

Credentialing Panel



Background

Enable New Zealand manages the administration of the Accreditation Framework on behalf of the Ministry of Health.

A Ministry of Health project to develop an Accreditation Framework for Specialised Assessors commenced in 2009. This project developed an Accreditation Framework with three categories of Equipment and Modification Services (EMS) Assessors – Approved Assessors, Credentialed Assessors and Service Accreditation.

Service Accreditation was introduced in February 2011 which allows selected District Health Board services to determine who undertakes assessments for high volume, low risk equipment items.

Approved Assessors are professionals who do not need any additional training to support the level of assessments being undertaken, whilst Credentialed Assessors have additional requirements to meet in order to demonstrate competence to undertake assessments.

Credentials are required for:

- | | | |
|--------------------------------------------|---------|---------|
| • Wheeled Mobility and Postural Management | Level 1 | Level 2 |
| • Custom fabrication | | |
| • Communication Assistive Technology | Level 1 | Level 2 |
| • Vehicle Purchase and Modifications | Level 1 | Level 2 |
| • Complex Housing Modifications | | |
| • Hearing Assisted Technology | | |
| • Provisional (in training) | | |

Wheeled mobility and Postural Management Level 2

Level 2 Credentials recognise the additional competencies required when there is a high level of complexity related to the person or the potential equipment solution.

The process for Level 2 Credentialing requires the applicant to submit case studies. These will be critiqued and either a recommendation to approve the credential, a request for further information from the applicant, or a decline of the application is made.

Enable New Zealand on behalf of the Ministry of Health is seeking interest from suitability experienced and qualified people who can support the Level 2 Credentialing process for Wheeled Mobility and Postural Management and/or Communication Assistive Technology.

Expressions of interest to be emailed to: EMSassessorpanel@enable.co.nz please see EMS Accreditation Framework Credentialing Panel Membership document.

Credentialing Panel Member Attributes

Minimum requirements for consideration as a Credentialing Panel member:

- Minimum of two years' experience as a level 2 assessor or five years relevant in the field of either Wheeled Mobility and Postural Management or Communication Assistive Technology.
- Thorough knowledge and understanding of the health and disability sector.
- Proven ability to evaluate written case studies. Panel members will demonstrate:

- Expert knowledge and experience to establish and maintain credibility with the health and disability sector for the Credential being moderated.
- Leadership and professional expertise.
- An understanding and knowledge of the EMS Accreditation Framework.
- An understanding and knowledge of the assessment and moderation of written case studies.
- An ability to establish constructive working relationship with other professionals.
- Clear and effective communication.
- Ability to work to stringent deadlines.
- Sound judgement in decision-making.
- The ability to implement and maintain appropriate administrative and communication systems.

Credentialing Panel Membership Conditions

Credentialing Panel members will be appointed by Enable New Zealand for a minimum period of two years.

A maximum of twenty people can be on the Credentialing Panel at any one time. Two people will be selected from the panel for the evaluation of each application received for either a Level 2 Credential for Wheeled Mobility and Postural Management or Communication Assistive Technology.

Credentialing Panel members may decline to participate in an evaluation where they declare a conflict of interest or cannot meet the time frames to evaluate an application. Credentialing Panel members who decline to evaluate more than three consecutive applications due to time constraints will be removed from the Credentialing Panel.

Registering an Expression of Interest is not a guarantee that a panellist's particular expertise will be required as this will be dependent on the submission of applications requiring a panel review. Panellists will undertake an evaluation of the documentation in their own environment requiring access to a computer and the internet. All documentation is to be kept secure.

Payment

People appointed as Credentialing Panel members who are government employees¹ or sub-contractors² receiving Ministry of Health funding will not receive additional payment for their participation on the Credentialing Panel.

People appointed as Credentialing Panel members who are self-employed or work for a non-government organisation will be offered an annual stipend of \$1,500.

People eligible for the stipend can choose to accept or decline the stipend and must indicate this within their Expression of Interest.

A stipend is available for up to three Credentialing Panel members.

¹ Includes people working for District Health Boards or Crown Health Entities.

² Includes employees of any organisation who receives Ministry of Health funding to operate their service

Credentialing Panel Process and Role



1. When Enable New Zealand receives an application for a Wheeled Mobility and Postural Management Level 2 Credential or a Communication Assistive Technology Level 2 Credential, they will select two members of the credentialing Panel to assist in the evaluation of the application.
2. Two Credentialing Panel members with knowledge relevant to the application will be invited to participate in the evaluation of the application.
3. Each Credentialing Panel member must respond to the request within two working days where they either confirm their participation as an evaluator or decline the invitation. Declined invitations must clearly state the reason for decline as either being a conflict of interest or unavailability due to other work commitments. **If no response is received, this is taken as an acceptance to be an evaluator.**
4. The role of the Credentialing Panel member is to critique the applicant's case studies against a set of criteria.
5. Wheeled Mobility and Postural Management applications will have one case study, and Communication Assistive Technology will have two case studies.
6. Each panel member has three weeks to score the case studies provided to them and make one of three recommendations:
 - a. Award the Credential.
 - b. Request further points of clarification from the applicant. The applicant will have one month to supply additional material.
 - c. Decline the Credential. The applicant is invited to re-apply at a later date with a revised case study or new case study.
7. Where there is a unanimous decision to award the Credential, Enable New Zealand will process the application accordingly.
8. Where a request to receive further information is made by the panel members, this request to the applicant is made by Enable New Zealand.
9. Enable New Zealand will distribute further information to the panel members who will have one week to review the information and make a recommendation to award or decline the Credentialing application.
10. Where there is a split decision regarding the application, panel members may collaborate to reach agreement with each candidate. Teleconferencing or Zoom are available and may be organised by Enable New Zealand. Panel members will have one week to reach their agreement.
11. Should agreement be unable to be achieved Enable New Zealand will facilitate discussions to assist in decision-making using additional resources as necessary.
12. Where a recommendation to not award the Credential, the panel members will provide rationale why the case studies provided were insufficient. This will be communicated to the applicant by Enable New Zealand.
13. Any appeals made by an applicant must be made in writing to Enable New Zealand within twenty working days.
14. The application and all relevant information will be forwarded to the Ministry of Health EMS Review Panel. The decision made by the EMS Review Panel will be final.
15. Enable New Zealand will then notify the applicant accordingly as to whether the appeal was successful or unsuccessful.

Timeframe Summary



Process Step	Timeframe
Enable New Zealand receives application where a Credentialing Panel decision is required.	
Enable New Zealand form a Credentialing Panel for this application.	2 working days
Invited panel members respond either accepting or declining panel membership.	2 working days
Panel reviews the application and makes a recommendation.	15 working days
Enable New Zealand facilitated resolution where a decision is not unanimous.	5 working days
Enable New Zealand complete processing of the application (decision reached).	3 working days
Enable New Zealand request further information from the applicant.	2 working days
Applicant provides further information.	20 working days
Review of additional material by the Credentialing Panel.	10 working days
Appeal received.	Within 20 days
EMS Review Panel final decision.	10 working days
Applicant notified of final decision.	2 working days