



ACIPC

Australasian College  
for Infection Prevention and Control

RE-CREDENTIALLING APPLICATION PACKAGE

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# Credentialed Infection Control Professional (CICP)

Application  
Number:

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## THE AUSTRALASIAN COLLEGE FOR INFECTION PREVENTION AND CONTROL LTD

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**Disclaimer:** Australasian College for Infection Prevention and Control Ltd (ACIPC) Professional (ICP) Credentialling Process.

The ACIPC Credential is awarded through assessment of self-reported information provided by ACIPC members. Although ACIPC undertakes reasonable efforts to verify the accuracy of all the information that has been provided through the ACIPC Credentialling and Professional Standards (CAPS) Committee process, ACIPC does not certify the accuracy or the completeness of the material that has been submitted. ACIPC does not in any way endorse the individuals who have been Credentialed, nor does ACIPC verify qualifications, licenses, practice areas or suitability of the listed Infection Control Professional (ICP). In no event shall ACIPC be liable for any decision made or action taken in reliance on such information.

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# PART 1

## ACIPC Re-Credentiaing Guidlelines

### PREAMBLE

Congratulations on choosing to re-credential as an ACIPC Credentialed Infection Control Professional – CICP. This action demonstrates your commitment to your own professional development and the professionalisation of the specialist practice of infection control.

Credentiaing is the establishment of a self-regulatory process instituted by the appropriate professional body to determine and acknowledge that an individual has demonstrated the prescribed competence for specialist practice. Credentiaing will:

- Designate specialist or advanced expertise
- Inform consumers
- Establish a national standard
- Promote career advancement
- Identify a community of CICPs
- Contribute to qualifications for independent practice
- Enhance the quality of care provided
- Assist employers to manage risk.

### ELIGIBILITY

To be eligible for re-credentialing, you must meet the following criteria:

1. Hold an unrestricted licence to practise as a registered nurse or registered medical practitioner within Australia or New Zealand.
2. Hold and maintain financial membership of the Australasian College for Infection Prevention and Control Limited.
3. Be currently employed (full or part-time) or self-employed in infection prevention and control.
4. Hold current endorsement as a CICP.
5. Demonstrate to the satisfaction of the ACIPC CAPS Committee that you have actively participated in professional development activities congruent with the specialised practice of infection control in the period since you were credentialed or re-credentialed.

### INSTRUCTIONS FOR APPLICANTS

For an application to be successful, CICPs must demonstrate active engagement in the specialty practice of infection prevention and control, and continuing professional development since their last credentiaing. Applicants are required to provide a variety of evidence to demonstrate these requirements, which the ACIPC CAPS Committee will verify and assess.

**Applications must consist of the following three (3) parts:**

#### | PART A: REFLECTIVE NARRATIVES

As an applicant, you are required to submit a set of reflective narratives that detail your professional journey since the last credential. The purpose of the reflective narratives is to encourage you to observe your own experiences, analyse what happened and think about ways to use these experiences to improve and develop professionally.

Please note this is not an assessment of your writing ability, but of your professional development and learning progress because of your role within the event(s) you described.

**You must submit three (3) reflective narratives. Each reflective narrative must address one (1) of the following areas:**

1. Peer-reviewed publication record (over the previous 3 years)
2. Conference presentations
3. Involvement in education programs
4. Membership of professional body (level of involvement)
5. Other means of contributing.

**Each reflective narrative must:**

- Be between 500 and 1,000 words long
- Be written in the first person
- Answer the following key questions:
  - What was the situation?
  - What happened in this situation?
  - How did you go about it?

- Why did you go about it that way?
  - What was the outcome?
  - What did you do well?
  - What could you have done better?
  - What would you do differently next time?
  - What other steps would you take as a result of this reflection?
- Describe your actions, thoughts, feelings, and observations experienced during the episode. The narrative should include a description of what went well during the episode and why you thought so. A description of what did not go so well (i.e. the challenges and barriers you encountered) and why you thought the strategies you had put into place were not successful.
- Review behaviours, interactions, feelings and thoughts that you identified throughout the event/activity and consider strategies that may have altered the outcomes.
- Identify your strengths and limitations.
- Outline learning objectives from your limitations that identify a skill to be practiced or knowledge to be gained and how you plan to achieve this.
- Be supported by evidence relevant to the chosen activity (copies of peer-reviewed publications, conference presentations, education activities, committee activity, other activities).

## | PART B: CURRICULUM VITAE

- Provide a current curriculum vitae that conforms to the guide supplied in **Form 2** of this package.
- Include certified copies of any new qualifications gained since last credentialed and a certified copy of your current practising certificate.
- Certified copies are to be provided as a photocopy of the original documents sighted and signed by a Justice of the Peace, or Commissioner of Declarations. Please note that the certification must be placed on the printed side of the documents, not the reverse side.

## | PART C: PEER REVIEW

The purpose of this peer review is to provide support for your application to be re-credentialed. The peer reviewer must provide feedback **in writing** regarding your professional management practices and interpersonal skills, and they may be contacted by the committee should clarification around their submission be required. Specifically, the peer reviewer should provide information regarding your professional management practices (knowledge) and interpersonal skills (professionalism).

### To be eligible to provide a peer review, individuals must be:

- A professional colleague.
- Have known the applicant in a professional capacity for a minimum period of six (6) months.
- Have worked closely with the applicant, preferably on the same committee such as the infection control committee, or in the case of the self-employed infection control professional, the reviewer may be a client who has contracted the services of the infection control professional.
- Handle all information associated with this application in confidence.
- Be willing to be contacted by a member of the ACIPC CAPS Committee to answer questions regarding the applicant's professional management practices (knowledge) and interpersonal skills (professionalism), should clarification of the written peer review be required.

### Your peer reviewer will be asked to comment on the following areas:

- Your participation in multidisciplinary committees such as an infection control, product evaluation, clinical risk or clinical practice committee.
- Your involvement in the management of an outbreak situation/critical incident and/or involvement in staff health issues.
- Management of a specific infection control project and/or education program

Peer reviews should be provided using **Form 2** that is located in this package.

## SUBMISSION REQUIREMENTS

- Applicants must complete and submit **Forms 1, 2 and 3** that are located at the back of this document.
- You must submit one original hard copy including all attachments and payment to:

*The Secretariat*

*Australasian College for Infection Prevention and Control Ltd*

*GPO Box 3254, Brisbane Qld 4001*

**AND** email an electronic copy to [admin@acipc.org.au](mailto:admin@acipc.org.au)

## COSTS

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- An application fee of \$150 applies to all applications unless otherwise approved by the ACIPC Executive Council.
- The fee is payable to ACIPC on submission of your application and will not be refunded if your application is unsuccessful.
- The costs associated with re-credentialing pay for administration of the ACIPC CAPS Committee, including copying, postage and secretarial costs, and communication costs. Please note that members of the ACIPC CAPS Committee are not paid, and give their time generously as a contribution to the profession. Fees are kept to a minimum and are essential to maintaining the function of the Committee.

## OUTCOME

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- You will be notified in writing if your application is unsuccessful. You will also receive a telephone call from an ACIPC CAPS member to discuss these findings.
- You will be required to re-submit within twelve (12) months of receiving notification from ACIPC. Should your re-submission exceed four (4) years you will be required to undertake the basic credentialing package again.
- If you wish to appeal the decision, please follow the appeal process opposite.
- Like the original credential, the period of validity of this credential is three (3) years. ACIPC will notify you two (2) months before the end of your three (3) year period. You will have twelve (12) months to be re-credentialled. Should you exceed twelve (12) months you will forfeit the right to use the post-nominals of CICP and will need to undertake the credentialing package again.

## SUCCESSFUL APPLICANTS

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- A public database of Credentialed Infection Control Professionals (CICPs) is maintained by ACIPC on its website.
- Names are removed from the database at the end of the three (3) year period of the credential, unless the re-credentialing process has been successfully completed.
- A certificate will be mailed to you.

- You will be entitled to use the post-nominals of CICP for three (3) years.
- CICPs will also be profiled in various ACIPC communications.

## APPEAL PROCESS

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- Unsuccessful applicants are encouraged to review and reflect on the comments provided by ACIPC along with their application before commencing the appeal process.
- The applicant will initiate such discussion. The purpose of the discussion is to obtain additional information or seek clarification about why the application was unsuccessful. It is expected that most objections to ACIPC's decision will be resolved in the first instance through discussion between the applicant and the Chair of the ACIPC CAPS Committee.
- The applicant shall have grounds for appealing ACIPC's decision not to re-credential if he/she can demonstrate either of the following:
  - (a) The process for reviewing the application (as outlined in the marking guidelines) was not correctly followed, or
  - (b) The applicant is able to provide information indicating that not all the evidence supplied that was in-line with the application guidelines was considered in the marking process.
- In the event that an unsuccessful applicant disagrees with ACIPC's decision not to re-credential, the following processes must be followed:
  1. An appeal must be lodged with supporting evidence to the ACIPC President via the ACIPC Secretariat. The appeal must be lodged within fourteen (14) working days of receiving written feedback from ACIPC outlining why the credential was not awarded. The Chair will provide all communication to the applicant in writing.
  2. The ACIPC President shall acknowledge receipt of the appeal in writing, and request relevant documentation from the Chair of the ACIPC CAPS Committee including the original (unmarked) copy of the application, and any other documents or correspondence with the applicant.
  3. The ACIPC President shall convene an appeal tribunal comprising four members of the ACIPC Executive Council and the members of the ACIPC CAPS Committee to hear the appeal. This meeting (by teleconference) shall be convened as soon as possible.

4. If the tribunal finds that the appeal does not meet the grounds for appeal the applicant's objection will be denied and the earlier decision will be upheld.
5. If the tribunal finds that the applicant's appeal is in accordance with the grounds for appeal the objection will be upheld and the applicant will be invited to resubmit his/her application to ACIPC at no additional cost.
6. If the applicant is again unsuccessful, the applicant and the ACIPC Executive Council will be notified of the decision in writing.
7. The decision of the appeals tribunal is final.
8. The applicant will have only one opportunity for appeal. If the applicant is unsuccessful following appeal, his/her application for credential will not be awarded and the applicant will be excluded from reapplication for twelve (12) months before submitting a new application.

## REFERENCES

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Plack MM, Driscoll M, Blissett S, McKenna R, Plack TP. *A method for assessing reflective journal writing.* **Journal of Allied Health.** 2005; 44: 199-208.

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