



Australasian Association for Quality in Health Care

APPLICATION FOR ASSOCIATE FELLOW CREDENTIAL

Objective: To provide a credentialing program to financial members of the Australasian Association for Quality in Health Care (AAQHC) throughout Australia, New Zealand and the Asia Pacific that enables them to be recognized for their knowledge, skills and competencies in quality, safety and risk management. The attainment of Associate Fellow provides this recognition of contributions to the health industry. Post nominals of AFAAQHC can then be used.

A Professional Development and Credentialing Committee (PDAC) supports the Associate Fellowship program. A PDAC representative is available to act as a mentor during the preparation and processing of the application. The application process also assists members to identify their areas of strength and areas which may require further development.

AAQHC actively promotes the value of the Associate Fellowship award to industry stakeholders. This also includes providing advice of successful applicants to employers where consent has been provided. Attainment of Associate Fellow also provides a stepping stone to apply to be a Fellow which is the highest level of recognition by AAQHC.

Eligibility:

Individual financial members of AAQHC (not institutional) can apply for an AAQHC credential as an Associate Fellow. New members can simultaneously apply for membership and Associate Fellowship.

Credential period:

The credential once obtained continues whilst the credentialed member remains a financial AAQHC member. On renewal of membership the credentialed member will need to declare/agree that they have maintained ongoing professional development activities. AAQHC will also confirm through random audit ongoing eligibility to retain the Associate Fellow status.

Cost:

The application fee for Associate Fellow is \$100 plus GST. The fees are used to support the Professional Development and Credentialing Committee's objectives of recognising member contributions to the health industry.

Privacy:

Applications are confidential between the applicant, the PDAC and the Secretariat and are managed in accordance with the AAQHC privacy policy that is available on the AAQHC web site.

Assessment conditions:

The award of Associate Fellow signifies achievement of standards set for AAQHC members. Applicants must satisfy the following criteria to achieve Associate Fellow status. They must fulfil the components of the mandatory domains in the credentialing application including reaching the minimum score of 70 points.

An applicant should seek advice from the PDAC Registrar or representative about their eligibility prior to submission. Applications for Associate Fellow can be submitted any time during the year. If all elements are met the member will be immediately advised of the outcomes of their application.

Applicants who do not fully meet the criteria can also be assisted through the use of our mentoring program to achieve the status of Associate Fellow.

The applicant can lodge their application and evidence via the web site. This is then sent to the Registrar for initial review. Where required the Registrar may seek additional evidence from the applicant. The application is distributed to all PDAC members for assessment and to collectively determine if the award of Associate Fellow can be granted.

Appeals process:

In the event that the applicant is not successful and wishes to appeal an Appeals Committee will be convened by the AAQHC President. Any decision made by the Appeals Committee is considered final.

Contact details and information:

See the AAQHC website www.aaqhc.org.au for details of the PDAC representatives.

CREDENTIAL APPLICATION FORM COVER SHEET (Confidential)

ASSOCIATE FELLOW

Member name: _____ Member No. _____

Address _____

Suburb:..... Postcode Country

Phone (w) (..... (h) (mobile)

Email

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

.....

Date application sent to Secretariat

CHECKLIST

1. Read material and information on web site and conduct self assessment
2. Consult with a PDAC representative (See contact details on www.aaqhc.org.au)
3. Provide further evidence to the Registrar or PDAC if requested
4. Obtain a letter of support and endorsement from current or previous manager, or a health care industry reference
5. Update curriculum vitae and gather supporting evidence to accompany application
6. Include the name, position title, contact details including an e-mail address of CEO or director of your organisation if you wish them to be advised of the successful outcome of your credential application.

Send application together with supporting evidence, current curriculum vitae to secretary@aaqhc.org.au. The application fee can be paid through the AAQHC website located at <https://www.aaqhc.org.au>. Fees must be paid before application will be considered. Refunds are not applicable.

SCORING SHEET

Mandatory Domain 1: Experience in health care and maintenance of continuing education and professional development	Evidence and comments to be provided by Applicant	Self-assessment Y/N assigned by Applicant	Evidence sighted Y/N / comments assigned by PDAC	PDAC assessment Y/N
<p>1a: The member has more than 2 years' experience in health care. Points = 5 <i>Applicants with less than 2 years' experience are not eligible to apply for Associate Fellow credential</i></p>				
<p>1b The member has achieved, or is working towards, a relevant post-graduate or undergraduate tertiary qualification or equivalent. Points = 10 OR Can demonstrate and has evidence of ongoing learning and competency in quality improvement, risk management and safety if a formal qualification has not been attained. Points = 5 <i>Evidence would be attendance at relevant conferences and seminars with demonstrated evidence of how learning from such events have been implemented and used as learning skills and knowledge.</i> Possible points = 10</p>	<p>Name of course: When conferred:</p>			
<p>1c The member attends local meetings, seminars and networking opportunities in area of healthcare quality management, risk management, or patient safety. <i>These are defined as educational forums, such as local association or network forums, alumni events, sessions with quality or risk management or safety related topics conducted by member's professional affiliations, such as medical colleges or other</i></p>				

<p><i>quality related organisations.</i></p> <p>Possible total: = 10 > 5 events = 5 > 3 events and less than 5</p>				
<p>Mandatory Domain 2: Management and leadership</p>	<p>Evidence and comments to be provided by Applicant</p>	<p>Self-assessment Y/N assigned by Applicant</p>	<p>Evidence sighted Y/N / comments assigned by PDAC</p>	<p>PDAC assessment Y/N assigned by PDAC</p>
<p>2a The member has had experience in advising and or coordinating quality management, risk management and safety programs in an organisation. Responsibility is included in job description.</p> <p>Points = 10</p>				
<p>Mandatory Domain 3: Knowledge of and experience with external assessment</p>	<p>Evidence and comments to be provided by Applicant</p>	<p>Self-assessment Y/N assigned by Applicant</p>	<p>Evidence sighted Y/N / comments assigned by PDAC</p>	<p>PDAC assessment Y/N assigned by PDAC</p>
<p>The member demonstrates knowledge of / or is engaged in external performance review processes of the organisation. This includes accreditation surveys against national/international standards relevant to the healthcare industry.</p> <p>Points = 15</p>				
<p>Mandatory Domain 4: Training and education</p>	<p>Evidence and comments to be provided by Applicant</p>	<p>Self-assessment Y/N assigned by Applicant</p>	<p>Evidence sighted Y/N / comments assigned by PDAC Rep</p>	<p>PDAC assessment Y/N assigned by PDAC</p>
<p>4a The member is involved with planning education and training which has a focus on safety and quality to suit local needs.</p> <p>Points - Involved in planning, educational needs = 5</p> <p>The member has developed and provided education which has a focus on safety and quality and evaluates the effectiveness of the</p>				

training delivered. Points – Develops, delivers and evaluates education and training = 5 Possible total = 10				
Mandatory Domain 5: Performance Measurement	Evidence and comments to be provided by Applicant	Self-assessment Y/N assigned by Applicant	Evidence sighted Y/N / comments assigned by PDAC Rep	PDAC assessment Y/N assigned by PDAC Rep
<p>5a. The member leads or is involved in service improvement initiatives using methodologies such as PDAC, Lean Thinking, and TQM. This can include</p> <ul style="list-style-type: none"> ▪ Short-term projects ▪ Research ▪ Internal audit programs ▪ Analysing and evaluating clinical outcomes (e.g. variance analysis of pathways, clinical guidelines, clinical indicators) ▪ Performance improvement teams; root cause analysis teams; clinical or corporate project improvement teams ▪ Quality improvement/control activities ▪ Risk management activities ▪ Patient safety initiatives <p>Points = 10</p>				
<p>5b Quality and Risk Management Planning</p> <p>The member demonstrates an understanding of the principles and practices for developing best practice quality, risk or business plans at a unit, department organisation wide level.</p> <p>The member also demonstrates understanding and application of best practice monitoring methods which informs achievements against quality, risk or business plans. The member can also articulate examples of actions taken to reduce</p>				

unexpected variations. 15 points for each criteria Possible total = 30				
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SCORING TO DETERMINE ELIGIBILITY FOR ASSOCIATE FELLOW APPLICATION

Scoring to determine eligibility for Fellow application	Potential score	Your Score	PDAC score
<p>Mandatory Domain 1:</p> <p>Experience in health care, qualifications and maintenance of continuing education and professional development.</p>	<p>Max 25</p> <p>Min 15</p>		
<p>Mandatory Domain 2: Management and leadership</p> <p>Advising and or coordinating quality management, risk management and safety programs at a unit, department or organisation wide level.</p>	10		
<p>Mandatory Domain 3: Knowledge of / understanding / Experience with external assessment</p> <p>Knowledge of / or engaged in, coordinating and / or facilitating an external performance review process of the organisation at a unit, department or organisation wide level</p>	15		
<p>Mandatory Domain 4: Education and training</p> <p>Involved in planning, organising education and training with a focus on safety and quality. The development and delivery of education is also considered in this domain</p>	<p>Max 10</p> <p>Min 5</p>		
<p>Mandatory Domain 5:</p> <p>Service improvement and performance measurement</p> <p>Responsible for leading coordinating corporate and clinical governance organisational and service improvement initiatives using proven best practice quality methodologies</p> <p>Quality and Risk Management Planning</p> <p>Has an understanding of the principles and practices of developing quality, risk and or business plans at a unit, department or organisation wide level. Taking action to reduce/address variation is also considered.</p>	<p>Max 40</p> <p>Min 25</p>		
<p>Total points; note a score of <70 will indicate ineligibility to qualify for an Associate Fellow post nominal</p>	<p>Max 100</p> <p>Min 70</p>		

Date of implementation: August 2001. Date of first review August 2002; revised version implemented January 2003
Date of second review: November 2004; revised version implemented: January 2005
Date of next review: January 2006; revised version implemented: February 2008
Revised: December 2011, Feb 2016