

APPLICATION FOR 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 \$82.50. Fees include GST and are used to support the Professional Development and Credentialing Committee and the Board of Examiners activities.

DOC NO. 3.3.1	Description: APPLICATION FOR FELLOW AWARD Date Developed: August 2001 Date Endorsed: August 2001 Endorsed By: Date Reviewed: November 2004, January 2006, February 2008 Date Amended: February 2008
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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 award of Fellow signifies achievement of the highest standards set for AAQHC members. Members must satisfy the following criteria to advance to Fellow:

- i. Fulfil the Fellow components of the five mandatory domains as outlined in the credentialing package offered by AAQHC (attached).
- ii. Undertake an oral examination.

The applicant should seek advice from a PDAC Representative about their application. Applications for Fellow credentialing are to be submitted three months prior to the date set for the oral examination. The applicant should forward the application and the application fee to the AAQHC Secretariat for consideration by the Registrar. All PDAC members review the application and supporting evidence, and collectively determine the applicant's potential for sitting the oral examination.

The oral examination is generally held at the same time as the annual conference. Three safety and quality experts and the Registrar constitute the Board of Examiners. Applicants are required to make a presentation about an improvement activity they have managed. They are also required to respond to three questions about current health care system topics. A selection of questions is provided 15 minutes prior to the commencement of the oral examination. The applicant chooses the three questions they wish to respond to from this list. The purpose of this part of the assessment is to demonstrate an ability to interpret the questions and apply general knowledge and experience about the health care system.

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

7. SUCCESSFUL APPLICANTS

Successful applicants receive a certificate and are conferred to use the post-nominal of FAAQHC. The credential is formally presented during the annual national conference.

8. APPEALS PROCESS

The AAQHC President is responsible for convening a committee to hear the matter where a dispute occurs.

DOC
NO.
3.3.1

Description: APPLICATION FOR FELLOW AWARD
Date Developed: August 2001
Date Endorsed: August 2001
Endorsed By:
Date Reviewed: November 2004, January 2006, February 2008
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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.***

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.

DOC NO. 3.3.1	Description: APPLICATION FOR FELLOW AWARD Date Developed: August 2001 Date Endorsed: August 2001 Endorsed By: Date Reviewed: November 2004, January 2006, February 2008 Date Amended: February 2008
------------------------------	--



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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ADDITIONAL INFORMATION RELATING TO THE FELLOW STATUS ORAL EXAMINATION

A Board of Censors is the examination panel for the oral examination.

Candidates are asked to score whether they require a minor or major oral examination. Details concerning the required scores (see Table 1) and conditions for a minor or major oral examination are set out below.

Examinations are generally held in conjunction with the AAQHC annual conference. An additional examination may be scheduled during a 12-month period in circumstances, such as where there are four or more candidates applying to sit the examination in a state or territory or where travel to an annual conference is probative for members. Any additional examinations will depend on the availability of members of the Board of Censors.

The **minor oral examination** is based on questions related to a thesis, articles published, content of tertiary course or program implemented. The aim is to ascertain whether the applicant has a broad understanding of the different dimensions of quality and the need for relevant outcomes. The minor oral examination generally takes about 30 - 40 minutes.

Applicants are eligible for a minor oral examination if they achieve a score of **greater than 40** in the table below.

The Board of Censors bases **the major oral examination** on questions relating to international and national health care quality and safety in topics, demonstrated knowledge about current health care issues and initiatives, and the applicant's own achievements and outcomes. The major oral examination generally takes about 45 to 60 minutes.

Applicants are eligible for a major oral examination if they achieve a score of **less than 40** in table below.

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 (within the last five years) had experience in advising and or co-ordinating quality management, risk management and safety programs at a strategic level in an organisation.				
2(b) The member has achieved, or is working towards, a relevant tertiary qualification or equivalent (post-graduate or undergraduate).Or has evidence of ongoing learning and competency in quality improvement, risk management and health care safety if a formal qualification has not been attained.				

DOC NO.

3.3.1

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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(c) The member can demonstrate (is or has been demonstrating over the last five years) accomplishment and leadership at local and or national and or international level in quality improvement, risk management and health care safety.				

DOC NO.

3.3.1

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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 knowledge of (is or has been demonstrating over the last five years) or is engaged in, co-ordinating and/or facilitating performance monitoring of the health care system at a strategic level. This will be done via an organisationally relevant external assessment and knowledge of and experience with a variety of national or international modes of external assessment, such as ACHS, QHNZ, QIC, NATA, Mental Health Standards, Aged Care, WHO, ISO 9000, JCAHO.				

DOC NO.

3.3.1

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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 provides (or has provided during the last 5 years) training within a health organisation and evaluates the outcomes of the training given, such as using objectives, needs analysis, entry criteria, attendance records, desired outcomes, evaluation, evidence based content, peer reviewed presentations, has attended train the trainer or presentation skills or similar training. The member is involved in planning, organising training to suit organisational needs if not directly involved in developing training.				

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 is a participant in strategic planning processes of an organisation (or wider), or has been a participant in the last five years.				
5(b) The member undertakes service and organisational performance measurement, using process and outcome measurement (within the last five years) that may involve elements of some or all of the following: Short-term projects, evaluation, knowledge or understanding of accreditation, clinical management outcomes (discharge planning, clinical indicators), performance improvement teams, quality improvement, risk management, quality control.				

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3.3.1

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(c) The member uses results of data to analyse and drive performance improvement processes at an organisational or wider level (within the last five years).				
5(d) The member has played a clear role in developing a co-ordinated, prioritised management plan for the organisation or wider level (within the last five years).				

SCORING TO DETERMINE A MAJOR OR MINOR ORAL EXAMINATION

Scores related to Tertiary Education, Peer Assessed Publications and Field Experience

Please assess your score for each of the three following categories:

TERTIARY /CONTINUING EDUCATION	Score	Your Score
Element 2(b); 4(a)		
PhD – completed Thesis relating to safety and quality in health (acute, community, mental health, aged care, primary care) or	25	
Master - completed Thesis or coursework on safety and quality in health (acute, community, mental health, aged care, primary care).	20	
Diploma – completed postgraduate diploma in a relevant health discipline.	15	
Continuing education sessions – delivery of short course subjects using adult learning.	10	
Total Points		

PEER ASSESSED PUBLICATIONS	Score	Your Score
Published a refereed article on quality of health care in a peer reviewed publication, or invited plenary or keynote speaker on safety and quality in health care at a national or international conference within the last five years.	10 per article/ session	
Referenced article accepted for publication in non peer assessed publication, or abstract accepted for presentation as a concurrent conference presentation on safety and quality in health care at national or international conference accepted within last five years.	5 per article/ session	
Total Points		

FIELD EXPERIENCE	Score	Your Score
<i>Note a claim can be made for more than one category provided supported by evidence.</i> Elements 1(a); 1(b); 2(a); 2(c); 3(a); 5(a); 5(b); 5(c); 5(d)		
Active participation in a safety and quality improvement program or professional association at international or national level (within last five years).	5	
Active participation in a safety and quality improvement program or professional association at a state level (within last 5 years).	5	
Active participation in a safety and quality improvement facility, service or project (within last five years).	5	
Total Points		
Tertiary Education Score	70	
Peer Assessed Publications	15	
Field Experience Score	15	
TOTAL	100	

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To Qualify for a Minor Examination:

Applicants need to score 50 for tertiary education that equates to having completed a PhD.

To Qualify for a Major Examination:

Applicants need to score the following number of minimum points:

Tertiary Education	50
Peer Assessed Publications	15
Field Experience	10
TOTAL MINIMUM POINTS REQUIRED	75

Evidence to support tertiary education must be referenced against the appropriate element and provided in a scanned electronic form that is notated by a third party to verify that it is a copy of an original.

Other evidence should be referenced against the appropriate element. A more detailed synopsis of evidence and a current position form should be provided in an electronic format as an attachment to this application.

Evidence will be correlated against the score to make a final determination of eligibility. Applicants may be asked to submit further evidence if required.