/N <i>(assigned by Applicant)</i>	PDAC ASSESSMENT Y/N <i>(assigned by PDAC Committee)</i>	EVIDENCE SIGHTED Y/N <i>(assigned by PDAC Committee)</i>	<i>Evidence and comments – to be provided by Applicant</i>
4(a) The member has (within the last 5 years) undertaken formal training in the provision of education and training of minimum 3 days duration, or if no formal training, has shown evidence of awareness and use of adult learning principles.				

MANDATORY DOMAIN 5: Performance Measurement	SELF-ASSESSMENT Y/N <i>(assigned by Applicant)</i>	PDAC ASSESSMENT Y/N <i>(assigned by PDAC Committee)</i>	EVIDENCE SIGHTED Y/N <i>(assigned by PDAC Committee)</i>	<i>Evidence and comments – to be provided by Applicant</i>
5(a) The member undertakes local project and service performance measurement, using process and outcome measurement (within the last five years) which may involve elements of the some or all of the following: <ul style="list-style-type: none"> ▪ short term projects ▪ evaluation ▪ knowledge or understanding of accreditation ▪ clinical management outcomes (discharge planning, clinical indicators) ▪ performance improvement teams ▪ quality assurance ▪ risk management /quality control 				

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MANDATORY DOMAIN 5: Performance Measurement	SELF-ASSESSMENT Y/N <i>(assigned by Applicant)</i>	PDAC ASSESSMENT Y/N <i>(assigned by PDAC Committee)</i>	EVIDENCE SIGHTED Y/N <i>(assigned by PDAC Committee)</i>	<i>Evidence and comments – to be provided by Applicant</i>
5(b) The member uses results of data to analyse and drive performance improvement processes at a local level (within the last five years).				
5(c) The member manages a co-ordinated, prioritised management plan (within the last five years).				

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