

## The standard for registration and credentialing (*The Standard*) Occupational Therapists

### Summary

The State-Wide Equipment Program (SWEP) offers eligible Assistive Technology (AT) Practitioners a registration and credentialing process, whereby AT Practitioner credentialing levels specific to an AT category are assigned, according to *The Standard* outlined here.

This standard provides an objective means of structuring, measuring and authorising AT Practitioners to deliver AT solutions.

Based on an assessment of eligibility, experience, training and skill, AT practitioners are assigned a credentialing level that reflects the level of complexity they can safely and effectively address within a specific AT category. SWEP uses a traffic light based colour system to rate AT Practitioner credentialing level progressing from Green to Amber and then Red.

Where SWEP credentialed AT Practitioners also make application for AT items with SWEP, this assigned AT Practitioner credentialing level is integrated into the SWEP online application processes and privileges.

### Does this standard apply to me?

This standard applies to all AT Practitioners who register and credential with SWEP, as well as those wanting to maintain their credentialed status with SWEP or make applications for AT items through the SWEP online application portal.

### What does this mean for me?

There are five individual standards that need to be met regardless of your profession, credentialing level or the type of credentialing application you are making. The standards are summarised in the table below.

Standards to be met	
Standard 1.	Threshold credentials for the AT category
Standard 2.	Additional agency/ funding body requirements
Standard 3.	Experience and currency delivering AT solutions in the AT category
Standard 4.	Accrual of AT Practitioner continual professional development (CPD) points
Standard 5.	Participation in audit and review processes

The types of credentialing applications you can make with SWEP are summarized in the table below.

Credentialing application type	Descriptor
Initial (inexperienced AT Practitioner or new graduate)	This applies to an inexperienced AT Practitioner or new graduate clinician, registering and credentialing as a Green AT Practitioner for the first time.

Credentialing application type	Descriptor
Initial (experienced AT Practitioner)	This applies to AT Practitioners with considerable experience implementing AT solutions, prior to their engagement with SWEP. Credentialing level(s) are assigned for the first time based on a skills recognition process.
Add AT category	This applies to Occupational Therapists wanting to add a credentialing category to their existing registration profile. This may happen due to a change in scope of practice, or the completion of training or roles, that allow you to meet additional credentialing requirements. If you want to 'add' the following credentialing categories, please refer to <i>The Standard</i> for these specific areas of practice <ul style="list-style-type: none"> <li>• Capacity and Performance Evaluation (CAPE) [for Transport Accident Commission (TAC)]</li> <li>• Lymphoedema Therapy</li> </ul> If you want to 'add' Driver Assessment and Vehicle Modifications, please refer to the details within this Occupational Therapy standard.
Upgrade	The process whereby the AT Practitioner applies to have their credentialing level within the SWEP framework upgraded to amber or red in any one or more AT category/ ies.
Re-credential	The process whereby the AT Practitioner applies to maintain their current credentialing level and /or application privileges with SWEP within a five-year cycle. It is a periodic re-evaluation to verify that you continue to meet credentialing standards set by SWEP

The specific standards that apply to your profession and credentialing application type, and further details on the evidence/ documents to be submitted with your application, are outlined in [Table 1 The Standard](#) for Occupational Therapists below.

For further details on CPD activity types and rules that relate to your credentialing application refer to the [CPD activity guidelines](#).

Your compliance with this standard may be audited from time to time to ensure adherence. If it is discovered that credentialing levels or access to AT categories has been endorsed by SWEP based on false or unsupported information, privileges afforded by your credentialing level may be reviewed.

### Keeping evidence

You should maintain records that support your credentialing application (particularly your AT Practitioner CPD activity) for five years so it can be provided in the case you get audited. The [CPD summary portfolio](#) can be used to record your CPD evidence.

### Will special consideration be given if I do not meet the standard?

If you believe you possess the appropriate level of skill and competence to provide services in this area of practice, but do not meet the required standards, you can submit a credentialing application through the SWEP Practitioner portal with supporting evidence and we will assess your application on a case by

case basis to determine your credentialing level. For example, requesting to move directly from Green to Red or upgrade from Amber to Red with less than 3 years' experience at Amber.

In order to be considered for a special consideration request you must meet the following two requirements

- have evidence of targeted learning and have considerable mileage that includes high complexity across both consumers and assistive technology items/ service provision
- have at least 2.5 years of full time equivalent experience in this area of practice at either Green and/or Amber.

Applications that do not fully meet *The Standard* for your profession or area of practice, will be reviewed by the Chief Allied Health Officer or delegate. Special consideration may be given to assign the requested credentialing level.

### Right of Appeal

Any AT Practitioner may appeal to have decisions made by SWEP reviewed, by contacting the SWEP Chief Allied Health Officer on [swepcaho@bhs.org.au](mailto:swepcaho@bhs.org.au). After an appeal is formally reviewed, the outcome is final. Refer to the [Credentialing appeal application form](#) for further details.

### What happens if I apply but do not meet this standard?

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If you submit a credentialing request and it is deemed that you do not clearly meet the standard, your application will not be endorsed. This will be communicated to you, with opportunity to provide further information if relevant.

### Variations to credentialing level assignment

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There may be specific conditions that impact the eligibility, assignment or revision of credentialing levels, or specific conditions that call for additional monitoring. These will be assessed on a case by case basis by the Chief Allied Health Officer or delegate (in collaboration with partnering agencies where applicable).

This may include but is not limited to;

- when a practitioner has limited AHPRA Registration or where there are conditions/ reprimands/ notations placed on their AHPRA registration
- when it becomes clear after a formal review process that coaching or remedial action is appropriate
- when there are repeated concerns about a Practitioner's adherence to applicable professional standards or codes of conduct/ ethics

### Review

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This standard will be reviewed from time to time as required. This will generally be at least every five years.

Last reviewed: May 2020

**Table 1: Occupational Therapists: standard for registration and credentialing**


Credentialing categories which Occupational Therapists are eligible to register in:

- Bath and toilet
- Bedding
- Environmental controls
- Home modifications
- Miscellaneous
- Orthotics
- Seating
- Transfers
- Vehicle modifications: Driver/ Other
- Walk/stand aids
- Wheelchair/scooter
- Compression garments (please refer to *The Standard for Lymphoedema Therapists*)
- Capacity and Performance Evaluation (CAPE) (please refer to *The Standard for TAC CAPE*)

Standards to be met	Minimum requirements of the standard for Occupational Therapists
1. Threshold credentials for the AT category and credentialing level	<p><b>Vehicle modifications- Driver</b> (all driver assessments and/or modifications to the vehicle to facilitate driving by the consumer, including driver seat modifications)</p> <p>Current general AHPRA registration as an Occupational Therapist  <b>with</b> Post-graduate training in driver assessment and rehabilitation, with both theory and practicum delivered in line with the <i>Australian Competency Standards for Occupational Therapy Driver Assessors</i>. OTA (2018). (Usual duration 2 weeks using a mixed delivery method)</p> <p><b>All other AT categories which Occupational Therapists are eligible to register in</b>, including Vehicle modifications - Other (All other vehicle modifications including passenger access and transport of assistive technology)</p> <p>Current general AHPRA registration as an Occupational Therapist</p>
2. Additional agency/ funding body requirements	Agencies/ funding bodies engaging SWEP to credential AT Practitioners, may request additional specific evidence to be submitted as part of registration and initial credentialing. You will be advised of this as required
3. Experience and currency delivering AT solutions in the AT category	<p><b>Initial registration (inexperienced AT Practitioner including new graduate)</b></p> <p>No specific experience and currency requirements beyond threshold credentials</p> <p><b>Initial registration at amber/red level</b></p> <p>Evidence within the past five years of regular experience providing AT solutions <u>in the requested AT category/ ies</u>, commensurate with the requested AT Practitioner level as it relates to consumer and AT item complexity (Amber at least one year, Red at least 4 years)</p>

Standards to be met	Minimum requirements of the standard for Occupational Therapists
	<p><b>and</b>            Demonstrate roles and responsibilities in AT solution provision, commensurate with the requested AT Practitioner level</p> <p><b>Adding a category after initial registration (Vehicle modifications – driver)</b>            Meets additional threshold credentials for the AT category and AT Practitioner level-based requirements</p> <p><b>Upgrade (to amber)</b>            At least one year of regular experience providing AT solutions <u>in the requested AT category/ ies</u>            (May be demonstrated by making two or more applications via the SWEP portal <u>in this AT category</u> over the past twelve months)</p> <p><b>Upgrade (to red)</b>            At least three years of regular experience providing AT solutions at Amber level <u>in the requested AT category/ ies</u>            (May be demonstrated by making or validating ten or more applications via the SWEP portal <u>in the AT category/ies</u> over the past three years)</p> <p><b>Re-credentialing (at green)</b>            No specific experience and currency requirements beyond threshold credentials</p> <p><b>Re-credentialing (at amber or red)</b>            Regular experience providing AT solutions <u>in any AT categories</u> at the <u>relevant</u> credentialed level, except for Driver Assessment and Vehicle Modifications where you <u>must have currency of practice</u> in the past two years            (May be demonstrated by making or validating ten or more applications via the SWEP portal over the past five years)</p>
4. Continual professional development (CPD)	<p><b>Green – initial and re-credential</b>            No specific requirements for Green, however it is assumed that AT Practitioners participate in activities that contribute directly to maintaining and improving competence in the scope and level of AT practice as part of their professional development activities</p> <p><b>Amber or Red – initial credentialing or upgrade</b></p>

Standards to be met	Minimum requirements of the standard for Occupational Therapists
	<p>Accrue a minimum of 30 AT Practitioner CPD points over the past 5 years which cover <u>all the AT categories</u> for which the upgrade/ initial higher credentialing is being requested</p> <p><b>with</b></p> <p>A minimum of 15 Category 1 CPD points, in order to meet CPD accrual rules (refer to <a href="#">CPD activity guidelines</a> for details)</p> <p><b>and</b></p> <p>Maintain a portfolio that documents all AT Practitioner CPD points undertaken, including documentary evidence</p>
	<b>Amber or Red – re-credentialing</b>
	<p>Accrue a minimum of 30 AT Practitioner CPD points over the past 5 years which cover <u>at least one of the AT categories</u> for which the re-credentialing is being requested</p> <p><b>with</b></p> <p>A minimum of 15 Category 1 CPD points in order to meet CPD accrual rules (refer to <a href="#">CPD activity guidelines</a> for details)</p> <p><b>and</b></p> <p>Maintain a portfolio that documents all AT Practitioner CPD points undertaken, including documentary evidence.</p>
5. Audit and review	Participate in audit and review processes related to credentialing or applications as determined by SWEP or other agencies/funding bodies.

 Occupational Therapists: Documentation and evidence to be submitted in support of your credentialing request SWEP portal login at: <a href="https://swep.service-now.com/csm">https://swep.service-now.com/csm</a>				
Initial credentialing (inexperienced AT Practitioner or new graduate)	Initial assignment of AT Practitioner level (experienced)	Add AT category to existing registration profile	Upgrade AT Practitioner level	Re-credential at same AT Practitioner level
AHPRA name and registration number supplied <b>and</b>	AHPRA name and registration number supplied <b>and</b>	<a href="#">Credentialing application form</a> (all sections including declaration) <b>including</b>	<a href="#">Credentialing application form</a> (all sections including declaration) <b>including</b>	<b>Green ONLY:</b> Complete a declaration confirming that threshold credentials/requirements are still met

<p>Proof of additional requirements for the AT category and level e.g. Post-graduate driver assessment and rehabilitation training certificate</p>	<p>Proof of additional requirements for the AT category and level e.g. Post-graduate driver assessment and rehabilitation training certificate <b>and</b> <a href="#">Credentialing application form</a> (all sections including declaration) <b>including</b> *CV and cover letter that demonstrates that you meet the experience and currency standard</p>	<p>An *experience and currency statement <b>and</b> Proof of additional requirements for the AT category and level e.g. Post-graduate driver assessment and rehabilitation training certificate</p>	<p>An *experience and currency statement</p>	<p><b>Amber or Red:</b> <a href="#">Credentialing application form</a> (sections 1, 2 and declaration)</p>
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\*Please refer to Section 3: [Credentialing application form](#) for details on what to include in your experience and currency statement **OR** CV and cover letter