



# ASMIRT

2018

Australian Society of Medical Imaging and Radiation Therapy

## Advance Practice

### *Re Credentialing Process*





## Advanced Practitioner Re-Credentialing Process

The credentialed Advanced Practitioner (AP) is required to provide evidence to the Advanced Practitioner Advisory Panel (APAP) at the completion of three (3) years working in an AP role, demonstrating that they are continuing to work in this capacity and therefore should be re-credentialed. The evidence should be provided to APAP for review no later than three (3) months prior to the expiry of their AP certification.

### Renewal Notification

Notification of a forthcoming certification expiry (which is the date on certificate) will be emailed six (6) months prior to the expiry date. This email will contain a link to this document. Renewals will **ONLY** be sent to practitioners who are current financial members of the ASMIRT (this includes Professional Members and Non-Member CPD participants) and is dependent on a current registered email address being maintained by the member.

### Renewal Process

Evidence is to be forwarded to [apap@asmirt.org](mailto:apap@asmirt.org). APAP will review the evidence supplied and make recommendation to the ASMIRT Board of Directors for re-credentialing or not. Acknowledgement of receipt of re-credentialing submission will be provided by the APAP chair via email within 2 weeks of receiving the submission. Feedback will be provided by the APAP chair via email within 6 weeks of receipt of re-credentialing submission if more information is required. If more information is required then the AP will have two weeks to fulfil this request. The timelines outlined in this document enable opportunity for the AP to apply for re-credentialing and supply additional information if required prior to their status expiry.

All APAP members will be asked to declare any conflict of interest prior to the review of any re-credentialing process. The APAP chair will review the conflict of interest and advise whether the member will be excluded from the review process. A minimum of five APAP members will be required to review each re-credentialing submission. Unanimous support is required for re-credentialing of the AP before recommendation is made to the Board of Directors.

### Renewal Requirements

The evidence required for re-credentialing is as follows:

- A cover letter from the Advanced Practitioner briefly outlining how they continue to fulfil the 7 key dimensions of practise:
  - Expert Communication
  - Internal and External Collaboration
  - High level of professionalism
  - Advanced clinical expertise
  - High level of scholarship and teaching
  - Professional judgement based on evaluation of evidence and clinical situation
  - Clinical leadership

(Maximum 500 words)



- A letter of support from the nominated Manager, outlining the contribution of the Advanced Practice role to the department. This letter should include reference to the ongoing support and endorsement from the Advanced Practitioner's Clinical Mentor.
- CPD transcript/summary record (itemised list rather than detailed reflective log) from the past 3 years (Format not limited to the ASMIRT CPD log and 50% to be related to expert advanced practice field).
- Curriculum Vitae (Maximum 8 pages)

### Notification of Outcome

Notification of the outcome of the re-credentialing process will be provided to the Advanced Practitioner by the Board of Directors before certification expiry. The Advanced Practitioner will be acknowledged and/or presented with their renewed Advanced Practice certificate at the next ASMIRT National Conference. The date of certification will be taken to be the date on the certificate.

### Late Applications

Any later applications may be considered by APAP on a case by case basis.

### Lapsed Certification

If Practitioners neglect to renew their Advanced Practice Certification within 4 months of the expiry date, their Certification will be deemed lapsed by APAP.

### Extensions

Practitioners who are unable to fulfil the requirements of renewing their Advanced Practice Certification before the renewal due date are able to apply for an Advanced Practice Certification Extension. An extension to the renewal period may be considered upon the written request of the applicant.

Supporting documentation must be attached to the application for review by APAP (Doctor's certificates, letter from Employer, Statutory Declaration etc).

Extension applications will be assessed on a case-by-case basis by APAP. The extension period granted is at the discretion of APAP, however a period of not more than four months may be granted based on the circumstances.

### Appeals

Appeals against the findings and recommendations of APAP shall be decided and resolved by the ASMIRT Board of Directors.

All appeals must be made within three (3) months of the date of notification of the APAP decision.

Appeals must be in writing and addressed to:

Chief Executive  
 Australian Society of Medical Imaging and Radiation Therapy  
 P.O. Box 16234  
 Collins Street West  
 Victoria 8007

Appeals should clearly set out:

- The reasons for the appeal
- Provide new or additional relevant documentation/information for assistance in the appeals process.

#### Registered Office:

25 King Street  
 Melbourne Vic 3000

#### All Correspondence to:

P.O. Box 16234  
 Collins Street West Vic 8007  
 Australia

#### Contact Us:

T (03) 9419 3336  
 F (03) 9416 0783  
 W [www.asmirt.org](http://www.asmirt.org)



Appeals not containing additional information or based on reasons other than those related to the application assessment processes are unlikely to succeed.

The appeal process will be conducted to the following guidelines:

The written appeal and any additional/relevant information plus the original documentation will be referred to APAP;

- APAP will complete a re-evaluation and convey the findings to the Board;
- Appeals not amended will then be referred to the Board of ASMIRT who will:
  - o Fully discuss the appeal ensuring that no deviation to the guidelines has occurred;
  - o Ensure that any new information supplied by the applicant has been considered by APAP;
  - o Seek advice and any recommendation from the APAP Chairperson, and
  - o Resolve a decision on the appeal
- The Chief Executive shall convey the result of the appeal to the applicant setting out the reasons for their decision and (if applicable) any change from the APAP decision.

**The decision of the Board of Directors will be final.**

**Registered Office:**

Suite 1040-1044 (Level 10)  
1 Queens Road  
Melbourne Vic 3004  
Australia

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