



AUSTRALASIAN ASSOCIATION FOR QUALITY IN HEALTH CARE

ASSOCIATE FELLOWSHIP APPLICATION PACKAGE



Take the first step to have your skills and experience formally recognised.....



ASSOCIATE FELLOWSHIP APPLICATION PACKAGE

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ASSOCIATE FELLOWSHIP APPLICATION PACKAGE

Introduction:

Associate Fellowship of the Australasian Association for Quality in Health Care (AAQHC) is a respected member status awarded to eligible AAQHC members in recognition of your professional achievement in quality and safety.

The attainment of Associate Fellow is considered as recognition of your contributions to improve safety and quality in the health, community, disability, and the aged care sectors. Achievement of Associate Fellow status results in the use of the post nominals of AFAAQHC.

Objective:

To provide a credentialing program to financial members of the AAQHC throughout Australia, New Zealand and the Asia Pacific or other international countries enabling members to be recognised for their knowledge, skills and competencies in quality, safety and risk management.

Process:

The Professional Development and Credentialing (PDAC) Program Registrar and nominated Council representatives support the objectives of the (PDAC) Program.

The Registrar 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

The collation of evidence is an important component of this process.

Evidence should be current and directly relate to the mandatory domains. Final evidence should be collated into a single PDF document.

AAQHC actively promotes the value of the Associate Fellowship award to industry stakeholders. This is via promotions to industry and referrals to prospective employers (where appropriate). AAQHC also actively supports promotion of credentialing through its networks.

Eligibility:

Individual financial members of AAQHC 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.

AAQHC may, from time to time, seek evidence the member has maintained ongoing professional development activities, which can include attending relevant conference / workshops / webinars, undertaking further education in, for example, safety, quality, risk management, and research.

Cost: Credentialing is a AAQHC free member benefit to financial members. Applications from non-members will not be accepted. Existing members must be financial.

Privacy:

Applications are confidential between the applicant and AAQHC and are managed in accordance with the AAQHC Privacy Policy available on the AAQHC website www.aaqhc.org.au.

Assessment conditions:

The award of Associate Fellow signifies achievement of standards set for AAQHC members.

Applicants must satisfy the following criteria to achieve this award. They must:

1. Fulfil the components of the mandatory domains in the credentialing application;
2. Reach the minimum score of 70 points.

An applicant should seek advice from AAQHC or the PDAC Program Registrar about their eligibility prior to submission.

Applications for Associate Fellow can be submitted at any time during the year.

If all elements are met, and the application is approved by Council, the member will be immediately advised of the outcome of their application.

Applicants who do not fully meet the criteria can also be assisted through the use of the AAQHC Mentoring Program to achieve the status of Associate Fellow.

The applicant can lodge their application and accompanying evidence via email to aaqhc@aaqhc.org.au.

Initial review is undertaken by the PDAC Program Registrar. Where required, the Registrar may seek additional evidence from the applicant.

The application is assessed via a recommendation from the Registrar to the AAQHC Council to collectively determine if the award of Associate Fellow can be granted.

Where there is a conflict of interest the Registrar will organise for a delegate Council member to assess and make the recommendation.

Appeals process:

If 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 contact details.



Australasian Association for Quality in Health Care

CREDENTIAL APPLICATION FORM COVER SHEET (Confidential)

APPLICATION FOR ASSOCIATE FELLOW CREDENTIAL

Member name: **Membership No:**

Address:

Suburb **Postcode** **Country**

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

Email

What is your preferred mode and time for the PDAC Program Registrar to contact you?

.....

Date application sent

CHECKLIST

1. Read material and information on web site and conduct a self-assessment
2. If required, consult with the AAQHC PDAC Registrar via aaqhc@aaqhc.org.au
3. Provide further evidence to the Registrar if requested
4. Obtain a letter of support and endorsement from current or previous manager, or a health, disability, or aged care industry reference
5. Update curriculum vitae and gather supporting evidence to accompany application; evidence should be consolidated into a PDF document
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 aaqhc@aaqhc.org.au.

Mandatory Domain 1

Experience in health or aged care and maintenance of continuing education and professional development	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<p>1a: The member has more than 2 years' experience in health, disability, or aged care.</p> <p>Points = 5</p> <p><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.</p> <p>Points = 10</p> <p>OR</p> <p>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.</p> <p>Points = 5</p> <p><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></p> <p>Possible points = 10</p>			

Experience in health or aged care and maintenance of continuing education and professional development	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<p>1c: The member attends local meetings, seminars and networking opportunities in areas of health or aged care quality management, risk management or patient safety.</p> <p><i>These are defined as educational forums, alumni events, sessions with quality or risk management related topics conducted by member's professional affiliations, such as medical colleges or other 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</p> <p>= 10 > 5 events</p> <p>= 5 >3 events and less than 5</p>			

Mandatory Domain 2

Experience in health or aged care and maintenance of continuing education and professional development	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<p>2a: The member has had experience in advising and or coordinating quality management, risk management and safety programs in an organisation, department or unit. Responsibility is included in job description.</p> <p>Points = 10</p>			

Mandatory Domain 3

Management and Leadership	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<p>3 a. 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 health, disability or aged care industry.</p> <p>Points = 15</p>			

Mandatory Domain 4

Education and Training	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<p>4a. The member is involved with planning education and training which has a focus on safety and quality to suit organisation, department, or unit needs.</p> <p>Points -- Involved in planning, educational needs = 5</p> <p>4b. The member has developed and provided education which has a focus on safety and quality and evaluates the effectiveness of the education training delivered.</p> <p>Points – Develops, delivers and evaluates education and training = 5</p> <p>Possible total = 10</p>			

Mandatory Domain 5

Performance Measurement	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<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</p>			

Performance Measurement	Evidence and comments to be provided by Applicant	Your score	AAQHC score
<p>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 unexpected variations</p> <p>Points for each criterion = 15</p> <p>Possible total = 30</p>			

SCORING TO DETERMINE ELIGIBILITY FOR ASSOCIATE FELLOW APPLICATION

Scoring to determine eligibility for Associate Fellow Application Self-Assessment	Potential score	Your Score	AAQHC score
Mandatory Domain 1: Experience Experience in health care, qualifications and maintenance of continuing education and professional development.	25		
Mandatory Domain 2: Management and leadership Advising and or coordinating quality management, risk management and safety programs at a unit, department or organisation wide level.	10		
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 unit, department or organisation wide level	15		
Mandatory Domain 4: Education and Training 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.	10		
Mandatory Domain 5: Service improvement and performance measurement Responsible for leading and or coordinating corporate and clinical governance organisational and service improvement initiatives using proven best practice quality methodologies Quality and Risk Management Planning 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.	30		
Total points: Note a score of <70 will indicate ineligibility to qualify for an Associate Fellow post nominal			

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 third review: January 2006; revised version implemented: February 2008

Revised: December 2011

Revised: Feb 2016

Revised: July 2020