



ACIPC

Australasian College  
for Infection Prevention and Control

# ACIPC RE-CREDENTIALLING PACKAGE

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CREDENTIALLED INFECTION  
CONTROL PROFESSIONAL  
(PRIMARY, ADVANCED, EXPERT)



# 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 candidates. Although ACIPC undertakes reasonable efforts to verify the accuracy of all the information that has been provided through the ACIPC Professional and Credentialling Standards (PACS) Committee process, ACIPC does not certify the accuracy or the completeness of the material candidates submit. In no event shall ACIPC be liable for any decision made or action taken in reliance on such information that may prove to be false or erroneous.



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# PART 1 ACIPC Re-CredentiaLLing Guidelines

## PREAMBLE

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

CredentiaLLing 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.

### **CredentiaLLing 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.

## LEVELS OF CREDENTIA LLING

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**Re-credentialling is a process whereby a CICP applies to extend their credential at their current level. To apply for credentialling at a higher level than last credential awarded, a new credentialling application is required, not a re-credentialling application.**

**There are 3 levels of ACIPC Credentialling available to infection control professionals:**

### **PRIMARY CICP**

The Primary CICP demonstrates the knowledge, attributes and behaviours in infection control at a basic level. They have participatory responsibility for infection control in their setting. They defer to the expertise of an Advanced or Expert ICP and/or fulfil some infection control responsibility in accordance with specific legislation and standards of practice. This may include hand hygiene auditing, acting as a link nurse, or a person who is involved in reprocessing reusable equipment. It is expected that they will routinely practice in accordance with relevant guidelines and the best available evidence, and actively seek the advice of Advanced and Expert CICPs in applying core principles to new, unfamiliar or challenging circumstances.

### **ADVANCED CICP**

The Advanced CICP demonstrates the knowledge, attributes and behaviours in infection control at an advanced level. They have leadership responsibility for one or more elements of an infection control program in their setting. They would defer to an Expert ICP for guidance and oversight in co-ordinating an entire program. It is expected that they will act as role models to Primary ICPs and practise in accordance with relevant guidelines and the best available evidence, and actively seek the advice of Expert CICPs in applying core principles to new, unfamiliar or challenging circumstances.

### **EXPERT CICP**

The Expert CICP demonstrates the knowledge, attributes and behaviours at an expert level. They plan, implement, review and evaluate comprehensive infection control programs. They take a leadership role in terms of research and knowledge generation and contribute to the evolution of the discipline of infection control. They act as role model and mentor to Primary and Advanced ICPs and in accordance with relevant guidelines and the best available evidence, and work collaboratively with other Expert CICPs in applying core principles to challenging circumstances and generating new evidence for practice.

## ELIGIBILITY

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

1. Hold and maintain financial membership of the Australasian College for Infection Prevention and Control Limited.
2. Hold current endorsement as a CICP at the same level as re-credentialling application.
3. Demonstrate to the satisfaction of the ACIPC Professional and Credentialling Standards (PACS) Committee that you have actively participated in professional development activities congruent with the specialised practice of infection control in the period since you were credentialled or re-credentialled.
4. Be currently employed (full or part-time) or in the case of CICP-Primary have participatory responsibility for infection control in your setting.
5. Hold an unrestricted licence to practise as a registered nurse or registered medical practitioner within Australia or New Zealand. Where registration is a requirement for your role.



## 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 credentialling. Applicants are required to provide a variety of evidence to demonstrate these requirements, which the ACIPC PACS Committee will verify and assess.

## PRIMARY APPLICATION

### PART A: REFLECTIVE NARRATIVE

As an applicant, you are required to submit a reflective narrative that details your professional journey since the last credential was awarded. The purpose of the reflective narrative 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 one (1) reflective narrative.**

**The reflective narrative must:**

- Be between 500 and 1,000 words long
- Be written in the first person

**The narrative must address the following criteria:**

Describe how your practice and role since the last credential was awarded demonstrates that you have maintained an active scope of practice as Primary CIPC and how networking with Primary CIPC peers and mentoring from Advanced and Expert CIPC and other colleagues has supported your growth as ICP.

**Use one of the following areas to demonstrate how you have met the criteria outlined above:**

- Specific outbreak situation;
- Infection control quality improvement activity;
- Infection control policy/procedure development/implementation/review;
- Education project and activities;
- One or more elements of the infection control program.

**In this narrative, please address the following:**

- Describe the challenges of the practice and role in this time
- Describe the lessons learned as a result

- Applicant reflects on how networking and mentoring with an advanced colleague/supervisor influenced this experience and contributed to their own development since the last credentialling application.

### PART B: CURRICULUM VITAE

- Provide a current curriculum vitae.
- Include certified copies of any new qualifications gained since last credentialled and a downloaded copy of your current practising certificate from AHPRA.
- 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. Any new certified documents need to have copies posted to the *ACIPC office, Level 6, 152 Macquarie Street, Hobart, 7000.*
- Statement of Service or similar statement via statutory declaration if self-employed.

### PART C: PEER REVIEWS

The purpose of the two peer reviews is to provide support for your application for re-credentialling. The peer reviewers 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). *You should consider providing your peer reviewers with a copy of your application so their review can be written in support of the application.*

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

- Be a professional colleague at a higher level or the same level.
- Have known the applicant in a professional capacity for a minimum period of six (6) months.
- Have worked closely with the applicant, 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 PACS 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.

# PART 1 ACIPC Re-Credentialing Guidelines

**Your peer reviewers will be asked to comment on the following areas:**

## **Role and Practice**

Describe how the applicant's practice and role demonstrates they have maintained an active scope of practice as Primary CIPC in one of the following areas:

- Specific outbreak situation;
- Infection control quality improvement activity;
- Infection control policy/procedure development/implementation/review;
- Education project and activities;
- One or more elements of the infection control program.

## **Mentoring and Networking**

Describe how the applicant has actively engaged in networking with peers and undertaken mentoring from other colleagues including other credentialed ICs, and how these activities have resulted in their professional growth and development.

## ADVANCED APPLICATION

### **PART A: REFLECTIVE NARRATIVE**

As an applicant, you are required to submit a reflective narrative that details your professional journey since the last credential was awarded. The purpose of the reflective narrative 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 one (1) reflective narratives.**

**The reflective narrative must:**

- Be between 500 and 1,000 words long;
- Be written in the first person

**The narrative must address the following criteria:**

Describe how your practice and role since the last credential was awarded demonstrates that you have maintained an active scope of practice as an Advanced CIPC and how networking with other Advanced CIPC peers and mentoring from Expert CIPC and other colleagues has influenced your growth. Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of specialisation.

**Use one of the following areas to demonstrate how you have met the criteria outlined above:**

- Outbreak management;
- Quality improvement activity;
- Policy and procedure development/implementation/ review;
- Education project and activities;
- Governance;
- Other program element

**In this narrative, please address the following:**

- Describe your leadership role and practice during this time
- Describe the challenges and lessons learned as a result
- Reflect on how networking and mentoring has influenced your professional growth
- Describe your contribution to the profession and the College and identify your areas of specialisation based on this work

### **PART B: CURRICULUM VITAE**

- Provide a current curriculum vitae.
- Include certified copies of any new qualifications gained since last credentialed and a downloaded copy of your current practising certificate from AHPRA.
- 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. Any new certified documents need to have copies posted to the *ACIPC office, Level 6, Macquarie Street, Hobart, 7000*.
- Statement of Service or similar statement via statutory declaration if self-employed.

### **PART C: PEER REVIEWS**

The purpose of the two peer reviews is to provide support for your application to be re-credentialed. The peer reviewers 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). *You should consider providing your peer reviewers with a copy of your application so their review can be written in support of the application.*





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

- Be a professional colleague at a higher level or the same level.
- 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 PACS 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 reviewers will be asked to comment on the following areas:**

***Role and Practice***

Describe how the applicant's practice and role demonstrates they have maintained an active scope of practice as an Advanced CICP and led one element of the infection control program in one of the following areas:

- Outbreak management; or
- Quality improvement activity; or
- Policy and procedure development implementation/ review; or
- Education project and activities; or
- Governance; or
- Other program element.

***Mentoring and Networking***

Describe how the applicant has actively engaged in networking with peers and undertaken mentoring from colleagues, including other Advanced and/or Expert credentialed ICPs, that has resulted in their professional growth and development.

***Giving Back***

Describe how the applicant has actively contributed to the profession and the College through a range of professional activities that include, but are not limited to, active committee membership, research, conference presentation.

Please comment on the extent to which these have enhanced the applicant's professional standing and enabled them to identify their areas of expertise as an Advanced CICP.

## **EXPERT APPLICATION**

### **PART A: REFLECTIVE NARRATIVE**

As an applicant, you are required to submit a reflective narrative that detail your professional journey since the last credential was awarded. The purpose of the reflective narrative 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 one (1) reflective narrative.  
The reflective narrative must:**

- Be between 500 and 1,000 words long
- Be written in the first person

**In this narrative, please address the following:**

- Describe how your leadership of an infection control program has facilitated development of the role of the ICP, generated and promulgated new knowledge and enhanced the professional standing and practise of infection control.
- Describe how networking with, and being mentored by, other Expert CICPs and colleagues has influenced your growth since the last credential was awarded.
- Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of expertise.

**In this narrative, please address the following:**

- Describe how your leadership of an infection control program has facilitated development of the role of the ICP, generated and promulgated new knowledge and enhanced the professional standing and practise of infection control.
- Describe how networking with, and being mentored by, other Expert CICPs and colleagues has influenced your growth since the last credential was awarded.
- Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of expertise.

# PART 1 ACIPC Re-Credentialing Guidelines

## PART B: CURRICULUM VITAE

- Provide a current curriculum vitae.
- Include certified copies of any new qualifications gained since last credentialled and a downloaded copy of your current practising certificate from AHPRA.
- 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. Any new certified documents need to have copies posted to the *ACIPC office, Level 6, Macquarie Street, Hobart, 7000*.
- Statement of Service or similar statement via statutory declaration if self-employed.

## PART C: PEER REVIEWS

The purpose of the two peer reviews is to provide support for your application to be re-credentialled. The peer reviewers 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). You should consider providing your peer reviewers with a copy of your application so their review can be written in support of the application.

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

- Be a professional colleague at a higher level or the same level.
- 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 PACS 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 reviewers will be asked to comment on the following areas:**

### *Role and Practice*

**Describe how the applicant's leadership of an infection control program has facilitated:**

- Development of the role of the ICP; and
- Generated and promulgated new knowledge; and
- Enhanced the professional standing and practice of infection control.

### *Mentoring and Networking*

Describe how the applicant has actively engaged in networking with peers and undertaken mentoring from colleagues, including with Expert Credentialed ICPs, that has resulted in their professional growth and development.

### *Giving Back*

Describe how the applicant has made a sustained contribution to the profession and the College through a range of professional activities that include, but are not limited to, active committee membership, research, conference presentation. Please comment on the extent to which these have enhanced the applicant's professional standing and enabled them to identify their areas of expertise as an Expert ICP.

## SUBMISSION REQUIREMENTS

- Applicants must complete and submit the following Forms based on their level of credential:  
Primary: Forms 2 & 3  
Advanced: Forms 4 & 5  
Expert: Forms 6 & 7.
- You must submit a hard copy of all new certified documents by mail to:  
ACIPC  
Level 6, 152 Macquarie Street,  
Hobart TAS 7000

**AND** email an electronic copy, including all forms and documents to, [office@acipc.org.au](mailto:office@acipc.org.au)

### *Employment in IPC Role*

It is a requirement for all applicants to be currently working in IPC. Please include with your application either a Statement of Service from your current employer OR a certified Statutory Declaration outlining your current position in IPC.





## **COSTS**

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- Please email ACIPC for current costs or visit [acipc.org.au/credentialling](http://acipc.org.au/credentialling)
- 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-credentialling pay for administration of the ACIPC PACS Committee, including copying, postage, secretarial costs, and communication costs. Please note that members of the ACIPC PACS 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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### **SUCCESSFUL APPLICANTS**

- Based on PACS Committee members assessment of applications, applicants assessed as meeting all requirements for credentialling will be recommended for recredentialling to the ACIPC Board. Successful applicants will be notified in writing that the credential has been awarded.
- A certificate will be emailed to you.
- You will be entitled to use the post-nominals of CICP (+level) for three (3) years.
- A public database of Credentialed Infection Control Professionals (CICP) is maintained by ACIPC on its website.
- CICPs will also be profiled in various ACIPC communications.
- 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 months after that notification to be recredentialled.

### **INCOMPLETE APPLICATIONS**

- In the event that the recredentialling application is deemed incomplete or one or more elements of the application require additional work, the applicant will be contacted, usually by telephone in the first instance, by the Chair of the CAPS Committee or delegate as appropriate and the application deficits will be explained and deadlines for resubmission of the required elements specified. This discussion will be formalised in writing via email stating the resubmission requirements and deadline.

### **LAPSED APPLICANTS**

- Should you exceed the submission deadline you will forfeit the right to use the post-nominals of CICP and will need to apply for credentialling as though for the first time.
- At the end of the three (3) year period of the credential, plus the additional three (3) month period, CICPs are considered lapsed and removed from the database, unless the recredentialling process has been successfully completed.

### **UNSUCCESSFUL APPLICANTS**

- In the event that an application is deemed not to meet the requirements for recredentialling following resubmission, where the applicant has been provided with advice on the deficits and invited to resubmit, or, the applicant, following such advice, has not resubmitted the required elements as advised or within the stated deadline, the applicant will be considered unsuccessful and notified in writing.
- Unsuccessful applicants are encouraged to review their application and reflect on the comments provided by the PACS committee.
- Further clarification and/or additional information may be sought regarding the decision, by contacting the Chair of the PACS Committee in the first instance.
- Following completion of this process the applicant can consider whether they have grounds to appeal the decision as described in the appeal process.

# PART 1 ACIPC Re-Credentialling Guidelines

## APPEAL PROCESS

**In the event that an unsuccessful applicant disagrees with ACIPC's decision not to re-credential, the applicant may have ground for appealing the decision if they 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.

**The following process 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 PACS 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 Board of Directors and the members of the ACIPC PACS 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 Board of Directors 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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## Which level is right for me?

**P**

### **Primary**

Re-Credentialed Infection Control Professional  
(CICP – P)

**A**

### **Advanced**

Re-Credentialed Infection Control Professional  
(CICP – A)

**E**

### **Expert**

Re-Credentialed Infection Control Professional  
(CICP – E)

# Which level is right for me?

P

Primary  
Re-Credentialed  
Infection Control  
Professional  
(CICP – P)

## RELEVANT VOCATIONS

Nurses, Doctors, Scientists, Dentists, Epidemiologists, Veterinarians, Allied Health Professionals, Public Health and Environmental Health Professionals, Child Care Workers, Pharmacists, Occupational Health Industry Representatives, Midwives, Ambulance Paramedics, Defence Health Workers, Personal Care Professionals (tattooists, hairdressers, piercers etc.), Funeral Attendants, others on a case-by-case.

## REQUIREMENTS

- Current financial membership of ACIPC
- Working >12 months part time in infection prevention and control where an aspect of infection control was an explicit focus of your role.
- Employment in IPC Role:  
Applicants must include a Statement of Service from their current employer OR a certified Statutory Declaration outlining their current position in IPC.

## COST

Cost on application

A

Advanced  
Re-Credentialed  
Infection Control  
Professional  
(CICP – A)

Registered Nurses, Doctors, Scientists, Epidemiologists, Dentists, Veterinarians, Pharmacists, Midwives, Ambulance Paramedics, others on a case-by-case.

- Current financial membership of ACIPC
- Working >3 years part time in infection prevention and control where infection control was a major focus of your role.
- Employment in IPC Role:  
Applicants must include a Statement of Service from their current employer OR a certified Statutory Declaration outlining their current position in IPC.

Cost on application

E

Expert  
Re-Credentialed  
Infection Control  
Professional  
(CICP – E)

Registered Nurses, Doctors, Midwives, Ambulance Paramedics, others on a case-by-case.

- Current financial membership of ACIPC
- Working >5 years in infection prevention and control where infection control was the primary purpose of your role.
- Employment in IPC Role:  
Applicants must include a Statement of Service from their current employer OR a certified Statutory Declaration outlining their current position in IPC.

Cost on application

## CRITICAL REFLECTIVE NARRATIVE

The narrative must address the following criteria:

Describe how your practice and role since the last credential was awarded demonstrates that you have maintained an active scope of practice as Primary CICIP and how networking with Primary CICIP peers and mentoring from Advanced and Expert CICIP and other colleagues has supported your growth as ICP.

Use one of the following areas to demonstrate how you have met the criteria outlined above:

- Specific outbreak situation;
- Infection control quality improvement activity;
- Infection control policy/procedure development/ implementation/review;
- Education project and activities;
- One or more elements of the infection control program.

In this narrative, please address the following:

- Describe the challenges of the practice and role in this time
- Describe the lessons learned as a result
- Applicant reflects on how networking and mentoring with an advanced colleague/supervisor influenced this experience and contributed to their own development since the last credentialing application.

The narrative must address the following criteria:

Describe how your practice and role since the last credential was awarded demonstrates that you have maintained an active scope of practice as an Advanced CICIP and how networking with other Advanced CICIP peers and mentoring from Expert CICIP and other colleagues has influenced your growth.

Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of specialisation.

Use one of the following areas to demonstrate how you have met the criteria outlined above:

- Outbreak management;
- Quality improvement activity;
- Policy and procedure development/implementation/ review;
- Education project and activities;
- Governance;
- Other program elements

In this narrative, please address the following:

- Describe your leadership role and practice during this time
- Describe the challenges and lessons learned as a result
- Reflect on how networking and mentoring has influenced your professional growth
- Describe your contribution to the profession and the College and identify your areas of specialisation based on this work

The narrative must address the following criteria:

- Describe how your leadership of an infection control program has facilitated development of the role of the ICP, generated and promulgated new knowledge and enhanced the professional standing and practise of infection control.
- Describe how networking with, and being mentored by, other Expert CICPs and colleagues has influenced your growth since the last credential was awarded.
- Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of expertise.



# PART 2

## Applicant Forms

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The forms that follow are for illustrative purposes only.

When making an application please download the relevant respective PDF fillable forms from the College website at:  
[www.acipc.org.au](http://www.acipc.org.au)





## FORM 2

ACIPC – Primary Recredentialing Package

Page 1



**ACIPC**  
Australasian College  
for Infection Prevention and Control

### CICP-PRIMARY RECREDENTIALLING PEER REVIEW FORM

Date of Review:

Peer Reviewer's Name:

Peer Reviewer's Position and Organisation:

Credentialling Applicant's Name:

#### Reviewer Statements

What is your professional relationship to the applicant?

Applicant's supervisor

Applicant's client

Applicant's professional  
colleague

Other (Specify)

Other (Specify):

How long have you known the applicant in a professional capacity?

years

In what capacity have you worked closely with the applicant?

Please acknowledge your willingness to handle all information associated with this application in confidence in accordance with College policy.

Yes

No

#### Element – Role and Practice

Describe how the applicant's practice and role demonstrates they have maintained an active scope of practice as a Primary CICP in one of the following areas:

- a) Specific outbreak situation; or
- b) Infection control quality improvement activity; or
- c) Infection control policy/procedure development/ implementation/review, or
- d) Education project and activities, or
- e) One or more elements of the infection control program.

Peer Reviewer Comments:

ILLUSTRATIVE PURPOSES ONLY

# PART 2 Applicant Forms

## FORM 2

ACIPC – Primary Recredentialing Package

Page 2



**ACIPC**  
Australasian College  
for Infection Prevention and Control

CICP-PRIMARY RECREDENTIALLING PEER REVIEW FORM continued ...

### Element – Mentoring and Networking

Describe how the applicant has actively engaged in networking with peers and undertaken mentoring from other colleagues including other credentialled ICPs that have resulted in their professional growth and development.

Peer Reviewer Comments:

Other Peer Reviewers Comments

ILLUSTRATIVE PURPOSES ONLY



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**TO SUBMIT YOUR COMPLETED FORM:**

Fill out form, once completed: Select **File** > Select **Save As** > Save to Desktop

Email your completed application to [office@acipc.org.au](mailto:office@acipc.org.au)

Or, Print out and post your completed application to **ACIPC** 6/152 Macquarie St Hobart, 7000 Tasmania



## FORM 3

ACIPC – Primary Recredentialing Package

Page 1



ACIPC  
Australasian College  
for Infection Prevention and Control

### CICP-PRIMARY RECREDENTIALLING MARKING GUIDE

Date:

Name of Applicant:

Name of Assessor:

Lead Assessor:

Conflict of interest with applicant?

☐ Yes

☐ No

Details of conflict of interest:

#### Supporting Documentation

ACIPC Financial Membership

☐ Met

☐ Not met

Current Curriculum Vitae

☐ Met

☐ Not met

#### Employment in IPC Role

Applicant must include a Statement of Service from their current employer OR a Certified Statutory Declaration outlining their current position in IPC.

☐ Met

☐ Not met

Assessors Comments:

#### Peer Review

##### Peer Review 1

Role and Practice  
Mentoring and Networking

☐ Met

☐ Not met

##### Peer Review 2

Role and Practice  
Mentoring and Networking

☐ Met

☐ Not met

Assessors Comments:

# PART 2 Applicant Forms

## FORM 3

ACIPC - Primary Recredentialling Package

Page 2



**ACIPC**  
Australasian College  
for Infection Prevention and Control

CICP-PRIMARY RECREDENTIALLING MARKING GUIDE continued ...

### Critical Reflective Narrative

Describe how your practice and role since the last credential was awarded demonstrates that you have maintained an active scope of practice as Primary CICP and how networking with Primary CICP peers and mentoring from Advanced and Expert CICP and other colleagues has supported your growth as ICP.

Use one of the following areas to demonstrate how you have met the criteria outlined above.

- a) Specific outbreak situation; or
- b) Infection control quality improvement activity; or
- c) Infection control policy/procedure development/ implementation/review; or
- d) Education project and activities; or
- e) One or more elements of the infection control program.

Applicant describes the challenges of their practice and role in this time	<input type="radio"/> Met	<input type="radio"/> Not met
Applicant describes lessons learned as a result	<input type="radio"/> Met	<input type="radio"/> Not met
Applicant reflects on how networking and mentoring with an advanced colleague/supervisor influenced this experience and contributed to their own development since the last credentialling application.	<input type="radio"/> Met	<input type="radio"/> Not met

### Assessors Comments

### Assessors Final Notes

CICP-Primary Recredentialling recommended?	<input type="radio"/> Yes	<input type="radio"/> No
Refer to full Committee?	<input type="radio"/> Yes	<input type="radio"/> No

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#### TO SUBMIT YOUR COMPLETED FORM:

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## FORM 4

ACIPC – Advanced Recredentialing Package

Page 1



ACIPC  
Australasian College  
for Infection Prevention and Control

### CICP-ADVANCED RECREDENTIALLING PEER REVIEW FORM

Date of Review:

Peer Reviewer's Name:

Peer Reviewer's Position and Organisation:

Credentialling Applicant's Name:

#### Reviewer Statements

What is your professional relationship to the applicant?

Applicant's supervisor

Applicant's client

Applicant's professional  
colleague

Other (Specify)

Other (Specify):

How long have you known the applicant in a professional capacity?

Years

In what capacity have you worked closely with the applicant?

Please acknowledge your willingness to handle all information associated with this application in confidence in accordance with College policy.

Yes

No

#### Element – Role and Practice

Describe how the applicant's practice and role demonstrates they have maintained an active scope of practice as a Advanced CICP and led one element of the infection control program in one of the following areas:

- a) Outbreak management; or
- b) Quality improvement activity; or
- c) Policy and procedure development implementation/review; or
- d) Education project and activities; or
- e) Governance; or
- e) Other program element.

Peer Reviewer Comments:

# PART 2 Applicant Forms

## FORM 4

ACIPC – Advanced Recredentialing Package

Page 2



**ACIPC**  
Australasian College  
for Infection Prevention and Control

CICP-ADVANCED RECREDENTIALLING PEER REVIEW FORM continued ...

### Element – Mentoring and Networking

Describe how the applicant has actively engaged in networking with peers and undertaken mentoring from colleagues, including other Advanced and/or Expert credentialled ICPs, that has resulted in their professional growth and development.

Peer Reviewer Comments:

### Element – Giving Back

Describe how the applicant has actively contributed to the profession and the College through a range of professional activities. It includes but are not limited to, active committee membership, research, conference presentation.

Please comment on the extent to which these have enhanced the applicant's professional standing and enabled them to identify their areas of expertise as an Advanced ICP.

Peer Reviewer Comments:

### Other Peer Reviewers Comments

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## FORM 5

ACIPC – Advanced Recredentialing Package

Page 1



ACIPC  
Australasian College  
for Infection Prevention and Control

### CICP-ADVANCED RECREDENTIALLING MARKING GUIDE

Date:

Name of Applicant:

Name of Assessor:

Lead Assessor:

Conflict of interest with applicant?

☐ Yes

☐ No

Details of conflict of interest:

#### Supporting Documentation

ACIPC Financial Membership

☐ Met

☐ Not met

Current Curriculum Vitae

☐ Met

☐ Not met

#### Employment in IPC Role

Applicant must provide a Statement of Service from their current employer OR a signed Statutory Declaration outlining their current position in IPC.

☐ Met

☐ Not met

Assessors Comments:

#### Peer Review

##### Peer Review 1

Role and Practice  
Mentoring and Networking  
Giving Back

☐ Met

☐ Not met

##### Peer Review 2

Role and Practice  
Mentoring and Networking  
Giving Back

☐ Met

☐ Not met

Assessors Comments:

CICP-ADVANCED RECREDENTIALLING MARKING GUIDE continued ...

# PART 2 Applicant Forms

## FORM 5

ACIPC – Advanced Recredentialing Package

Page 2



**ACIPC**  
Australasian College  
for Infection Prevention and Control

### Critical Reflective Narrative – Role and practice and areas of specialisation

Describe how your practice and role since the last credential was awarded demonstrates that you have maintained an active scope of practice as an Advanced CIPC and how networking with other Advanced CIPC peers and mentoring from Expert CIPC and other colleagues has influenced your growth.

Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of specialisation.

Use one of the following areas to demonstrate how you have met the criteria outlined above.

- a) Outbreak management; OR
- b) Quality improvement activity; OR
- c) Policy and procedure development implementation/review; OR
- d) Education project; OR
- e) Governance; OR
- f) Other program elements.

Applicant describes their leadership role and practice during this time	<input type="radio"/> Met	<input type="radio"/> Not met
Applicant describes the challenges and lessons learned as a result	<input type="radio"/> Met	<input type="radio"/> Not met
Applicant reflects on how networking and mentoring has influenced their professional growth	<input type="radio"/> Met	<input type="radio"/> Not met
Applicant describes their contribution to the profession and the College and identifies their areas of specialisation based on this work	<input type="radio"/> Met	<input type="radio"/> Not met

### Assessors Comments:

### Assessors Final Notes

CIPC-Advanced Recredentialing recommended?	<input type="radio"/> Yes	<input type="radio"/> No
Refer to full Committee?	<input type="radio"/> Yes	<input type="radio"/> No

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## FORM 6

ACIPC – Expert Recredentialling Package

Page 1



ACIPC  
Australasian College  
for Infection Prevention and Control

### CICP-EXPERT RECREDENTIALLING PEER REVIEW FORM

Date of Review:

Peer Reviewer's Name:

Peer Reviewer's Position and Organisation:

Credentialling Applicant's Name:

#### Reviewer Statements

What is your professional relationship to the applicant?

Applicant's supervisor

Applicant's client

Applicant's professional  
colleague

Other (Specify)

Other (Specify):

How long have you known the applicant in a professional capacity?

years

In what capacity have you worked closely with the applicant?

Please acknowledge your willingness to handle all information associated with this application in confidence in accordance with College policy.

Yes

No

#### Element – Role and Practice

Describe how the applicant's leadership of an infection control program has facilitated:

- a) Development of the role of the ICP; and
- b) Generated and promulgated new knowledge; and
- c) Enhanced the professional standing and practice of infection control.

Peer reviewer comments:

# PART 2 Applicant Forms

## FORM 6

ACIPC – Expert Recredentialling Package

Page 2



**ACIPC**  
Australasian College  
for Infection Prevention and Control

CICP-EXPERT RECREDENTIALLING PEER REVIEW FORM continued ...

### Element – Mentoring and Networking

Describe how the applicant has actively engaged in networking with peers and undertaken mentoring from colleagues, including with Expert Credentialed ICPs, that has resulted in their professional growth and development.

Peer reviewer comments:

### Element – Giving Back

Describe how the applicant has made a sustained contribution to the profession and the College through a range of professional activities that include, but are not limited to, active committee membership, research, conference presentations. Please comment on the extent to which these have enhanced the applicant's professional standing and enabled them to identify their areas of expertise.

Peer reviewer comments:

### Other Peer Reviewers Comments

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## FORM 7

ACIPC – Expert Recredentialing Package

Page 1



ACIPC  
Australasian College  
for Infection Prevention and Control

### CICP-EXPERT RECREDENTIALLING MARKING GUIDE

Date:

Name of Applicant:

Name of Assessor:

Lead Assessor:

Conflict of interest with applicant?

☐ Yes

☐ No

Details of conflict of interest:

#### Supporting Documentation

ACIPC Financial Membership

☐ Met

☐ Not met

Current Curriculum Vitae

☐ Met

☐ Not met

#### Employment in IPC Role

Applicants must include a Statement of Service from their current employer OR a certified Statutory Declaration outlining their current position in IPC.

☐ Met

☐ Not met

Assessors Comments:

#### Peer Review

##### Peer Review 1

Role and Practice  
Mentoring and Networking  
Giving Back

☐ Met

☐ Not met

##### Peer Review 2

Role and Practice  
Mentoring and Networking  
Giving Back

☐ Met

☐ Not met

Assessors Comments:

CICP-EXPERT RECREDENTIALLING MARKING GUIDE continued ...

# PART 2 Applicant Forms

## FORM 7

ACIPC - Expert Recredentialing Package

Page 2



**ACIPC**  
Australasian College  
for Infection Prevention and Control

### Critical Reflective Narrative – Role, contribution, and areas of expertise

Describe how your leadership of an infection control program has facilitated development of the role of the ICP, generated and promulgated new knowledge and enhanced the professional standing and practise of infection control.

Describe how networking with, and being mentored by, other Expert CICPs and colleagues has influenced your growth since the last credential was awarded.

Describe how you actively contribute to the profession of infection prevention and control and the College and how this enhances your own professional standing. Based on this work identify your specific areas of expertise.

Applicant describes their leadership role and how it has facilitated development of the ICP role, generated and promulgated new knowledge, and enhanced the professional standing and practice of infection control. ☐ Met ☐ Not met

Applicant describes how peer networking and mentoring has influenced their professional growth ☐ Met ☐ Not met

Applicant describes their contribution to the profession and the College and identifies their areas of expertise based on this work ☐ Met ☐ Not met

Assessor Comments:

### Assessors Final Notes

CICP-Expert Recredentialing recommended? ☐ Yes ☐ No

Refer to full Committee? ☐ Yes ☐ No

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**TO SUBMIT YOUR COMPLETED FORM:**

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