

GUIDELINES FOR COMPLETING THE SPECIALIST NURSE CREDENTIALING APPLICATION

ACMHN Appendix

This appendix should be read in conjunction with the
Specialist Nurse Credentialing Program Professional Credentialing Application Guidelines

Application Section:	C4N Application Guidelines Criterion:	ACMHN Requirements:
Professional registration	Hold a current registration as a Registered Nurse (Division 1) General with the Nursing and Midwifery Board of Australia (Ahpra)	Nil additional requirements.
Qualifications	Hold qualifications that meet the standard set by the relevant specialist college or organisation	An applicant must be able to provide evidence of a specialist or post-graduate mental health nursing/psychiatric nursing qualification. Refer to the <i>Specialist Nurse Credentialing Program Qualification Framework</i> and the <i>Mental Health Nursing Addendum</i> for requirements of the three different pathways to meet this criterion.
Employment	Applicants must provide evidence of working a minimum of 12 weeks full-time equivalent over the preceding 12 months or the equivalent length of experience over the preceding two years, or over the preceding three years in the area of specialty	<i>In addition to the recency of practice requirement specified by Ahpra, an applicant must:</i> <ul style="list-style-type: none"> • be able to provide evidence of duration of practice of a minimum of: <ul style="list-style-type: none"> – 12 months FTE (1728 hours) employment as a registered nurse in mental health since having completed a mental health nursing postgraduate qualification; or – a minimum of 3 years FTE (5184 hours) employment as a registered nurse in mental health, if the qualifications were completed within the preceding 12 months.

		<ul style="list-style-type: none"> • be able to provide evidence of recency of practice over the previous 3 years: <ul style="list-style-type: none"> – 12 weeks FTE over the preceding 12 months, or – the equivalent length of experience over the preceding 2 years, or – over the preceding 3 years.
Continuing Professional Development (CPD)	Continuing professional development - Applicants are required to provide evidence of completion of a certain number of hours of continuing professional development in the previous 12 months	<p>Under this criterion you are required to demonstrate that in the previous 12 months, you have undertaken a minimum of 40 hours of continuing professional development:</p> <ul style="list-style-type: none"> • a minimum of 20 hours of Professional Education, and • a minimum of 20 hours of Practice Development <p>Nurses should use the <i>C4N Evidence Based Record Template</i> to record their CPD.</p> <p>Please refer to the <i>ACMHN Evidence Based Record Guide</i> which contains information on how to complete the template as well as examples of activities. The Evidence Based Record is where you are required to provide a summary of the continuing education and practice development activities, relevant to mental health nursing, that you have been undertaking in the 12 months prior to your application.</p>
Referee Reports	Support from two referees who are familiar with your practice must be provided to support your application. These must be uploaded with the application	Refer to <i>ACMHN Referee template</i> .