

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

### Oxygen Prescribers

#### 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 AT Practitioners wanting to add an AT 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.
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 your profession or area of practice e.g. Occupational Therapist, Lymphoedema Therapist.

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 don't 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 don't 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 Oxygen Prescribers: standard for registration and credentialing**

Professions eligible to register in this category:

- Medical Practitioner (with specialisation)

Standards to be met	Minimum requirements of the standard for Oxygen Prescribers		
1. Threshold credentials for the AT category and credentialing level	Oxygen (child)	Specialist paediatric respiratory and sleep medicine physician <b>or</b> Specialist paediatrician / Specialist neonatologist <b>or</b> Specialist paediatric palliative medicine physician <b>or</b> Specialist paediatric medical oncologist <b>or</b> Specialist paediatric cardiologist  <i>(all titling as determined by AHPRA)</i>	No additional threshold credentials <i>NB: A Green AT Practitioner can complete an application for any oxygen items, however the application must be authorised by an Amber or Red AT Practitioner</i>  Specialist Paediatric Respiratory and Sleep Medicine Physician <b>or</b> Specialist Neonatologist attached to a Level 3 Nursery <b>with</b> at least 2 years of experience prescribing oxygen (any context)  Specialist Paediatric Respiratory and Sleep Medicine Physician <b>with</b> at least 5 years of experience prescribing oxygen (any context) <b>and</b> attached to a Level 3 Nursery
	Oxygen (adult)	Specialist respiratory and sleep medicine physician <b>or</b> Specialist palliative medicine physician <b>or</b> Specialist medical oncologist <b>or</b> Specialist cardiologist <b>or</b> Specialist general physician (with respiratory interest)  <i>(all titling as determined by AHPRA)</i>	Threshold credentials as stated in this table for the AT category  Specialist Respiratory and Sleep Medicine Physician <b>with</b> at least 2 years of experience prescribing oxygen (any context) <b>OR</b> Specialist General Physician with Respiratory Interest <b>with</b> at least 5 years of experience prescribing oxygen (any context)  Specialist Respiratory and Sleep Medicine Physician <b>with</b> at least 5 years of experience prescribing oxygen (any context) <b>and</b> works within/ affiliated with an accredited Respiratory Laboratory
2. Additional 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		

Standards to be met	Minimum requirements of the standard for Oxygen Prescribers
3. Experience and currency delivering AT solutions in the AT category	<b>Initial registration at any level</b>
	Refer to threshold credentials
	<b>Upgrade (to amber)</b>
	Refer to threshold credentials <b>and</b> Has engaged in clinical activity within this AT category at Green level (May be demonstrated by making or validating two or more applications via the SWEP portal in this AT category over the past twelve months)
	<b>Upgrade (to red)</b>
	Refer to threshold credentials <b>and</b> Has engaged in clinical activity within this AT category at Amber level (May be demonstrated by making or validating ten or more applications via the SWEP portal in this AT category over the past three years)
4. Continual professional development (CPD)	<b>Re-credentialing (any level)</b>
	Refer to threshold credentials to ensure requirements are still met <b>and</b> Has engaged in clinical activity within this AT category at the relevant level (May be demonstrated by making or validating ten or more applications via the SWEP portal in this AT category over the past five years)
5. Audit and review	Participate in activities that contribute directly to maintaining and improving your competence in the scope of your AT Practitioner level
	Participate in audit and review processes related to credentialing or applications as determined by SWEP or other agencies / funding bodies.



Oxygen prescriber: Documentation and evidence to be submitted in support of your credentialing request

Access SWEP portal login at: <https://swep.service-now.com/csm>

Initial credentialing (inexperienced AT Practitioner or new graduate)	Initial assignment of AT Practitioner level (experienced)	Upgrade AT Practitioner level	Re-credential at same AT Practitioner level
<p>AHPRA name and registration number supplied</p>	<p>Provide evidence of having met the AT Practitioner level threshold credentials relating to</p> <ul style="list-style-type: none"> <li>• years of experience employed job roles (e.g. could be evidenced in a CV)</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Credentialing application form</a> <ul style="list-style-type: none"> <li>○ Section 1: required</li> <li>○ Section 2: not required</li> <li>○ Section 3: as evidence, if required*</li> <li>○ Declaration: required</li> </ul> </li> </ul>	<p>Provide evidence of having met the AT Practitioner level threshold credentials relating to</p> <ul style="list-style-type: none"> <li>• years of experience employed job roles (e.g. could be evidenced in a CV)</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• Complete <a href="#">Credentialing application form</a> <ul style="list-style-type: none"> <li>○ Section 1: required</li> <li>○ Section 2: not required</li> <li>○ Section 3: as evidence, if required*</li> <li>○ Declaration: required</li> </ul> </li> </ul>	<p><b>All levels:</b> declaration only required, no evidence to be submitted</p>

\*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