



POLICY DOCUMENT

1. SUBJECT

Renewal of Associate Fellow and Fellow credentials

2. BACKGROUND

The AAQHC Professional Development and Credentialling Program commenced in 2001. AAQHC members applying for the Associate Fellow or Fellow credentials are required to complete the credentialling process described in the *Application for credential package*.

3. INITIAL CREDENTIALLING

Members seeking the Associate Fellow credential may complete their applications at any time.

Members seeking the Fellow may complete their applications at any time but will need to sit an oral examination held during the annual national conference.

Credentials are awarded for a period of five years.

4. RENEWAL OF CREDENTIAL

AAQHC members who wish to retain the right to use the credential post nominals are required to apply for renewal of their credentials after four years and nine months.

Renewal of the credential is only available to fully financial credentialed members.

The evidence for renewal is based on evidence reflecting activities in the subsequent five years after initial credentialing or re-credentialling.

Renewal of a credential will attract a renewal fee.

5. ASSESSMENT OF ELIGIBILITY FOR RENEWAL OF CREDENTIAL

Evidence of continuing professional contribution to the quality and risk management, and safety agenda and individual professional development is required for renewal of both Associate Fellow and Fellow credentials. Please refer to the *Policy on lapsed members and credentialling* located on the AAQHC website.

AAQHC members will use a points system to a total of 24 hours of continuing professional contribution and professional development activity each year with a maximum of 10 points per day (eight hours) of activity. The AAQHC CPD diary is to be used for recording all activity and the diary must be submitted at the time of seeking credential renewal. The onus is on the applicant to provide the evidence to support the application

The CPD diary reflects the five domains outlined in the [Application for credential package](#).

5.1 Allocation of points – general:

5.1.1 Up to one quarter of required points (50 points) may be allocated for employment-related activity where members have a specific quality or risk management or safety role clearly described in their position description. Members who are self employed need to demonstrate that their core business is quality and risk management and safety-related programs in health care.

5.1.2 The remainder of points (150 points) are allocated for professional development activity.

5.1.3 Renewal will be granted when 200 points are obtained regardless of the split between the two categories to allow those members no longer in dedicated quality and risk management and safety related positions or who may have taken, for example family leave during the previous five years if they have evidence of ongoing professional development activity.

- 5.1.4 Associate Fellows and Fellows can request the local PDAC representative or the PDAC to review an activity as an eligible activity. However, it is unlikely that AAQHC (PDAC) would approve all submitted activities. The onus of proof of applicability rests with the applicant.

5.2 Allocation of points - specifics:

Employment in health care quality or risk management position where members have a specific quality or risk management or safety role clearly described in their position description or contract = **50 points if full time and 10 points per time worked per year if part time or on leave.**

Attendance at a health care quality or risk management or safety related conference such as those held by AQHC, ISQua, AGPAL, ACSAA, ACHSE = **10 points per eight hours (one day) of attendance**

Attendance at an educational forum, such as local association or network forums, education forums, sessions with quality or risk management or safety related sessions conducted by member's other professional affiliations, such as medical colleges or other quality related organisations = **10 points per day of attendance**

Relevant meeting attendances = **10 points per eight hours of participation**

Participating in advising, facilitating, coordinating, or participating in quality or risk management or safety related programs = **10 points per eight hours of participation**

Participation in strategic planning = **10 points of eight hours participation**

Evidence of ongoing learning and competency in quality or risk management or safety programs **additional to ongoing professional development = 30 points**

Participation in performance measurement activities including research = **10 points per activity**

Participation in relevant collaboratives or working parties at local, state and national level = **10 points per eight hours of participation**

Evidence of knowledge and experience with external assessment = **30 points**

Education and training activities = **10 points per eight hours of participation**

Completion of a quality or risk management or safety related postgraduate or under graduate qualification = **30 points**

5.3 Possible scenarios for points allocated over five years

	Health care quality, risk management or safety related professional	Member on leave for > 12 months during credentialed period	Member working part time during credentialed period
Employment	50 points	30 points	10 points per year of equivalent FTE time
Ongoing professional development	90 points	40 points	
Project work		40 points	30 points
New or additional qualification		30 points	30 points
Education and training	20 points		
Conference attendance		60 points	30 points
Performance measurement activities	40 points		40 points
TOTAL POINTS	200 points	200 points	200 points

6 APPLICATION PROCESS

- 6.1.1 Applications are reviewed by the local PDAC representative and recommendations are made to the applicant with regard to gaps in information or evidence.
- 6.1.2 The applicant forwards the final application, together with the application fee, to the Secretariat for consideration by the Registrar.
- 6.1.3 Applicants for Fellow will be notified of time and venue for the exam.
- 6.1.4 Successful applicants receive a certificate, a post-nominal (FAAQHC, or AFAAQHC) and are given the opportunity for the credential to be presented formally at the annual national conference.

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

8 APPEALS PROCESS Where dispute occurs, a committee convened by the President hears the matter.