



# SWEP Prescriber Registration and Credentialing Framework - Overview

The State-Wide Equipment Program (SWEP) is committed to the appropriate assessment and prescription of assistive technology (AT) by suitably qualified and skilled prescribers.

The objectives of registration and credentialing for SWEP prescribers are;

- Accurate and client-appropriate prescription
- Recognition of advanced prescriber knowledge and skills
- Supported and stream-lined administrative processes
- Prescriber accountability

It is recognized by SWEP that threshold qualifications alone, don't necessarily prepare health professionals to prescribe assistive technology to expected performance levels within SWEP.

Successful completion of competency based training is one way of providing evidence in support of prescriber privileges in addition to supporting prescribers in developing knowledge and skills in their chosen scope of practice. In addition, SWEP recognizes clinicians can support their clinical practice through a range of formal and informal training and experience.

## ***What recent changes have been made?***

The original SWEP Prescriber Registration and Credentialing Framework (The Framework) has been revised. The Framework remains the overarching document which encompasses all the necessary definitions and processes that support the function of SWEP.

The Framework;

- articulates threshold credentials for prescribers ([The Framework, Appendix 1](#))
- describes how prescribers can register, upgrade or re-credential
- discusses the role of competency based training
- defines the equipment, client characteristics and prescriber requirements for green, amber and red prescribers ([The Framework, Appendix 3](#))
- provides the Assistive Technology (AT) categories
- lists relevant client characteristics impacting prescription ([The Framework, Appendix 2](#))
- outlines available prescriber support
- discusses the role of Clinical Advisors

We have also developed the standard for SWEP first registration, prescriber upgrade, re-credentialing and initial assessment of prescriber level for experienced clinicians ([The Standard](#)). The

Standard is the authorisation process for registration and credentialing and the associated evidence requirements and documentation ([The Standard, Figure 1](#)).

The Standard sits within the structure of The Framework and includes the minimum requirements and application process / forms allowing prescribers to;

- understand threshold credentials required for prescribing in AT categories ([The Standard, Appendix 1](#))
- register for the first time as an inexperienced prescriber at <https://swep.service-now.com/csm>
- upgrade their prescriber status to a higher level, e.g. from green to amber ([The Standard, Table 2](#) and [The Standard, Appendix 3](#))
- re-credential their prescriber status at the same level ([The Standard, Table 2](#) and [The Standard, Appendix 3](#))
- have their prescriber status as an experienced clinician, assigned for the first time ([The Standard, Table 3](#) and [The Standard, Appendix 3](#))

In addition to the application forms for the above The Standard also includes;

- CPD activity guidelines ([The Standard, Appendix 2, Table 4](#))
- Prescriber continuing professional development, summary portfolio ([The Standard, Appendix 4](#))

The full suite documentation can be found here <https://swep.bhs.org.au/registration-and-credentialing-framework.php>

### ***I am a new prescriber registering for the first time – where do I go?***

New and inexperienced prescribers can register with SWEP for the first time on the SWEP website at <https://swep.service-now.com/csm>

If you are an experienced prescriber registering for the first time then refer to [The Standard, Table 3](#) and [The Standard, Appendix 3](#). This may apply to clinicians who have come from overseas, interstate or have prescribed under a different AT program.

### ***I want to re-credential at the same prescriber level – what are my options?***

There are two pathways available to prescribers to meet the requirements for *re-credentialing*. In summary, applicants can apply to be re-credentialed by either of the following pathways (Refer to [The Standard, Table 2](#));

- PATHWAY 1: Complete SWEP endorsed competency based training program OR complete a nationally endorsed unit of competency delivered by a recognized training organisation
- PATHWAY 2: Skills recognition based on Continuing Professional Development (CPD) portfolio

When you are due for re-credentialing SWEP will initiate this process and send you a reminder email 6 months and 1 month prior to your 5 year anniversary date.

### ***I want to upgrade my prescriber level – what are my options?***

There are now two pathways available to prescribers to meet the requirements for *upgrading* their prescriber level. In summary, applicants can apply to be upgraded by either of the following pathways (Refer to [The Standard, Table 2](#) & [Appendix 3](#));

- PATHWAY 1: Complete SWEP endorsed competency based training program OR complete a nationally endorsed unit of competency delivered by a recognized training organisation (or equivalent)
- PATHWAY 2: Skills recognition using the prescriber CPD portfolio

### ***What forms and documents are available to me?***

Within The Standard prescribers will find all the documents as described above to support their registration and credentialing requirements. This includes upgrade of prescriber level, re-credentialing at same level or initial assignment of prescriber status for experienced clinicians.

Inexperienced prescribers wishing to register for the first time can do so via the SWEP website at <https://swep.service-now.com/csm>.

The Framework, The Standard and all the required documentation can be found at <https://swep.bhs.org.au/registration-and-credentialing-framework.php>

You can apply to upgrade, re-credential or register as an experienced prescriber via <https://swep.service-now.com/csm>.

### ***Do I have to undertake competency based training?***

It is recognized by SWEP that threshold qualifications alone, don't necessarily prepare health professionals to prescribe assistive technology to expected performance levels within SWEP.

Successful completion of competency based training is one way of providing evidence in support of prescriber privileges in addition to supporting prescribers in developing knowledge and skills in their chosen scope of practice. For all SWEP endorsed prescriber education options please refer to <https://swep.bhs.org.au/prescriber-registration-education.php> and <https://swep.bhs.org.au/swep-endorsed-education.php>.

If you are a new prescriber or an experienced clinician registering for the first time you will be required to participate in the SWEP Induction module. Details of the requirements for your discipline can be found on the SWEP website <https://swep.bhs.org.au/for-prescribers.php>.

Within the skills recognition pathway ([The Standard, Appendix 3, Pathway 2](#)) SWEP has assigned CPD points for different types of education and learning activities ([The Standard, Appendix 2, Table 4](#)).

And lastly SWEP has now included provision within The Framework for other education providers to apply to have their education recognised by SWEP. These documents can be found on the SWEP website <https://swep.bhs.org.au/workshop-endorsement-application.php>.

Once SWEP endorses an education program, CPD points will be allocated and the name of the course and provider will be listed on the SWEP website <https://swep.bhs.org.au/swep-endorsed-education.php>.

### ***How often do I have to credential with SWEP? Is it 3 years or 5 years?***

Initially prescribers were required to re-credential every 3 years, however SWEP has made the decision to change this to every 5 years, acknowledging other industry standards and other registration and credentialing requirements for professionals. For existing prescribers, the 5 year credentialing period will commence from July 2017 (the revised Framework launch date) which means prescribers will need to choose to re-credential, or request an upgrade prior to July 2022. All new prescribers will commence their 5 year cycle from their registration date and any existing prescriber who has upgraded their status will have their 5 year cycle commencing from the date of upgrade. When you are due for re-credentialing SWEP will initiate this process and send you a reminder email 6 months and 1 month prior to your 5 year anniversary date.

### ***Will I be audited for my CPD Portfolio or have my scripts reviewed?***

As part of The Standard, prescribers may be subject to a random audit process. An audit may be undertaken of a prescribers CPD portfolio during the 5 year credentialing period, similar to an audit that Australian Health Practitioner Regulation Authority for example might undertake. Prescribers should maintain records of their prescriber CPD activity for a period of five years.

Script reviews may be undertaken if people do not successfully pass a competency based assessment, or there has been concerns about the success of script or a 'failed script'. A failed script is where a client abandons the AT prescribed. SWEP will determine if a script review is required and communicate this process with you.

### ***I have heard there is a white prescriber status now, what does that mean?***

SWEP recognises that often administrative staff or Allied Health Assistants (including Respiratory Scientists, Respiratory Nurses and advanced trainees) may assist prescribers in completing all the required documentation. In order to assist this process SWEP has developed the White prescriber status. A White prescriber is able to access applications on-line in our website, assist prescribers with attaching necessary supplementary documents (for example quotes) and review the status of their prescribers' applications. White prescribers will not be able to submit an application directly, nor can they escalate applications. In order to become a White prescriber the application process can be found here <https://swep.service-now.com/csm>.

New graduates who are waiting to complete their induction training can also register as a White prescriber, then transfer to Green once their training has been completed.

Prescribers who are registered with AHPRA and have a notation or condition against their registration may also be required to register as a white prescriber until the notation or condition is removed.

### ***How do I add a new AT Category to my existing registration?***

If you wish to add additional AT categories to your SWEP Prescriber Registration you will need to do this via Application Type 2: assessment of prescriber, based on a skills recognition process for experienced clinicians. If you are already registered you do not need to provide your CV as evidence however you do need to complete Appendix 3 and meet the CPD point requirements specific to the AT category being requested. At the end of Appendix 3 please ensure you provide a statement detailing your relevant skills and experience in this AT category.

If you are likely to prescribe in a new AT category as a 'once off' please contact the SWEP Chief Allied Health Officer for special consideration as we may be able to consider alternate ways to support your prescription.

***Can I apply for special consideration?***

If you believe you possess the appropriate level of skill and competence to prescribe AT, but do not meet the required criteria of any of the defined pathways you may apply for special consideration directly to the Chief Allied Health Officer at [swepcaho@bhs.org.au](mailto:swepcaho@bhs.org.au)

***Where else can I get information?***

The full Framework and Standard can be found at <https://swep.bhs.org.au/registration-and-credentialing-framework.php>

For additional information regarding SWEP please refer to the SWEP website - <https://swep.bhs.org.au>

***What if I want to provide feedback?***

SWEP is leading the way within the industry for implementing such robust frameworks and standards. We recognise this is new territory and may need to make changes along the way and as the revised framework is rolled out. We welcome your feedback and comments to [swepcaho@bhs.org.au](mailto:swepcaho@bhs.org.au).