



Australasian Association for Quality in Health Care

APPLICATION FOR 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 Fellow is considered to be the highest level of recognition of contributions at a strategic level to the health industry. Post nominals of FAAQHC can then be used.

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

AAQHC actively promotes the value of the Fellowship award to industry stakeholders. This also includes providing advice of successful applicants to employers where consent has been provided

Eligibility:

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

Cost:

The application fee for Fellowship is \$150 plus GST. The fees are used to support the Professional Development and Credentialing Committee and the Board of Examiners activities.

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 Fellow signifies achievement of the highest standards set for AAQHC members. Applicants must satisfy the following criteria to advance to Fellow. They must:

1. fulfil the components of the mandatory domains in the credentialing application including reaching the minimum score of 90 points; followed by
2. undertake an oral examination.

An applicant should seek advice from the PDAC Registrar or representative about their eligibility prior to submission. Applications for Fellow can be submitted any time during the year with the date and time of the exam being organised to ensure the arrangements for all are logistically effective.

The Fellow application is totalled to indicate a potential maximum score of 145 points. Applicants achieving less than 90 points are not eligible to sit for the examination but may be awarded an

Associate Fellow status if this is applicable. Applicants who do not fully meet the criteria can also be assisted through the use of our mentoring program to achieve the status of 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 the applicant's potential for sitting the oral examination. A recommendation is then made to the Board who make the final decision whether an applicant can proceed to the oral examination.

Format of the Oral Examination

Where possible the oral examination is held at the same time as a relevant conference health industry event. Applicants who are accepted to sit for the exam are required to fund their own travel arrangements.

The Board of Examiners is made up of a panel of members appointed by the AAQHC Council. The oral examination involves use of 2 Board members and the Registrar. In accordance with AAQHC and PDAC policy any potential conflict of interest between the Board of Examiners, the Registrar and the applicant is carefully considered prior to the oral examination being held. The names of the presiding Board members are also provided to applicants to ensure that any conflicts are identified.

Applicants who meet the criteria are required to present on their leadership at a senior or strategic level in the areas of safety, quality and or risk management and to respond to three questions about current health care topics. This requires applicants to have a broad understanding of national trends in the areas of safety and quality. Copies of presentations can be provided at the time of the exam to the Examiners however no other tools are permitted.

The total time period for each applicant is (30 minutes) which involves 15 minutes for the presentation; 5 minutes for questions on the presentation and then 10 minutes for the questions provided pre exam.

The three questions are selected from range of 5 provided 15 minutes before the exam commences. This means that applicants must present at least 20minutes prior to their allotted time.

Exam outcomes:

Within an hour of completion of all exams all applicants are notified of the outcome. If an applicant is unsuccessful they will be invited to a debrief on the day. There is also an appeals process available.

Successful applicants will receive a certificate and are formally conferred to use the post-nominal of FAAQHC.

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 Board and PDAC representatives.



Australasian Association for Quality in Health Care

CREDENTIAL APPLICATION FORM COVER SHEET (Confidential)

FELLOW

Member name **Membership 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 a PDAC representative. (See contact details on www.aaqhc.org.au)
3. Provide further material to the Registrar if requested
4. Obtain a letter of support and endorsement from current or previous manager, or 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 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.

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 Committee	PDAC assessment Y/N assigned by PDAC Committee
<p>1a: The member has more than 5 years' experience in health care. Points = 5</p> <p><i>Applicants with less than 5 years' experience are not eligible for Fellow credential.</i></p>				
<p>1b. The member has achieved, or is working towards, a relevant tertiary qualification or equivalent (post-graduate or undergraduate). Points 10</p> <p>OR</p> <p>The member has evidence of ongoing learning and competency in quality improvement, risk management and health care safety if a formal qualification has not been attained. Points 5</p>	<p>List name of course, qualification and date completed.</p> <p>OR</p> <p>Provide evidence such as position description or reference</p>			

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 Committee	PDAC assessment Y/N assigned by PDAC Committee
<p>1c. The member attends state, national meetings, seminars and networking opportunities in the area of healthcare quality management, risk management, or patient safety.</p> <p><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 quality related organisations.</i></p> <p>Points: 10 points for > 5 events in each calendar year</p> <p>Points: 5 points for > 3 events in each calendar year</p> <p>Possible total; = 10 > 5 events = 5 > 3 events and less than 5</p>	<p>Detail the meetings, events attended, location and date.</p>			

Mandatory Domain 2: Management and Leadership	Evidence and comments to be provided by Applicant	Self assessment Y/N assigned by Applicant	Evidence sighted Y/N / comments assigned by PDAC Committee	PDAC assessment Y/N assigned by PDAC Committee
<p>2a. The member has (within the last five years) had experience in advising and or coordinating quality management, risk management and safety programs at a strategic level in an organisation. Responsibility is included in job description. Points = 10</p>	Provide a copy of current job description			
<p>2b. The member can demonstrate (is or has been demonstrating (over the last 5 years) leadership and achievements at local, national and or international level in quality improvement, risk management and health care safety. Examples include:</p> <ul style="list-style-type: none"> • publishing an article in a peer reviewed publication (national, international) or a national newsletter • being invited to be a plenary or keynote speaker on a topic related to safety, quality, risk or business management in health care • having an abstract accepted for presentation as a concurrent conference presentation on safety, quality or risk management in health care <p>Points 10 for each criteria</p> <p>Possible total = 30</p>				
Mandatory Domain 3: Knowledge of / understanding / Experience with external assessment	Evidence and comments to be provided by Applicant	Self assessment Y/N assigned by Applicant	Evidence sighted Y/N / comments assigned by PDAC Committee	PDAC assessment Y/N assigned by PDAC Committee
<p>3a. The member demonstrates knowledge of / or is engaged in, coordinating and / or</p>	List accreditation systems or high level reviews engaged in			

<p>facilitating an external performance review process of the organisation at a strategic level within the last five (5) years. This includes accreditation surveys against national/international standards relevant to the healthcare industry or high level reviews of clinical or corporate governance systems</p> <p>Points 15</p>				
<p>Mandatory Domain 4: Education and training</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 Committee</p>	<p>PDAC assessment Y/N assigned by PDAC Committee</p>
<p>4a The member is involved or assists at a senior level with planning and or evaluating education and training needs to suit cross disciplinary organisational and other external needs.</p> <p>Points - Involved in planning, organising and evaluating educational needs of an organisation at a senior level = 5</p> <p>The member has developed and provided within the last five (5) years education and training to suit cross disciplinary organisational and other external needs and evaluates the effectiveness of the training delivered.</p> <p>Points – Develops, delivers and evaluates education and training = 5</p> <p>Possible total = 10</p>	<p>List courses developed/delivered, dates and outcomes.</p>			

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 Committee	PDAC assessment Y/N assigned by PDAC Committee
<p>5a The member is responsible for leading/organising the strategic planning processes of an organisation/division (or wider), in the last 5 year or has been an active participant. Evidence of influence in the design of the final plan would be of value</p> <p>Points - Responsible for leading strategic planning = 10; Participant in strategic planning = 5</p> <p>Possible total = 10</p>				
<p>5b. The member leads or has a high level involvement in strategic corporate and clinical governance organisational and 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 ▪ Responsibility for 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 	Detail scope of projects			

<p>Points: Evidence of involvement at a strategic level = 10</p> <p>Projects that have a national / international impact and have been translated into demonstrated practice with positive consumer outcomes = 5 additional points</p> <p>Possible total = 15</p>				
<p>5c. Quality and Risk Management Planning</p> <p>The member demonstrates a high level understanding of the principles and practices for developing best practice quality, risk or business plans at a strategic organisation wide level.</p> <p>The member also demonstrates understanding and application of best practice monitoring methods which informs achievements against strategic organisation wide quality, risk or business plans. The member can also articulate examples of actions taken at a strategic level to reduce unexpected variations.</p> <p>15 points for each criteria</p> <p>Possible total = 30</p>				

SCORING TO DETERMINE ELIGIBILITY FOR FELLOW APPLICATION

Scoring to determine eligibility for Fellow application	Potential score	Your Score	PDAC score
Mandatory Domain 1: Experience in health care, qualifications and maintenance of continuing education and professional development.	Max 25 Min 15		
Mandatory Domain 2: Management and leadership Advising and or coordinating quality management, risk management and safety programs at a strategic level Leadership and achievements at local, national and or international level in quality improvement, risk management and health care safety.	Max 40 Min 20		
Mandatory Domain 3: Knowledge of / understanding / Experience with external assessment Knowledge of / or engaged in, coordinating and / or facilitating an external performance review process of the organisation at a strategic level.	15		
Mandatory Domain 4: Education and training Involved in planning, organising education and training at a strategic level. The development and delivery of education is also considered in this domain	Max 10 Min 5		
Mandatory Domain 5: Strategic planning and performance measurement Responsible for leading coordinating strategic planning processes of an organisation/division (or wider); or is an active participant Undertakes strategic corporate and clinical governance organisational and service improvement initiatives using proven best practice quality methodologies Has a high level understanding of the principles and practices of developing strategic quality, risk and or business plans. Taking action to reduce/address variation at a strategic level is also considered.	Max 55 Min 35		
Total points; note a score of <90 will indicate ineligibility to qualify for a Fellow post nominal	Max 145 Min 90		

Date of implementation: August 2001; Date of 1st review: August 2002; revised version implemented: January 2003
 Date of 2nd review: November 2004; revised version implemented: January 2005
 Date of next review: January 2006; revised version implemented February 2008
 Revised version in line with changes in scoring for eligibility endorsed June 2011.
 Revised February 2016 following review