Credentialing Committee

Terms of Reference

1. Background

The Credential for Practice Program (CPP) was established by the ACMHN in 2004 and it has become the leader in the nursing profession in establishing a national standard around what it means to be a specialist nurse.

Based on this expertise and knowledge in the credentialing of mental health nurses, ACMHN was selected as the Project Lead for the Nursing and Midwifery Office Queensland funded Credentialing for Nurses (C4N) project in 2014.

During the implementation phase in 2015, ACMHN coordinated the establishment of the C4N project and the development of credentialing across a range of other specialist nursing groups. C4N has now become a program which has implemented a nationally standardised professional credentialing mechanism, by which registered nurses can be recognised as specialist nurses within their area of practice. C4N includes credentialing of mental health nurses.

The CPP is covered under the ACMHN By-Laws – ACMHN Programs, and the Board has the authority to amend the CPP as it deems necessary.

2. Purpose

The primary function (by delegated power of the ACMHN Board of Directors) of the Credentialing Committee (the “Committee”) is to oversee and provide effective governance of the ACMHN Credential for Practice Program (CPP) under the C4N initiative by:

- Participation in the C4N Executive Committee by a nominated member(s) of the ACMHN Credentialing Committee, as representatives of the ACMHN CPP
- providing strategic recommendations regarding ongoing development and sustainability of the CPP, to the C4N Executive Committee
- ensuring the CPP meets the needs of the profession and is consistent with the standard of practice for mental health nurses set by the ACMHN,
- maintaining the integrity and credibility of the CPP, ACMHN, and the C4N,
- overseeing appeals, complaints and grievances procedures, and
• providing advice to ACMHN Board, and Committees regarding credentialing and associated issues.

3. Authority and Accountability
• The ACMHN Board, pursuant to clause 8.2 and 8.3 of the ACMHN Constitution, has established the Committee and authorised and directed the Committee to act in accordance with the Terms of Reference.
• The Committee is accountable to ACMHN Board through the Professional Issues Committee.
• The Committee makes all decisions in relation to Credentialing for ratification by the Board, except in matters of appeal where the Board’s decision will be final.
• The Committee will advise the Board of any relevant activity by the C4N Executive which may impact on the ACMHNS CPP
• The Chief Executive Officer maintains responsibility for financial decisions, business operations and day to day management and administration of the Committee.

4. Membership
• The Committee will comprise of:
  o Chair, appointed by the Board of Directors.
  o Minimum of four financial members of the ACMHN
  o Up to two external members
  o Ex Officio – ACMHN President, Chief Executive Officer and Credentialing Officer
  o Co-opted members as required according to the desired mix of expertise for effective Committee management.
• Committee members are sought by expressions of interest and are appointed by the Board.
• A Committee must retain a minimum of 4 appointed Committee Members.

5. Term of Office
• Each member of the Committee shall serve two years.
• Each member of the Committee will be eligible for reappointment through an EOI process, with no limitations on the number of terms of office.
• If a member fails to attend two consecutive meetings without reasonable notice or is unable to attend 50% of meetings in a given 12 month period, the Chair may cease a Committee member’s term upon due notification.
• If at any time a vacancy occurs, the Committee may fill a vacancy for the remainder of that term.

6. Meetings
• A minimum of four meetings per calendar year must be held.
• Meetings may be held face to face or by teleconference.
• Legitimate travel, accommodation and relevant out of pocket expenses will be arranged and paid by the ACMHN, where incurred and required.
• Only external members will be eligible for sitting fees, as per College Policy.

7. Confidentiality
• Committee members will keep discussions and deliberations confidential. Committee papers are confidential to the Committee and may be released only with the authority of the Committee or by direction of law.

8. Conflicts of Interest
• Conflicts or potential conflicts of interest must be disclosed by members at the commencement of each meeting.
• Conflicts of interest will be managed by the Chair in line with ACMHN Constitution and meetings policy.

9. Communication & Relationships
• Decisions of the Committee will be made by consensus or a majority of members where consensus cannot be reached.
• A quorum shall consist of not less than three appointed Committee members including the chair or nominated delegate in their absence (excludes ex-officio).
• Minutes or a brief from each meeting will be forwarded the ACMHN Board.
• The ACMHN will provide secretariat for the Committee.
• The Chair is responsible for communication with Committee members and between the Committee, the ACMHN Board and the CEO.
• The spokesman for the Committee is the Chair or delegate nominated by the Chair.
• The Chair or delegate, or the Committee through the Chair, shall have the right to independently seek expert information/advice, providing that paid advice is sought with appropriate expenditure approval as advised by the Chief Executive Officer.

10. Review

• Terms of Reference are reviewed bi-annually or as needed to reflect the ACMHN Constitution.

Approved by the ACMHN Board March 2007
Revised and approved by the ACMHN Board August 2008
Revised and approved by the ACMHN Board December 2011
Revised and approved by the ACMHN Board February 2015
Revised and approved by the ACMHN Board April 2017

Due for Review – April 2019