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

Physiotherapists

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.

It is important to note that the provided SWEP practitioner ID number and credentialing levels are to be used for SWEP purposes only and may not be shared with other agencies/ funding bodies without the express permission of SWEP.

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.
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 below. Where Physiotherapists work in specific areas of practice e.g. as a Lymphoedema Therapist, they will need refer to Table 1 *The Standard* for Lymphoedema Therapists.

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 *AT Practitioner 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.

Special consideration application will only be considered in exceptional circumstances. 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@gh.org.au. However, after the appeal has been reviewed, the outcome of the appeal is final.

What happens if I apply but don't meet this standard?

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.

What happens if there is a change to my registration or clinical practice?

In the event that conditions, reprimands or restrictions are placed on your registration, clinical practice or professional association membership, you must advise the Chief Allied Health Officer immediately in writing at swepcaho@gh.org.au

Review

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

Last reviewed: July 2019

Table 1: Physiotherapists: standard for registration and credentialing		
AT categories which Physiotherapists are eligible to register in:		
• Bath and toilet • Bedding • Miscellaneous • Orthotics	• Seating • Transfers • Walk/stand aids • Wheelchair/scooter	*Compression garments (please refer to Lymphoedema Therapist specific requirements)*

Standards to be met	Minimum requirements of the standard for Physiotherapists
1. Threshold credentials for the AT category and credentialing level	Current general AHPRA registration as a Physiotherapist
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	Initial registration (inexperienced AT Practitioner including new graduate)
	No specific experience and currency requirements beyond threshold credentials
	Initial registration at amber/red level
	Evidence within the past five years of regular experience providing AT solutions in the requested AT category/ ies, 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) **and** Demonstrate roles and responsibilities in AT solution provision, commensurate with the requested AT Practitioner level
	Upgrade (to amber)
	At least one year of regular experience providing AT solutions in the requested AT category/ ies (May be demonstrated by making two or more applications via the SWEP portal in this AT category over the past twelve months)
	Upgrade (to red)
	At least three years of regular experience providing AT solutions at Amber level in the requested AT category/ ies (May be demonstrated by making or validating ten or more applications via the SWEP portal in this AT category over the past three years)

Standards to be met	Minimum requirements of the standard for Physiotherapists
	Re-credentialing (at green)
	No specific experience and currency requirements beyond threshold credentials
	Re-credentialing (at amber or red)
	Regular experience providing AT solutions in any AT categories at the relevant credentialed level (May be demonstrated by making or validating ten or more applications via the SWEP portal in any AT category/ ies over the past five years)
4. Continual professional development (CPD)	Green - initial and re-credential
	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
	Amber or Red – initial credentialing or upgrade
	Accrue a minimum of 30 AT Practitioner CPD points over the past 5 years which cover all the AT categories for which the upgrade/ initial higher credentialing is being requested **with** A minimum of 15 Category 1 CPD points in order to meet CPD accrual rules (refer to *CPD activity guidelines* for details*)* **and** Maintain a portfolio that documents all AT Practitioner CPD points undertaken, including documentary evidence
	Amber or Red – re-credentialing
	Accrue a minimum of 30 AT Practitioner CPD points over the past 5 years which cover at least one of the AT categories for which the re-credentialing is being requested **with** A minimum of 15 Category 1 CPD points in order to meet CPD accrual rules (refer to *CPD activity guidelines* for details*)* **and** Maintain a portfolio that documents all AT Practitioner CPD points undertaken, including documentary evidence
5. Audit and review	Participate in audit and review processes related to credentialing or applications as determined by SWEP or other agencies/ funding bodies.

Physiotherapists: 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
AHPRA name and registration number supplied	AHPRA name and registration number supplied **and** *Credentialing application form* (all sections including declaration) **including** CV and cover letter* that demonstrates that you meet the experience and currency standard	*Credentialing application form* (all sections including declaration) **including** An experience and currency statement	*Credentialing application form* (sections 1 and declaration)